

Town of Perryville, MD
Staff Report
For the March 1, 2016 Town Meeting

Project and Department Status Updates:

Administration:

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 2 Deeds.
- 4 dog tags sold.

Budget Schedule – FY 2017

- Scheduled to begin February 2016
- Budget Work Session:
 - Tuesday, March 22nd @ 6:30 pm
 - Thursday, March 24th @ 6:30 pm
 - Thursday, April 7th @ 6:30 pm
 - Thursday, April 14th @ 6:30 pm
- Budget Hearing:
 - Tuesday, April 26th @ 6:30 pm
- May 2016 – Adoption of Budget

Bus Shelters: Developing easement document with property manager of Perryville Station. Still in process.

Cable TV Franchise Agreement: Ms. Ferguson, Esq., prepared a letter that was sent to Mr. Fran Bradley, Government & Franchising Affairs Manager for Atlantic Broadband. The letter, under the Mayor's signature, was mailed on January 29, 2016, and it contained Proposed Terms for the Renewal of the Franchise Agreement. We are waiting on reply to the letter from Atlantic Broadband.

Code Enforcement:

- Working draft on Chapter 63 Property Maintenance
- Working on Chapter 30 to update, Brush, Weeds, Grass
- Handed out 14 door hangers
- Have received 558 Rental License Application
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections

Corporate Boundary Survey: Continue to work with McCrone - Draft to be provided

Document Scanning System: At the present time this issue is tabled.

Economic Development:

- Met with WXCY to plan marketing campaign for summer 2016
- Distributed information regarding the 2016 farmers market
- Continue to work of MHAA grant application
- Met with Harris Metals to discuss metal sculpture to be placed at Lower Ferry Park

- Met with Karen Spinwall and Harvey Cage to discuss community stormwater project with Perryville High school students
- Continue to update Economic Development portion of the Town website
- Received final designs of new town Logo and presented at work session
- Continue to research potential grant opportunities for the Town.
- Continue to work coordinate 501(c) and revitalization grants with awardees.
- Continue to coordinate with Aaron Ashford in developing the new entrance sign for Route 40 and Aiken Ave. sign replacements-all signs have been ordered
- Met with Tara Edwards to discuss “Yoga in the Park”

Elm Street:

- Meadows Construction will soon sign a contract agreement to begin construction of Elm Street. They have stated that they can begin construction March 14th. Ralph Ryan is in the process of obtaining grading permits with the county.
- Parking Lot Lease for construction staging area has been executed.

Employment:

- There are currently four job vacancies for town positions as follows:
 - DPW Crewman I
 - DPW Crewman II
 - Certified Lateral Police Officer
 - Outreach Activities Coordinator (P/T)
- These openings will be posted in the near future, beginning with posting in-house.

Farmer’s Market:

- Updated the 2016 application and related documentation on website.
- Currently in process of ordering marketing materials, new banners and signs and recruiting new vendors for 2016.
- Continue to update the website and Facebook
- Received 4 vendor applications

Events:

- Community Activities Committee Meeting – 02/11/16

Grant Opportunities:

- Maryland bikeways program-Application in process
- Researched Sustainable Communities Application for FY 2017
- Maryland Heritage Area Authority- application in process
- Community development Block Grant- research in process

Greenway Committee (Perryville):

- The next Perryville Greenway Meeting is scheduled for March 23, 2016 at 10:00 a.m. in Perryville Town Hall.
- The next Regional LSHG meeting is scheduled for May 19, 2016 at 10am in Havre de Grace.

