

Town of Perryville, MD
Staff Report
For the December 1, 2015 Town Meeting

Project and Department Status Updates:

Administration:

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 6 deeds
- Updated website as needed
- Mailed newsletter

Audit of Fiscal Year 2015 Financial Statements:

- Presentation of Final Audit – December 1, 2015

Bus Shelters: We are still waiting for approval from Cecil County Roads and owners of Perryville Station for these installations. Still in process.

Cable TV Franchise Agreement: Update from Suellen Ferguson, Esq.: Ms. Ferguson prepared a 'Term Sheet'. The terms listed on the 'Term Sheet' are a result of the public hearing and include the franchise fee remaining the same and improved customer service with a local office to be held in Perryville at least 2 days per week, from 8am – 5pm and, if needed, to be held in offices provided by the Town.

Code Enforcement:

- Continue to follow work with Fred Sussman on the Injunction request regarding illegal tires at Mill Creek. Currently the court date is December 1, 2015.
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- 4 Rental Violations (not registered as rentals)
- Still receiving rental application for 2016

Document Scanning System:

- Budgeted \$20,000 to be used in FY16
- Recommendation presented to the Board at the November Work Session; this topic is on the agenda for vote at tonight's Town Meeting.

Economic Development:

- Continue to update Economic Development portion of the Town website
- Continue to meet with graphic designer to continue discussion of branding initiative and creation of Town Guide , received preliminary designs for new letterhead and logo for review
- Continue to work with Administrative Dept. on developing a Community Activities Committee.
- Continue to research potential grant opportunities for the Town.
- Continue to work on award/denial letters to grant applicants and coordinate implementation of program.

- We have received an official invitation to participate in the DHCD Main Street MD Affiliate program-will begin the process for that program early December 2015
- Continue to meet with business owners and promote STAR program
- Continue to work with staff and graphic designer for new light pole banners as well as seasonal décor through Town

Elm Street: The Elm Street Construction Plans are now out to bid once again. The original advertisement due November 9th has received no bids. Engineer has reposted the project with bids due January 6th. Questions have been brought up from contractors regarding the original sequence of construction for Elm Street. After consultation with local construction contractors and engineer decided that the sequence of construction for the drainage system should be changed. Engineer will post an addendum to the construction plans soon depicting the revised drainage sequence of construction.

Employment:

- Lt. Miller has accepted the position of Police Chief effective January 4, 2015
- There are two crewman vacancies in the Public Works Department that are being advertised in-house until 12/2/15. If the positions are not filled from the in-house ad, then an advertised will be published for outside of the organization.

Farmer's Market:

- The 2015 season has officially ended.
- Currently in process of updating the application and other documentation, ordering new banners and signs and recruiting new vendors for 2016.

Events:

- Administration and Economic Development staff are planning the annual Christmas Tree Lighting Ceremony
- Our Police Officers will participate in "Shop With a Cop" on December 12, 2015.

Grant Opportunities:

- 501C grant awards are on the agenda tonight for vote

Greenway Committee (Perryville):

The next meeting is scheduled for December 16, 2015 at 10:00 a.m. The next regional LSHG meeting is scheduled for January 21, 2016 at 10:00 a.m. at Perryville Town Hall.

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- A Notice of Intent Permit (NOI) for stormwater associated with construction activity was submitted to MDE and approved 11/23/15. A Contract for the construction work was prepared and provided for review by the Town Administrator. Commissioner Fox and Mary Ann Skilling met with Mr. Sarac to provide an offer for the 1.103 acres, but he indicated the offer was below his expectation. Ms. Skilling is exploring various options with the engineer and what would be required to relocate various structures on the plan and its impact on the

approved plans. This would require revising the S&E Plan with Cecil County DPW. A Zoning Certificate has been issued for the installation of the band shell and construction drawings submitted to Cecil County. A request to Cecil County DPW to allow the excavation to subgrade for the concrete slab for the installation of the structure before extreme cold weather was submitted. The soil disturbance would be less than 1,000 SF.

- Ms. Skilling is in process of preparing RFP for construction of a comfort station for Lower Ferry Park.

MARC Maintenance and Layover Facility – NO UPDATE

Municipal Complex:

- DPW assisted in water flow testing on Otsego Street for the Perryville Police Department building project
- ARRO has preliminary approval of the concept SWM plan for the Town Hall project. ARRO has received construction permits from the railroad (AECOM) to build the drainage outfall for the proposed town municipality site. I have delivered to both Manns Woodward and ARRO the water pressure hydrant test results and water model analysis. Manns Woodward should now be able to finalize their Police Building design. ARRO should soon to able to submit to the county semi-final construction plans for all phases of the project.

Otsego Street: Developing the drainage and sequence of construction for the Otsego Street construction plans.

Outreach:

- Overall monthly attendance was 132; 0 referrals; 2 new members
- This month we did a science experiment to see different physical reactions of liquids and we went on an educational field trip to the Herr's factory to learn about manufacturing. They all enjoyed the experience.
- Now we are doing the Annual food drive for the Holidays. This year we will be in partnership with the Perryville Fire Department to help stock the local food pantries in Perryville. Our goal is to collectively contribute to 5 churches in Perryville during Thanksgiving and Christmas. The cutoff date to make donations to Outreach is December 11th. Also we are doing Toys for Tots this year for families who are in need. Any donations of non-perishable food items to frozen turkeys and hams will be greatly appreciated. Thank you in advance.
- The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with 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:

- Spot a pots have been removed from the park for the year
- Floating dock has been removed and stored in the parking lot
- Trim and cut down unsafe trees along park road
- PM done on zero turn mowers
- Poured concrete pads to put trash cans on at park

