

Town of Perryville, MD
Staff Report
For the July 5, 2016 Town Meeting

Project and Department Status Updates:

Administration:

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 5 Deeds.
- 2 dog tags sold.
- 65 boat ramp stickers sold. Last sold #340

Bus Shelters: Three still to be installed – Aiken Avenue, Coudon Blvd. and Perryville Station. Trying to get a new location for the bench at Lindy’s on the church property. Mary Ann met with Wayne Winters, Cecil Transit regarding the three additional sites in Perryville, Perryville Station, Coudon Blvd across from the library and a possible new location for the bench at Lindy’s. Engineering for the site on the east side of Coudon was provided to Cecil County DPW for review. We need to determine whether an easement will have to be provided based on the location immediately adjacent to the existing sidewalk along US 40.

Cable TV Franchise Agreement: NO UPDATE: On May 4th, a meeting was held with Fran Bradley, Atlantic Broadband, Ms. Ferguson, Esq. and Mrs. Cathy McCardell to discuss the Franchise Agreement. Mr. Bradley, Atlantic Broadband, is revising the Franchise Agreement to reflect some of the items discussed. Also, he has sent a sample extension letter for Ms. Ferguson, Esq. to review. Ms. Ferguson, Esq. is reviewing the revised Draft Franchise Agreement from Atlantic Broadband.

Code Enforcement: Planning staff continues to try to keep up with the numerous complaints, primarily dealing with high grass. Approximately 19 violation letters were mailed regarding high grass. 18 door hangers were placed on homes where grass needed to be cut. Issued one Rental License

Corporate Boundary Survey: Continue to provide information to McCrone to close boundary points.

Economic Development:

- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- Continue to coordinate 501(c) and revitalization grants with awardees. Have received 1 request for extension (American Legion) and have reimbursed the Little League, Restore Church and Chesapeake Feline.
- Coordinated with DPW and Pollitt signs in the design and installation of a new gateway sign on Aiken Ave installed 5/26, directional signs at the end of Aiken/Broad to be installed at a later date

- Met with a group interested in a drive in theater in the Perryville area.

Elm Street:

- Meadows Construction has completed construction of Elm Street, including planting of the trees along the trail as mitigation for the project. An As-built survey is currently underway.

Employment: no new job opportunities to report

Events: (Note: many staff, board members and volunteers worked these events in some capacity, whether planning, setting up, working during and / or clean-up. Thank you to those that worked so hard to make the events happen!)

- June 17th – Movies in the Park
- June 18th – Chief's Family Fun Day

Energy Audits: NO UPDATE Quotes for the energy audits that were performed on the DPW Shop, Waste Water Treatment Plant and the Water Treatment Plant have been received. We are waiting for Delmarva Power to release incentives.

Farmer's Market:

- Received a total of 11 vendor applications
- Amanda Hickman acts as the Market Manager, and she continues to update the website and Facebook

FEMA: All information sent to FEMA contact by Rachel Deaner, Finance Director, waiting for final review.

Grant Opportunities:

- Amanda Hickman finalized Barbara Ballard's grant application for Recreation Trails grant funding.
- Maryland Heritage Area Authority- application submitted
- Other grants being considered and discussed

Greenway Committee (Perryville):

- The Perryville Greenway Meeting was held June 22, 2016. The next meeting is scheduled for August 24th at 10:00 a.m. in Perryville Town Hall.
- The next Regional Greenway Meeting is scheduled for Thursday, September 15, 2016 at 10:00 a.m. at the Lewis Lane Center in Havre de Grace.

Human Resources:

- On June 7th employees were given the opportunity to meet with the AFLAC representative and sign up for new coverage
- Open Enrollment was held for Health Insurance on June 8th. All employees were notified with attendance requested.
- On June 22nd employees were given the opportunity to meet with the Colonial Life representative to make changes to their policies or purchase new if desired

Ikea Way Ownership Issue: Denise Breder is working with Mary Ann Skilling to prepare a MPIA request to go to the State of Maryland asking for the documents to prove that the State does not own the balance of the road way.

