

**Town of Perryville, MD**  
**Staff Report**  
**For the February 2, 2016 Town Meeting**

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**My sincere thanks to the Perryville Essential Employees and to our snow removal contractor, McGuirk Construction Company, for the work that they did during the January 22 – 24, 2016 record-setting blizzard. The Perryville Department of Public Works road crew, including Parks staff, and our contractor worked around-the-clock from Friday through Sunday to clear roads and streets to make them accessible. By early Sunday afternoon, they had reached every road in town and made sure that each road was passable with at least one lane. Beginning on Monday, they began efforts to widen roadways and to make travel safer. They did an outstanding job! Our police remained on-duty throughout the storm, assisting where needed and continuing patrols as much as possible. I understand that MDTA police remained on duty and assisted in town as well. Our water and wastewater staff also worked around-the-clock during the blizzard to ensure that the town could continue to provide critical water and wastewater services to residents and businesses. Further, our Administrative staff made sure that the town's website and Facebook page were updated with important public information and our Finance staff will spearhead the effort to seek disaster reimbursement. An outstanding job was done by all! Again, thank you for all of your hard work!**

**Denise Breder, Town Administrator**

**Project and Department Status Updates:**

**Weather Related Events:**

- All departments took steps to prepare for the blizzard in an effort to ensure the ability to continue providing critical services to the town residents and businesses and to make sure that communications would go out to the public as needed. Equipment was serviced, generators were fueled and work schedules were modified to prepare for the blizzard. Town staff had a meeting on Thursday, January 21<sup>st</sup> to confirm coordination between departments.
- DPW prepared for and removed snow for a large winter event that started on January 22 and ended on January 24th. Employees remained on site and working until 1 pm Sunday afternoon. Staff continued removing snow and widening streets for vehicular traffic several days after the event.
- Parks employees assisted DPW with snow removal from January 22 – 24, 2016 - no damage or breakdowns on park equipment.
- Our Police spoke with MDTA Police about supplying us with extra patrols if needed for the forecasted Blizzard.
- January 22, and January 23 Perryville Police Officers performed exceptionally during the record breaking snow storm

**Administration:**

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 4 deeds
- Sold 6 dog tags
- 1/4/16 held the sale of out-of-state Boat Ramp Stickers for the calendar year

### **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 prepared a letter to Mr. Bradley, Government & Franchising Affairs Manager, Atlantic Broadband. Mr. Bradley has replaced Mr. McGill. The letter, under the Mayor's signature, was mailed on January 29, 2016.

### **Code Enforcement:**

- Contacted Property Management for Perryville Station regarding a missing stop sign at the end of the service road onto the PNC Bank property.
- 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 on required information for the project.

### **Document Scanning System:**

- Budgeted \$20,000 to be used in FY16
- Recommendation presented to the Board at the November Work Session; due to concerns brought up by Fred Sussman, Town Attorney, this topic was discussed again at the January Work Session, and will continue at the February work session.

### **Economic Development:**

- Met with Renegade Productions to discuss development of video highlighting Perryville parks, received quote.
- Ordered marketing materials (banner, flyers, postcards) for Farmers Market 2016
- Met with Chesapeake Feline to discuss new veterinary facility and coordinated a meeting with property owners for potential location
- Distributed information regarding the Community Activities Committee and scheduled first meeting for Feb. 11, 2016
- Distributed information regarding the 2016 farmers market
- Attended the Cecil Chamber "I Love Cecil" kickoff event with Commissioner Fox
- Continue to update Economic Development portion of the Town website

- Met with graphic designer, received several design drafts and discussed further, in process of developing final proof for Mayor and Commissioners to review
- Continue to work on developing a Community Activities Committee and Green Team (sub-committee)
- Continue to research potential grant opportunities for the Town.
- Continue to coordinate 501(c) and revitalization grants with awardees.
- Continue to coordinate with Aaron Ashford in developing the new entrance sign

**Elm Street:** The Elm Street Construction bids were due January 6<sup>th</sup>. Three contractors, Dix Hollow Contracting, Sam's Construction, and Meadows Construction submitted bids for \$649,960.60, \$688,315.00, and \$606,239.98 respectively. The bids were reviewed by Denise Breder, Aaron Ashford and Ralph Ryan. During the January Work Session meeting on January 19<sup>th</sup> the staff presented findings and recommended the low bidder, Meadows Construction. The project is on schedule to begin construction in the early spring. Award of the contract is on the agenda for vote at tonight's meeting.

**Employment:**

- Posted job opening for park crewman in newspaper. The position closed on January 22, 2016.
- There is a vacancy for an Activities Coordinator at Outreach, which will be advertised in the near future.

**Farmer's Market:**

- The 2016 application and related documentation is on the Town's website.