IKEA – Town staff met with Leigh Bates, IKEA Facilities Manager to discuss a variety

of topics. In follow up to this meeting the following three letters were sent out:

- Ms. Skilling prepared a letter for the Mayor's signature to Secretary of MDOT regarding maintenance of IKEA Way.
- Ms. Breder prepared a letter for the Mayor's signature to the State Highway Administration requesting the an adjustment to the timing of the signal at U.S. 40 and Coudon Boulevard
- Ms. Battaglia prepared letter to Cecil County Department of Emergency Services requesting assistance with full recognition that Firestone Road is now named IKEA Way

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- Continue to work on an Agreement of Sale and Purchase based on the latest discussion during closed session.
- Band shell delivered to Lower Ferry Park on February 24th
- The Town entered into a lease with the Rendezvous Bros Real Estate II LLC for use of the parking lot as a staging area for our projects (Lower Ferry Park and Elm Street). The band shell was delivered to the site and placed on the leased area.
- Mr. McGuirk will be working with Ronnie Carpenter and Mary Ann Skilling on test pits for the new band shell location. A meeting is set for March 1 to identify the new location for the band shell.
- Continuing to work on design of the comfort station for the park.

MARC Maintenance and Layover Facility –

- The State recently completed all of the appraisals, and is preparing to deliver an offer to the property owner.
- Assuming the property purchase goes through, the State still plans to seek water and sewer from the Town

MOSH Inspection: NO UPDATE We are still awaiting a formal reply from MOSH for the inspection that was conducted in November. To the best of our knowledge, the Town has complied with the few issues that the inspector required of the town, including a repair to the bucket truck and Basic First Aid training for the staff.

Municipal Complex:

- ARRO was planning to submit Final plans to the county for Phases 2 and 3 (the Town Hall and Little League) the first week of February. ARRO has submitted to the county the Police Building site concept plan set, awaiting comments from the county. ARRO has stated to me that the plan set designs are nearly complete, however, they must be approved by the county regarding stormwater management. The approval process to the county will take time. April 1st is when the Town plans to advertise for construction of the Perryville Police Station.
- Verizon engineers have worked out an option to re-route the existing lines away from our proposed site entrance using existing underground conduits.
 - Verizon's cost estimate is the following - \$117,971.16
 - Delmarva's cost - \$15,000
 - Atlantic Broadband - \$0.00

- Town Engineer is investigating if we can save money by contracting with another company to do this work with Verizon & Delmarva inspecting only.
- ARRO has construction permits from the railroad (AECOM) to build the drainage outfall for the proposed town municipality site.
- Manns Woodward is now finalizing their Police Building design. Manns Woodward will be ready to submit for approval when they have site plans (ARRO) approved by the county and a preferred security contractor chosen by the Town / Police Chief regarding security cameras.

Otsego Street: Town Engineer is developing the construction plans for Otsego Street.

Outreach:

- Overall monthly attendance was 119; 0 referrals; 0 new member
- This month Outreach did some more in-house activities:
 - Since February is Black History Month we did a Life Skills on equality as well as a unity wreath activity with our members.
 - We also did some Valentine's Day crafts and activities including gifts for members to take home to their mothers.
 - We did a unit on self-esteem including a Life Skills class and activity/craft.
- Outreach is still in process of hiring an Admin Assistant/ Activities Coordinator.
- 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:

- Replaced bollards on walking trail that were damaged due to accident
- Electric is hooked up for upstairs bathroom hot water at Rodgers Tavern
- Trim and cut down unsafe trees along park road (park employees)
- Replaced missing board on fishing pier
- Cleaned bathrooms at the comfort station on a weekly basis
- Chipped brush along park road
- Removed broken split rail fence at Rodgers Tavern
- Cleaned out ditch lines on park road
- Working on solar energy RFP for the park building
- Met with Commissioner Brown regarding Fiscal Year 2017 Park budget
- Merit Mechanical performed preventative maintenance on heating system at Rodgers Tavern
- Hired new employee, Morgan Eisner, for the Parks Dept. on February 18th to start on March 7th.
- Getting prices for gates to be installed on Lower Ferry Pier just before the gangway

Planning and Zoning:

- **Planning Commission Meetings** – Meeting held February 22—discussed minor lot line adjustment
- **Zoning Certificates** – Processed seven (7) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area