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- Mike McGuirk continues to install sidewalks as weather permits. Most of the trees and shrub have been installed. Electric conduit and waterline was installed by DPW. The bio-retention area will be the final installation as final grading is important in its engineering. The restroom facility has been ordered from Public Restroom Company and is due to be delivered in late September. The first request for reimbursement to Department of Natural Resources was submitted in the amount of \$35,942.17.
- DPW contracted the installation of a custom door on the Band Shell at Lower Ferry Park.
- DPW employees installed conduit from a power box to the band shell at Lower Ferry Park. Delmarva Power will install the remainder of the project.

MARC Maintenance and Layover Facility – NO UPDATE

Mosquito Spraying: The Town of Perryville began participating in the mosquito spraying program run by the Maryland Department of Agriculture in June. Spraying occurred once weekly during late evening and overnight hours for the month of June. A budget amendment is under consideration for vote at tonight's meeting to continue spraying in July, August and September (Fiscal Year 2017). For more information, please visit the Dept. of Agriculture Mosquito Control Website http://mda.maryland.gov/plants-pests/pages/mosquito_control.aspx

Municipal Complex:

- Final site plans have been approved, signed & sealed by the Town and county. A grading permit is in process. Building construction permit is in process. Site construction is scheduled to begin July 11th. Verizon is off strike. The Town is waiting on Verizon for updated quote for the utility relocation work; once we get the quote, we sent them a check to begin work.
- Three bids were received for the Police Department construction project and the contract has been awarded to the low bidder, North Point Builders for \$4,318,000. We are currently finalizing the contract with North Point so the project can get underway.
- Finance Director, Rachel Deaner, is working on the following related to financing of the police department construction:
 - Resolution to assign funds – voted @ June Town Meeting.
 - Resolution for form of official intent– voted @ June Town Meeting.
 - Working with Denise Breder to secure bond/loan.
 - Working with Bond counsel.

- Public Hearing – July 5th @ 7pm to approve bond amount.
- Bond to close near the end of August.

Otsego Street

- Developing the construction plans for Otsego Street.
- Developing Temporary Easement Documents for land owners along Otsego Street.

Outreach:

- Overall monthly attendance was 214; 0 referral; 11 new members
- This month the Outreach Program hosted a variety of awesome activities for the members to participate in.
 - We set up a tent and passed out information at the Movie in the Park and were able to use that as an opportunity to engage with the community.
 - On the 18th the Outreach hosted the Chief's Family Fun Day in partnership with the police department. There was a moon bounce, cookout and a science show put on by Mad Science! There was a great turnout and we look forward to having more events like this for the kids in the community.
 - The Outreach took members on a couple of great field trips once to the library to encourage summer reading, and another one to the Plumpton Park Zoo.
 - We also had a bonfire, as well as our usual family dinners.
- The coming month is going to be an exciting one. We are currently planning a field trip to the Go Ape ropes course in Delaware, a midday movie trip to Regal Cinemas to see Alvin and the Chipmunks, and a possible week long teen leadership camping trip at Northbay.
- The Outreach Program participated in OP clean up as well as other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

Parks:

- A gate hinge on the senior field was repaired
- Staff began trimming hedges along the Roundhouse Drive section of the walking trail. This is part of a semi-annual maintenance.
- Changed the park closing time from 8:00 pm to 8:30 pm for the longer days of the summer months.
- Repaired a flat tire on the Dixie Chopper Mower.
- Trees at Lower Ferry Park and across from the Reed Beds are being watered as needed.
- A section of Marion Tapp Parkway has been patched and overlaid to allow smoother travel into the Community Park.
- Other regularly scheduled work was completed including debris cleanup at boat launch, unlocking and cleaning public restrooms, checking-emptying-restocking

pet waste stations as needed, and maintenance of multiple parks and parks facilities