**Events: N/A**

**Grant Opportunities:**

- Maryland bikeways program-research in process
- Researched Sustainable Communities Application for FY 2017

**Greenway Committee (Perryville):**

- A Regional Lower Susquehanna Heritage Greenway (LSHG) Meeting was held on January 21, 2016 at 10:00 a.m. at Perryville Town Hall. Colleen Hicks, Manager of Regulatory and Licensing for Exelon, gave a briefing to the group on the status of the relicensing of the Conowingo Hydro Electric plant. Exelon has undertaken over 50 studies costing almost \$8 million studying impacts of the facility including for migratory fish, water quality and shoreline management. The target date for issuance of the license from FERC is 2018. Debris coming through the spill gates is a big problem for property owners and marinas below the dam. Ms. Hicks told the group, that Exelon removes 600 tons of logs and debris from upriver every year, and, in an effort to stem how much debris gets to Conowingo, Exelon requested (through FERC) that Holtwood Dam begin removing debris so that less debris is sent downstream. Other topics of discussion included The Lower Susquehanna Heritage Greenway, Inc. (LSHG) partnership agreement with the National Park Service Chesapeake Bay Office and the Susquehanna Gateway Heritage Area (SGHA) in Pennsylvania to develop a segment plan from Harrisburg, PA – Havre de Grace, Maryland, coordination for a water taxi, and that Riversweep is scheduled for April 23, 2016. The next

Regional LSHG meeting is scheduled for May 19, 2016 at 10am in Havre de Grace.

- The next Perryville Greenway Meeting is scheduled for March 23, 2016 at 10:00 a.m. in Perryville Town Hall.
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**Landlord – Tenant Board:** No meeting held

**Lower Ferry Park:**

- An Agreement of Sale and Purchase for property adjacent to park is being developed by Dwight Thomey based on conditions expressed by Town Commissioners.
- Mr. McGuirk will be working with Ronnie Carpenter and Mary Ann Skilling on test pits for the new band shell location.
- Continue to work on design of the comfort station for the park.

**MARC Maintenance and Layover Facility – NO UPDATE**

**MOSH Inspection:** 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 is planning to submit Final plans to the county for Phases 2 and 3 (the Town Hall and Little League) the first week of February. They will be submitting to the county the Police Building site concept plan on the last week of January. ARRO has indicated to me that the plan set is nearly complete and that all that is needed are county comments regarding stormwater management. Held a meeting with Verizon, Delmarva, the Police Building Electrical Engineer, and ARRO on January 19th to discuss the relocation of Verizon utility poles blocking the Town Hall site entrance. The Verizon engineers are working out options to re-route existing lines away from our proposed site entrance. ARRO has received 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 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 173; 1 referrals; 1 new member
- The weather this time of year makes it difficult to do much outside. This month at Outreach was full of in house activities. We did science experiments, cooking experiments, Jeopardy along with other fun and educational activities. Next month will be very similar and we have plenty of great activities planned to stay creative, have fun and learn.
- Our Activities Coordinator Carson DeBonis has resigned from her position due to a scheduling conflict. We hope to have the position filled as soon as possible.
- 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 the plow harness on Park Maintenance Supervisor's truck (connections were bad)
- Park employees trimmed and cut down unsafe trees along park road
- Moved furniture from water tower to Rodgers Tavern (glass case, etc)
- Cleaned bathrooms at the comfort station on a weekly basis
- New tires installed on older park truck
- Chipped brush along park road
- Removed broken split rail fence at Rodgers Tavern
- Opened mechanical room up at the boat ramp for bridge engineers
- Filled in sink hole at Rodgers Tavern with stone and dirt (next to ac units)
- Clean out ditch lines on park road
- Working on solar energy RFP for the park building

#### **Planning and Zoning:**

- **Planning Commission Meetings** – No meeting held in January.
- **Zoning Certificates** – Processed six (6) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area
- **Board of Appeals** – No meeting held in January.
- **5439 Pulaski Hwy (Old Honda property)** – On going- Still waiting on plans for road improvements from Mr. Burkins for review and approval.
- **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.
- Applied to the National Joint Powers Alliance (NJPA), a contract purchasing cooperative for the Town of Perryville.
- **Development Projects:**
  - **Cedar Corner/Loring Park** – The developer provided a plan for the proposed road annexation. A meeting with Cecil County on the issue is planned for January.
  - **Magraw Subdivision** – Site Plans are being revised due to the increased impervious surface for sidewalks on Honaker.
  - **Frenchman Land Company** – Continues to complete S&E and stormwater facilities associated with site development.
  - **Dollar General/Ketan** – Request was made for potential change to the site from three lots to two commercial lots. No additional information received on the request.
  - **The Woodlands** – Research on a proposed recoupment agreement for the Coudon Blvd. sewer line is on hold until the developer provides a revised General Development Concept Plan.
  - **615 Aiken Avenue** – Reviewed final plat for lot boundary adjustment for William Ard at 615 Aiken Avenue to Susan TerBorg. Ms. TerBorg requested a waiver of the \$1,000 subdivision fee from the Commissioners. At their January 5 meeting, the waiver was approved conditioned on reimbursing the

Town for costs incurred of approximately \$250. The subdivision is due to be reviewed by the Planning Commission in February.