- **Board of Appeals** – No meeting held in February.
- **5439 Pulaski Hwy (Old Honda property)** – On going- Still waiting on plans for road improvements from Mr. Burkins for review and approval.
- **Development Projects:**
 - **Cedar Corner/Loring Park** – Discussed the issue of road design phasing and possible annexation of Cedar Corner Road with Cecil County DPW. Kordell Wilen indicated that his department would work with the developer to phase the required road improvements to help get the project underway. He was not necessarily supportive of the Town taking over a section of the road.
 - **Magraw Subdivision** – Site Plans are being revised due to the increased impervious surface for sidewalks on Honicker.
 - **Frenchman Land Company** – Continues to complete S&E and stormwater facilities associated with site development. Waiting for State Highway final approval of access permit.
 - **Dollar General/Ketan** – The consultant for Dollar General indicated that Dollar General wanted to move to lot 1 instead of lot 2, but the owner did not want to demolish the part of the motel that sits on lot 1. No word on other users on the other lots.
 - **615 Aiken Avenue** - The Planning Commission approved the final plat for lot boundary adjustment for William Ard at to Susan TerBorg.
 - **Royal Farms** - Town Engineer is with FWA and AECOM to determine the capacity of the sanitary sewers along Heather Lane and Rt. 222 for the development of a Royal Farms.

Police:

- Perryville Police Officers attended the viewings and funerals for both Harford County Deputy Sheriffs killed in the line of duty.
- Working with vendors on the security system design for the new police station.
- Perryville Police Officer attended the Police Appreciation at Rising Sun.
- Working with Manns Woodward and adding final touches to the new police building.
- Detective Nitz is working with Hollywood casino to offer training to their personnel on the active shooter.
- On-Site Computers has updated two of our computers with the latest updates and anti - virus.
- Officer Daugherty is currently in field training and should be on her own soon.
- Working with Brekford in reference to installing E-Tix in Perryville Police vehicles.
- Looking into placing the Perryville Police web-page address on police vehicles.

Public Works:

- Remove Snow/Spread Salt for smaller snow storms during the month.
- Repaired water services at 605 Otsego Street and 12 Bayscape.
- Replaced a failed flange gasket at 31 River Road that caused a leak at the meter.
- Straightened street signs throughout Beacon Point.
- Replaced faded stop signs in Gotham Bush.

- Performed interviews for Parks and Public Works. (DPW will be 2 employees short after these interviews, advertisement to fill those vacancies will be out in the coming weeks)
- Energy audits performed at DPW, WWTP and WTP.
- DPW making arrangement for electrical meter repair at 1/2 MG Water Tank. Appears to have been struck by Tractor Trailer. Will require full electric shut down in the area and coordinated efforts with Delmarva. Should take place in early to mid-March.
- Hired Robert McCaslin as a Public Works Crewman to start March 7th

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. GTA has not indicated if they need a survey of the dam site property boundary. The site survey should cost between \$2,000 to \$2,500. A meeting has been set-up on March 4th to between the Town, GTA, MDE, and Army Corps of Engineers to discuss the channel improvements.
- The cost to dismantle the Reservoir Dam Pump House would exceed \$10,000, and the job would have to be advertised and bid per the Town's Purchasing Guidelines should the Town desire to move forward with the job.

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; Electrical wiring was completed in the new bathroom located in the downstairs of Rodgers Tavern. DPW staff is constructing the bathroom as time allows.
- Repointing repair – Mar 2016
- Porch Painting – In progress weather permitting.
- Tavern Sign – In design
- Committee has separated items and starting to tag museum items.

Safety Committee: NO UPDATE

Strategic Plan and Annual Report: The 2015 Annual Report is in process. The Strategic Planning Meeting was held on Saturday, February 27th at 9:30 am at the MSP building at 15 Turnpike Drive, Perryville. Christine Becker Associates assisted with the planning process and facilitated the meeting.