Planning and Zoning:

- **Planning Commission Meetings** – No meeting held in June
- **Zoning Certificates** – Processed fourteen (14) zoning certificates and reviewed application for compliance with the Town’s zoning regulations; two (2) within the Critical Area
- **Board of Appeals** – Hearing held June 20, 2016: SE2016-01 636 Broad Street, request to convert 1st floor commercial to apartments; as recommended by the Planning Commission, the Board voted to approve up to 6 apartments in the rear of the building and the front spaces to remain as commercial.
- **90 Mill Creek** - Provided procedures to Harriet McMullen at 90 Mill Creek for water service connection. Ms. McMullen has a sewer connection. The Perryville water line runs down Mill Creek. No response received to date.
- **Fairgreen Apartments** – A request was made to reduce the age limit for seniors to 55. The DHCD provided a letter granting the request to the Severn Companies (Management Entity) because the State Law defines elderly as 55 or older. If a local regulation defines “elderly” as 62 or older (as our Zoning Ordinance does) a developer or apartment complex owner would not be able to take full advantage of State financing programs for a project whose occupancy is restricted to 55 or older. An amendment to the Zoning Ordinance will be introduced for consideration by P&Z and Board.
- **Attended Cecil County Transit Coordination Council meeting June 9, 2016-** service expansion planned for shuttle service from Perryville MARC station to Newark SEPTA station via North East; Hub Study underway for transfer facility with possible location in North East, would provide shorter loops, more stop times; Route Shout-Scan Code program implemented: using their smart phone riders are able to see virtual routes showing bus location and estimated arrival time at their stop.
- **Attended 7th Annual Maryland Workplace Health & Wellness Symposium June 10, 2016, From Survive to Thrive: Redefining the Healthy Workplace;** largest workplace wellness gathering in Maryland focused on discussing timely health and wellness topics for employers.
- **Zoning Code Updates:** Staff continues to work on updates to the Zoning Ordinance.
- **Development Projects:**
 - **Cedar Corner/Loring Park** – no activity
 - **Magraw Subdivision** – Preliminary Stormwater and utility Plans have been reviewed. Preliminary Site Plan for 10 single family lots is expected for review by the Planning Commission in July.
 - **Frenchman Land Company** – Waiting for State Highway final approval of access permit.
 - **Dollar General/Ketan** – no activity

- **Royal Farms (at Heather Lane)**- Final approval from SHA regarding access on to MD 222 has not been received. Engineers are moving forward with stormwater approvals.
- **Subway at Perryville Station** – Open for business
- **Pilot Travel Center** - Received Zoning Certificate from the Pilot Travel Center regarding facility updates to the restrooms. A temporary restroom trailer is proposed to accommodate customers while the interior restrooms are updated.

Police:

- DES in process of issuing the new radios to the police, fire and DES departments.
- Decals and car unit numbers are in and will be displayed on the police vehicles soon.
- Working with Brekford in reference to installing the E-Tix in our police vehicles.
- Posted a help wanted in the Cecil Whig and on-line for a police officer with the PPD.
- Working to establish policy for a police chaplain program for the police department.
- Received 2 new patrol bicycles, working to get officers training to ride them.
- Attended several other meetings including a meeting with Commissioner Ryan and Chief Moore of the Bel Air PD regarding training, an IWIF Hearing, Chief's meeting in the States Attorney's Office in Elkton, Employee Lunch, met with Tactical Team and went over procedures, Coffee with a Cop and attended MML Conference in Ocean City.