- Trimmed bushes at Roundhouse Drive and entrance to Ice House Park
- New cutting edges installed on plows
- Installed bollards along the walking trail by Ice House Park (at the steep drop off)

Planning and Zoning:

- **Planning Commission Meetings** – No meeting held in November.
- **Board of Appeals** – Meeting held in November to approve Resolutions for (cases previously heard) SE2015-01/SE2015-02 and V2015-01.
- **5439 Pulaski Hwy (Old Honda property)** – Still waiting on decision from SHA regarding their requirements.
- IKEA Way and Firestone Road need clarification from SHA Plat indicating “Area conveyed or to be conveyed by SHA”. Still waiting on SHA’s determination.
- Attended the Maryland Housing Conference in Baltimore sponsored by DHCD.
- **Development Projects:**
 - **Cedar Corner/Loring Park** – The developer is to provide a plan for the proposed road annexation.
 - **Magraw Subdivision** – Water and Sewer Plans have been received and comments sent to staff for review.
 - **Frenchman Land Company** - Project is completing S&E and stormwater facilities associated with site development.
 - **Dollar General/Ketan** – Response to review comments have been received. Request was made for potential change to the site from three lots to two commercial lots.
 - **The Woodlands** – Provided information regarding MUD and the need for a General Development Plan. Research continues on a proposed recoup agreement for the Coudon Blvd. sewer line.

Police:

- Training is completed for the new CAD / RMS. The CAD portion and the RMS are now operational.
- Audited in September by MSP for NCIC compliance and with the assistance of On-Site Computers we have corrected deficiencies and are in compliance.
- Our new candidate (Daughtery) continues training (approx. 6 months) at the Baltimore County Police Academy and will graduate on December 16, 2016.

Public Works:

- Evaluating sidewalks (for tripping hazards) in Beacon Point, Gales Manor and Riverview Hills. Needed repairs are to be addressed in the future.
- A broken fire hydrant found at Chesapeake Overlook Drive was repaired
- Multiple Sanitary Sewer locations throughout town were cleaned as a preventative maintenance measure
- The annual fire extinguisher inspection and testing was performed by Fireline on all of the Town owned fire extinguishers. Employees will continue to perform monthly inspections of each apparatus in between the annual inspections.
- Staff began inspecting and repairing Christmas Decorations as needed. Staff began hanging the decorations after the Thanksgiving Holiday.
- MOSH inspection of DPW safety practices and compliance on Tuesday 11/17

- The emergency shut-off switch on the Bucket Truck was repaired
- Roadways (and sidewalks) have been patched as needed from recent water main valve and water service line repairs

Reservoir / Dam:

- 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.
- Developers represented by GTA (an environmental engineering firm) are interested in restoring (at least partially) the eroded channel along the dam site for the purposes of off-site SWM / Stream restoration mitigation. Engineer is working with the GTA engineers to aid them in their mitigation pursuits.

Retention Policy:

- Discussed Finance, Administration and Planning & Zoning at prior work sessions
- To resume, after the FY15 Audit

Rodgers Tavern Museum:

- ADA Bathroom and all bathroom fixtures – In progress
- Repointing repair – Administrative Supervisor is in the process of Developing an RFP
- Alarm Installation – End of November
- Fence around HVAC units has been installed
- Held museum training for volunteers on November 16th

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):

- Resolution 2015-09, approving Susquehanna River Rail Bridge Committee Advisories 17, 18 and 19 was sent to the Project Manager from the State and to the City of Havre de Grace
- A letter explaining the Board decisions on the Section 106 issues (retaining wall and switch tower) was sent to the Section 106 Committee.
- A Public Outreach Information Session was held on Tuesday, November 10, 2015 at Perryville High School. Information shared by the project team at this meeting is available online at <http://susrailbridge.com/previous.php>
- The draft Environmental Impact Statement (EIS) for this project is available online at www.necfuture.com

Training:

- Administrative Staff took LGIT customer service training
- 2 DPW employees attended “Counting Every Drop”, a water loss evaluation training class in Aberdeen on Nov. 12th
- Harvey Cage completed 10 hour online OSHA training

VA: The next meeting with VA management is scheduled for early December to go over a variety of issues.

Wage Scale Reassessment:

A contract for this work is being issued to the Singer Group (the low bidder). The contract will include the custom salary survey and the expected completion date is April 1, 2016.

Wastewater:

Influent Monthly Flow	18.91 Million Gallons
Effluent monthly Flow	16.89 Million Gallons
VA Monthly Flow	5.76 Million Gallons

Plant met all required MDE parameters
Routine preventive maintenance was performed
Equipment repairs were completed
Building & tank cleaning for the month was completed
Plant met all required MDE parameters
The plant will likely not meet the annual loading for phosphorus, as required by the NPDES Permit, due to high results early in the year.

Water:

Raw Water Monthly Flow	10.2 Million Gallons
Finished Water Flow	9.5 Million Gallons

Plant met all required MDE parameters
Routine preventive maintenance was performed
Multiple misc. tasks were completed
Three equipment repairs were completed
Building and tank cleaning for the month was completed

Welcome Signage: DPW and Economic Development are working on the design of the sign

Upcoming Events

- **Perryville Christmas Tree Lighting Ceremony** 12/12/15 4pm – 5:30pm
at Rodgers Tavern
- **Perryville House Decorating Contest:** Sign-up for the contest by calling
or emailing Town Hall at 410-642-6066 or townhall@perryvillemd.org.
Judging will be done on Friday, 12/18/15 at 6:30pm

4 attachments

November 2015 Police Department Statistics

Financial Statistics for November 2015

October 2015 Budget vs. Actual Chart from the Finance Dept.