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak): NO UPDATE

Training:

- Officer Nitz and Officer Appleby attended First Line Supervisor Training
- Lt. Budnick attended First Line Administrator Training

VA:

- The VA considered three alternatives for the replacement of the bridge on Marion Tapp Parkway.
 - Precast Spread Box Beam Bridge
 - Rolled Steel Beam Bridge
 - Precast Concrete Arch (similar to the one there now)
- Their recommendation is a bottomless arch culvert bridge.
- Town staff recommends approval of the Precast Spread Box Beam or the Rolled Steel Beam options, but not the Precast Arch Alternative.

Wage Scale Reassessment: The Singer Group is well underway with the Wage Scale Reassessment project. The custom salary survey was sent to twelve (12) other governments and organizations, and all but two (2) completed and returned the survey. The survey is now closed and The Singer Group is processing the data. We also received Compensation Philosophy document. The next progress conference call is scheduled for March 3 at 9am.

Wastewater:

| | |
|-----------------------|-----------------------|
| Influent Monthly Flow | 31.46 Million Gallons |
| Effluent monthly Flow | 28.66 Million Gallons |
| VA Monthly Flow | 9.94 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
Continued operator cross training

Water:

| | |
|------------------------|----------------------|
| Raw Water Monthly Flow | 9.5 Million Gallons |
| Finished Water Flow | 10.1 Million Gallons |

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

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

Upcoming Events

- **Perryville Little League - April 9, 2016 from 10:00 a.m. - 11:00 a.m.** annual opening day parade. Start at the Perryville Middle School and end behind Town Hall at Trego Field
- **The Statewide Homicide Memorial Ceremony** held by the Cecil County State's Attorney's Office, *April 10, 2016 10:00 a.m. – 5:00 p.m.* at the Perryville Community Park
- **Girls on the Run of Harford & Cecil Counties - 5K on May 7, 2016 from 5:30 a.m.- 10:30 a.m.** Start and finish the 5K near the large pavilion and the race route will follow the same route as the Good Shepherd Head of the Bay 5K.
- **Good Shepherd Head of the Bay 5K and Family Fun Walk May 14, 2016 6:30 a.m. – 10:30 a.m.** at the Perryville Community Park
- **Cody G. Richardson Memorial Scholarship Fund and CGR Relentless 5K Run and Fun Walk, May 21, 2016 8:00 a.m. – 12:00 p.m.,** starting at the Perryville Middle School and through town

3 attachments

February 2016 Police Department Statistics
Financial Statistics for February 2016
January 2016 Budget vs. Actual Chart from the Finance Dept.

Please like us on Facebook:

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

Perryville Police Department Monthly Police Report
February, 2016

| | January | February | Year to Date 2016 |
|-----------------------|---------|----------|----------------------|
| ROBBERY | 0 | 0 | 0 |
| ASSAULT | 1 | 1 | 2 |
| BURGLARY | 2 | 0 | 2 |
| THEFT | 8 | 5 | 13 |
| Auto Theft | 2 | 1 | 3 |
| CDS | 0 | 0 | 0 |
| DISORDERLY | 0 | 1 | 1 |
| MDOP | 2 | 2 | 4 |
| ADULT ARREST | 6 | 6 | 12 |
| JUVENILE ARREST | 1 | 0 | 1 |
| Referrals to Outreach | 0 | 0 | 0 |
| CITATIONS | 15 | 10 | 35 |
| WARNINGS | 25 | 10 | 35 |
| SEROS | 0 | 0 | 0 |
| ACCIDENTS | 3 | 8 | 11 |
| 52 (Investigated) | 3 | 4 | 7 |
| 89 (no Investigation) | 0 | 4 | 4 |

February 23, 2016

Town of Perryville, MD
Financial Statistics

February 2016 Statistics:

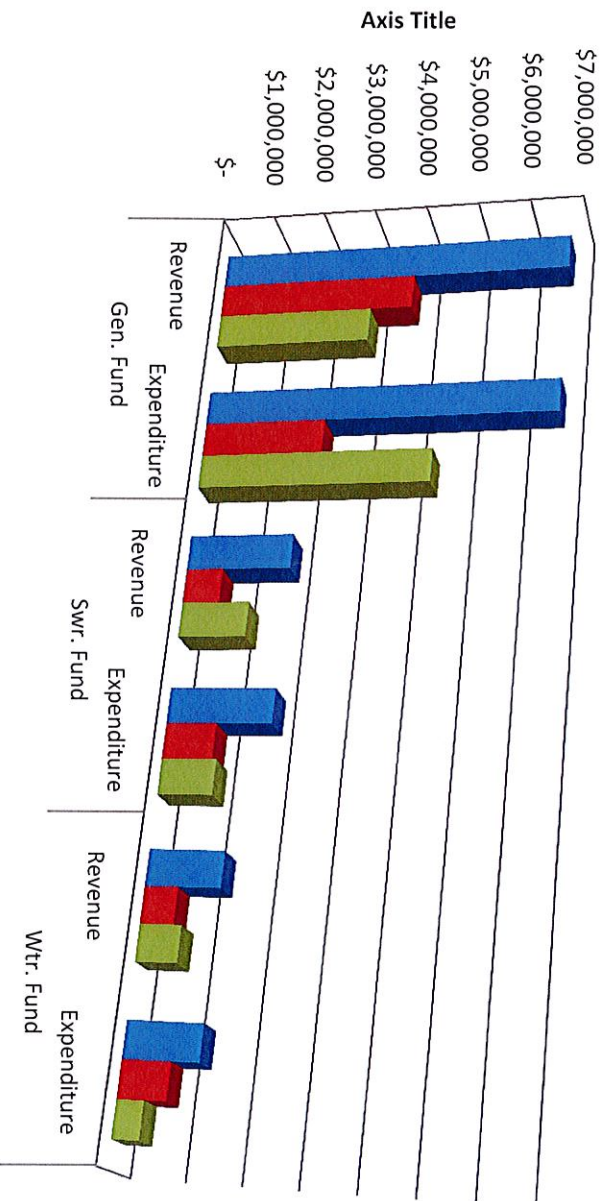
- On February 11th, received December's Slot revenue from Cecil County totaling **\$103,430.54**. We are anticipating **\$103,430.54** for January's Slot Revenue. Life to date (Sep-10 to Dec-15) slot revenue received \$7,652,384.
- Invoices sent out totaling \$1,646.11.
- 204 purchase orders were processed totaling \$280,126.83.
- 126 accounts payable checks were processed totaling \$220,378.30.
- Processed cash & equivalent receipts totaling \$447,217.26.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Water and Sewer Billing
 - 512 - Water/Sewer Late Notices went out 2/18/16

Bank Balances:

| | |
|---|-------------------------------|
| PNC (total of 10 accounts) | \$ 1,605,175.49 |
| Maryland Local Government Investment Pool (total of 3 accounts) | \$ 7,300,840.38 |
| Howard Bank (total of 5 accounts) | <u>\$ 4,528,282.99</u> |
| Grand Total | <u>\$13,434,298.86</u> |

*Note – balances through Tuesday, February 23, 2016

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



| | Gen. Fund | | Swr. Fund | | Wtr. Fund | |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Revenue | Expenditure | Revenue | Expenditure | Revenue | Expenditure |
| ■ Revise Budget | \$6,732,140 | \$6,732,140 | \$1,967,095 | \$1,967,095 | \$1,390,547 | \$1,390,547 |
| ■ YTD Rev/Expd | \$3,760,655 | \$2,314,432 | \$696,378 | \$941,982 | \$618,507 | \$889,267 |
| ■ Balance Left to Receive / Spend | \$2,971,485 | \$4,417,708 | \$1,270,717 | \$1,025,113 | \$772,040 | \$501,280 |