Public Works:

- **General work**
 - A section of Aiken Avenue Extended (John Street to RR Tracks) has been patched and overlaid.
 - A section of Cedar Corner Road (Ingleside Avenue to County Maintenance) has been patched and overlaid.
 - Staff has trimmed trees in some areas around town where low hanging tree branches were make it difficult for pedestrian traffic to travel safely.
 - DPW employees continue grass cutting responsibilities for the current spring and upcoming summer seasons.
 - DPW staff has cleaned out flower beds throughout town.
 - DPW mowed the emergency access road along Frenchtown Road.
 - Other regularly scheduled work was completed including mowing, flags, equipment and facility maintenance and repair, utility marking, responding to work orders, checking pumping stations, bulk trash, yard waste, dump trailer – deliver and remove
- **Vehicle / Equipment Maintenance**
 - DPW purchased a mower attachment for the vehicle lift. This will allow the DPW to safely lift various types of equipment for more efficient maintenance.

- A crane lift is being installed on a F350. The crane is from a previous vehicle and is being installed on the F350 so that it can be used for emergencies such as pump repairs at Lift Stations.
- The town van was checked for any issues that may exist prior to it being used to transport employees and supplies to the MML Conference.
- A new zero turn mower was purchased for maintaining town owned properties. (Town Hall, Outreach, Police Dept., Comm. Ctr., DPW)
- **Water Distribution System and Wastewater Collection System**
 - Door Hangers and shut offs for nonpayment of water services were performed.
 - DPW ordered lift station pump for the emergency replacement of a pump that was found to be beyond repair at the S-Turn Lift Station.
 - Staff addressed and restored normal service to a sanitary sewer main backup on Aiken Avenue Extended.
 - DPW Employees maintained a lift station during a brief power outage caused by an aggressive thunderstorm. (Weather Related Event)
- **Water Storage Tanks**
 - DPW staff has been making arrangements for electrical meter box repair near the ½ MG Water Tank. The meter appears to have been struck by a Tractor Trailer and will need coordinated efforts from an electrical contractor and Delmarva Power. An exact date has not yet been determined but it is expected to take place in early March. **(UPDATE: Contractor was planning to make the repairs in early June, but found that additional parts were needed; they hope to complete the work within the next 7 – 10 days.)**

Reservoir / Dam:

- A developer, Lidl, represented by GTA (an environmental engineering firm) has requested to do SWM / Stream restoration mitigation project on town property as mitigation for their development project. The Town gave approval to move forward with the project. Counsel for Lidl sent the Draft Declaration of Restrictions to Fred Sussman, Esq. for review. More information will follow.
- **NO UPDATE:** Reservoir is maintaining minimal water levels. Have received the final land ownership memorandum form for the Dam Modification Permit from Fred Sussman (Town Lawyer). Engineer will provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials and submit revised plans to MDE.
- The Circuit Court signed the Show Cause Order for Publication in our Perryville Water Company case regarding the deed of the parcels to the Town. The Order was published in the Cecil Whig on April 27. The Court gave until May 27, 2016, for anyone to respond; according to the Court docket, it does not appear that there were any responses. Mr. Sussman prepared and sent a Motion for Entry of Final Judgment and proposed Final Judgment to the Circuit Court for Cecil County. He requested that it be sent right to a Judge for consideration, and expects to have a response this week.

Retention Policy:

- Discussed Finance, Administration and Planning & Zoning at prior work sessions
- To resume in 2016

Rodgers Tavern Museum:

- ADA Bathroom and all bathroom fixtures – In progress
- Porch Repair – July 2016
- Porch Painting – In progress weather permitting.
- Tavern Sign – In design
- Committee has separated items and starting to tag museum items.
- RFP was released to hire a contractual curator; 2 proposals received and review in process.
- The Tavern HVAC has been switched from winter to summer to help maintain the interior of the building during the hot summer months.

Safety Committee: A meeting was held on June 8th and the next meeting is scheduled for October 12th.

Solar (for Park Maintenance Building): The off-grid solar project has been completed. The entire parks building is powered by solar power. This project included lights, receptacles and HVAC to be powered.

Surplus Property: Surplus items listed on www.municibid.com; sales from July 2015 through May 2016 are listed below:

<u>Date</u>	<u>Item Description</u>	<u>Sold Price</u>
7/10/2015	HP Designjet 1050C B Model	\$200.00
9/8/2015	48" Country Clipper Mower	\$1,450.00
10/15/2015	WASP WPL305 Barcode Printer & WASP Mobil Device	\$150.00
10/15/2015	Superior Popcorn Popper	\$51.00
10/29/2015	Atari XE Game Machine	\$5.00
11/19/2015	Credit Card Printer & Epson Printer	\$5.00
2/18/2016	Gatorcam Push Rod Sewer Camera System	\$500.00
3/1/2016	Speed Rooter 90 Power Drain Cleaner (Electric Sewer Snake)	\$310.00
4/5/2016	Public Address System, Wireless (Hisonic HS120B)	\$57.00
5/12/2016	2004 Chevrolet 2500HD Pickup	\$5,700.00
5/12/2016	2005 Chevrolet 3500 Dump Truck	\$11,300.00
5/31/2016	Filing Cabinets, 2 Drawer (2)	\$5.00
	Total:	<u>\$19,733.00</u>

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):

- We received a letter from MDOT letting us know that they are in the process of re-designing the Broad Street intersection with Avenue "A" near Rodgers Tavern by adding an additional bridge span to the project, which will open up the intersection and honor the town's request to provide a more open and natural view from Rodgers Tavern. Once renderings are done, they will share them with the Town. Additionally, the Federal Railroad Administration sent a letter and CD with findings from the Section 106 Consulting Parties process. Under consideration is a plan to develop and implement a Construction Protection Plan (CPP) to avoid construction-related damage to Rodgers Tavern, and a possible shifting of the Perry Interlocking Tower within the Amtrak ROW as well as mitigation through documentation of that historic resource. They sent a CD with additional information. Once reviewed, any pertinent information will be shared.

Town Code Updates: P&Z Staff prepared an update to Chapter 61 to allow the Mayor and Commissioners the ability to authorize alcoholic beverages under certain conditions on Town own property. The proposed changes were discussed at the May work session and changes made by the Board. So as to avoid impact to the current season's Farmers Market, the Ordinance is expected to be introduced at the October work session and voted on at the November work session.

Training:

- Staff continues to obtain online training through LGIT.
- Public Works Superintendent attended "Superintendent Certification" Training for Water Distribution.
- (2) DPW Employees attended an emergency generator maintenance class through Cecil College.
- (2) DPW Employees attended a "Work Keys Assessment" through the "EARN" grant at Harford County Dept. of Emergency Services. The program will assess employees and prepare them to obtain Operator Licensing.
- A new employee, Jamison Durrance, has started with the DPW. As part of his orientation he obtained online training through LGIT that included "Basic First Aid", "Confined Spaces", "Chainsaw Safety", "Distracted Driving", "Equipment Safety", "Fall Protection", "Lawn Care Equipment Safety", "PPE 101", "Preventing Accidents in the Workplace", "Preventing Slips, Trips and Falls", "Public Employee Safety in the Community", and "Trench Safety".

VA:

- The signage letting drivers know that the Truck entrance is only for Trucks and Commercial Vehicles effective 6/1/16 was installed, unfortunately, it seems the VA has not fully implemented a staffed gate causing some trucks to shift back to Otsego Street. Town staff is addressing this issue with Perry Point management.

Wage Scale Reassessment: NO UPDATE: The Singer Group presented their salary findings and recommendations at the closed meeting on April 14, 2016 to the Mayor &

Commissioners. Singer has provided an Administration Manual for their proposal and is hoping to make an additional presentation to the Board in August.

Wastewater:

Influent Monthly Flow	20.01 Million Gallons
Effluent monthly Flow	17.65 Million Gallons
VA Monthly Flow	7.02 Million Gallons

- Changing out SBR air diffuser socks, 150 of the 500 are changed
- Transviron Engineering continues working on draft contract for Town review for belt press contract award
- Routine preventive maintenance was performed
- Equipment repairs were completed
- Building & tank cleaning for the month was completed
- Plant met all required MDE parameters for May and June 2016 to-date
- Signed operators up for MCET EARN program operator cross training
- Cleaned the chlorination and de-chlorination tanks
- Jeff Morton from the Parks Dept. transferred to the Water/Wastewater Dept.
- Prepared summer work list for the WWTP

Water:

Raw Water Monthly Flow	10.9 Million Gallons
Finished Water Flow	10.7 Million Gallons

- Plant met all required MDE parameters
- Routine preventive maintenance was performed
- Multiple misc. tasks were completed
- 4 equipment repairs were completed
- Building and tank cleaning for the month was completed
- Signed operators up for MCET EARN program operator cross training
- Water distribution pump and motor was reinstalled on June 14, 2016
- New waste recycle pump and control panel parts were installed
- WTP staff received CPR, AED and fire extinguisher training
- Received cost proposal to remove raw water pump P-102 for repair estimate (rebuild)
- Prepared summer work list for the WTP

Welcome Signage: NO UPDATE: In the agreement to use the State Highway Right-of-Way for placement of the welcome sign, SHA retained approval authority on the sign face. SHA has approved the sign face. Amanda Hickman and Aaron Ashford had a site visit with Jeff Wentz of SHA at the proposed Rt. 40 gateway sign location just west of Cedar Corner Road. The application for permit has been submitted, and we are awaiting approval from SHA.

Upcoming Events

- **Diamond in the Rough Triathlon, July 9, 2016, spectators must be in the park prior to 7:30 a.m.,** at the Perryville Community Park
- **Community Camp Out & Movie night August 5, 2016,** Perryville Community Park
- **Guided Trail Walk, September 18, 2016, 1:00 p.m.,** Perryville Community Park. This walk is guided by Ms. Christy Michaud, Certified Professional Horticulturist and Master Gardener, and is in conjunction with the University of Maryland Cecil County Extension Office.

3 attachments

June 2016 Police Department Statistics
Financial Statistics for June 2016
May 2016 Budget to Actual Charts

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<https://www.facebook.com/Perryville-Maryland-643856789080309/>

Perryville Police Department Monthly Police Report
June, 2016

	April	May	June	Year to Date 2016			
ROBBERY	0	0	0	0			
ASSAULT	3	7	4	24			
BURGLARY	1	2	0	6			
THEFT	4	7	5	28			
Auto Theft	1	0	1	6			
CDS	4	1	1	6			
DISORDERLY	1	0	0	3			
MDOP	2	1	1	8			
ADULT ARREST	10	15	8	44			
JUVENILE ARREST	1	2	0	4			
Referrals to Outreach	0	0	0	0			
CITATIONS	15	15	10	73			
WARNINGS	20	45	35	125			
SEROS	0	0	0	0			
ACCIDENTS	2	7	2	25			
52 (Investigated)	2	1	2	13			
89 (no Investigation)	0	6	0	12			

June 29, 2016

Town of Perryville, MD
Financial Statistics

June 2016 Statistics:

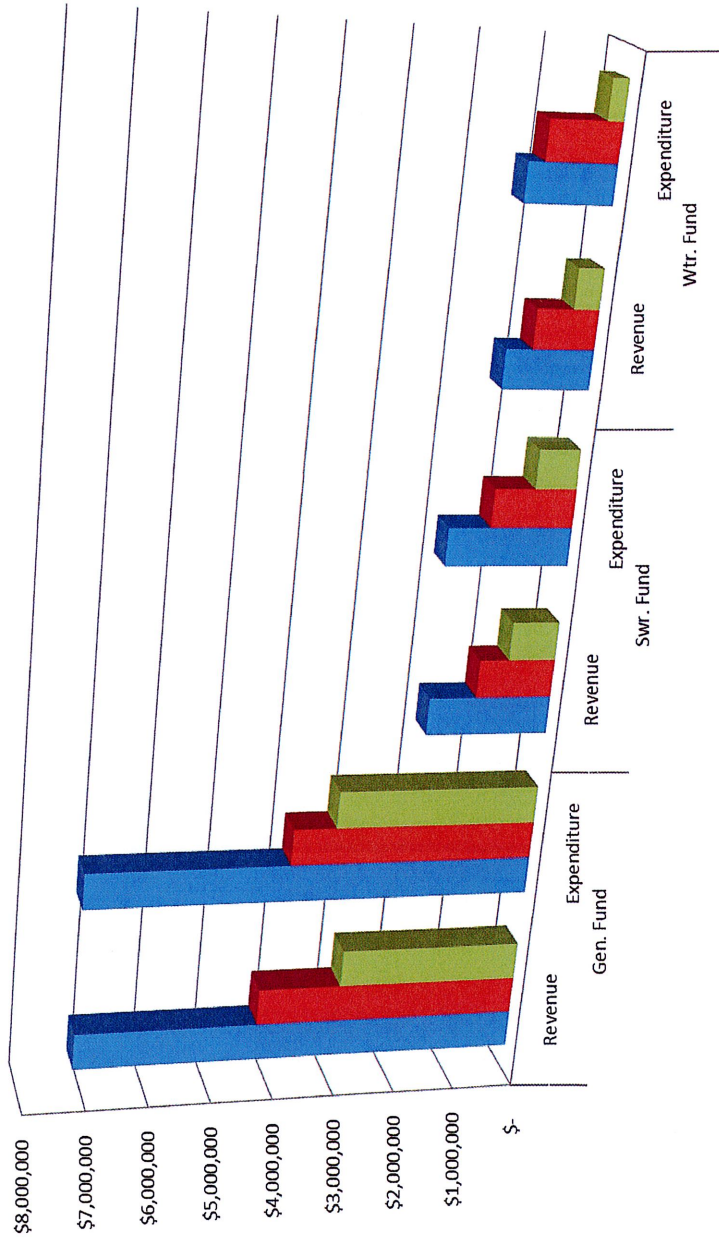
- On June 10th, received April's Slot revenue from Cecil County totaling **\$115,649.91**. We are anticipating **\$114,238.03** for May's Slot Revenue. Life to date (Sep-10 to Apr-16) slot revenue received \$8,080,929.33.
- Invoices sent out totaling \$127,011.51.
- 223 purchase orders were processed totaling \$443,812.92
- 134 accounts payable checks were processed totaling \$378,964.02.
- Processed cash & equivalent receipts totaling \$201,380.92.
- Administration Dept. prepared 120 Door hangers for water and sewer bills, which were distributed by DPW
- There were 15 water and sewer 15 shut offs
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.

Bank Balances:

PNC (total of 8 accounts)	\$ 1,880,095.69
Maryland Local Government Investment Pool (total of 3 accounts)	\$ 6,158,618.14
Howard Bank (total of 5 accounts)	<u>\$ 4,548,941.38</u>
Grand Total	<u>\$12,587,655.21</u>

*Note – bank balances for June 2016 not yet reconciled – statements to be received

**Town of Perryville
May 31, 2016
Budget vs. Actual**



	Gen. Fund		Swr. Fund		Wtr. Fund	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
Revise Budget	\$7,165,852	\$7,165,852	\$1,967,095	\$1,967,095	\$1,390,547	\$1,390,547
YTD Rev/Expd	\$4,242,854	\$3,924,342	\$1,214,991	\$1,301,910	\$980,207	\$1,140,089
Balance Left to Receive / Spend	\$2,922,998	\$3,241,510	\$752,104	\$665,185	\$410,340	\$250,458