### **Police:**

- New Year eve and New Year day, no incidents to report.
- Dept. of Emergency Services looking into a new police/fire radio that is more capable with other operating systems.
- Working with On-Site to find better ways to save/collect/dispose of classified information off the computer.
  - January 14, 2016 - Jerry from On-Site came to discuss and update our computers.
- Working with Breckford to install e-tix in most of our police vehicles.
- Looking into placing the Perryville Police web-page address on police vehicles.
- Working with DES for advice on writing grants for the police department.
- January 5, 2016, MSP came to the police station and wanted to know how our camera system operates and if the officers were pleased with it.
- January 13, 2016, Chief and Det. Nitz met at DES for communications meeting.
- January 13, 2016, First Staff Meeting of the year with the Town Administrator and Police Officers.
- January 14, 2016 met with Mr. Richardson who again this year is sponsoring the Cody Richardson Run.
- January 20, 2016 met at DES for NARCAN meeting.
- January 27, 2016, meet at States Attorney's Office about memorial at Town Park.
- January 28, 2016, Mayor's meeting at county office bldg., Perryville Room.

### **Public Works:**

- New crawler camera for sanitary sewer inspections has been delivered. The vendor will be scheduling a training class with the camera when a specialist from the manufacturer will be in the area in the near future.
- The 1 MG water storage tank was inspected and a few issues were found that will be addressed when a contractor is able to give a price. The 1/2 MG will be inspected in the near future as weather allows.
- The strobe light on top of the 1 MG tank was repaired. This light is required by FAA regulations. DPW has also obtained quotes for a more energy efficient, dependable LED light to replace the current light.
- An hour meter was repaired at the Owens Landing Pump Station. The meter was discovered by the annual MDE inspection and was repaired per the Corrective Action Request of the inspector. The MDE inspector has been notified that the repair was made as required.
- A new door has been installed at the ramp entrance behind town hall. The current door was operational but beyond repair. A contractor was needed to make some minor adjustments to make sure the alarm system could work properly.

- Air quality testing and infrared scanning was performed at the Town Hall, and the report from the consultant has been received. An excerpt from the report is as follows:
  - **“The independent laboratory report, and on site findings, reveals the spore counts at all eight (8) interior sample locations, were within “Normal” limits. RECOMMENDATIONS: No further additional Microbial action is necessary.”**

#### **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 yet indicated if they require a survey. The survey should cost between \$2,000 to \$2,500.
- 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
- Repointing repair – February 2016
- Porch Painting – in progress, weather permitting

**Safety Committee:** A Safety & Health Committee meeting was held on Wednesday, January 20, 2016, and a YMCA representative made a presentation at the January 27 employee lunch.

**Strategic Plan and Annual Report:** The 2015 Annual Report is in process. Saturday, February 27<sup>th</sup> is the date set for the Strategic Planning meeting with the location yet to be determined. We are working with Christine Becker Associates to assist with the planning process and to facilitate the meeting.

#### **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):**

- The draft Environmental Impact Statement (EIS) for this project is available online at [www.necfuture.com](http://www.necfuture.com)
- We received notice that a Bicycle/Pedestrian Stakeholder Meeting is being scheduled for early 2016, but no specific date has been set as of yet.

**Training:**

- DPW hosted a training that was presented by MRWA. That class took place on January 13th and was attended by many employees of the Town of Perryville as well as other Local Governments.
- DPW Staff continue to attend online safety training through LGIT as time allows.
- Computer training classes for Park employees, Jeff and Harvey
- Training is complete for Perryville Police on the CAD/RMS. Both are now operational.
- The entire Perryville Police Department is certified to use CPR and the AED after training received on January 8<sup>th</sup> at the Library.

**VA:**

- The monthly Veteran Service Organization (VSO) meeting was held on January 20 in Baltimore, and town staff participated via conference call. Some announcements made during the meeting are as follows:
  - Funding in the amount of \$83.7 million has been approved for the Community Living Center (CLC) project at Perry Point.
  - There will be a VAMHCS ‘Town Hall’ style meeting at Perry Point in March.
  - HELP USA is still working to obtain funding for the EUL project at Perry Point; 75 HUD VASH vouchers have been reserved for the project and, while the construction schedule has not yet been set, the expectation is that the project will begin later this year.
  - The next meeting is scheduled for February 17, 2016 at 11am.

**W-2’s:** W-2 reports were reviewed and verified by HR with the totals from the quarterly reports for the year. Prior to the printing of the W-2’s, the Finance Director verified totals were correct and approved. W-2’s were printed and given to the employees on January 20, 2016 and sent electronically to the State of Maryland and Social Security Administration on January 22, 2016.

**Wage Scale Reassessment:** The Singer Group is well underway with the Wage Scale Reassessment project. The custom salary survey has been prepared by the Singer Group and it has been sent out to twelve (12) other governments and organizations; two (2) have completed the survey, and four (4) others have started on it. We also received a draft Compensation Philosophy document. The second progress meeting (conference call) was held on January 28, 2016 at noon.

**Wastewater:**

Influent Monthly Flow	22.70 Million Gallons
Effluent monthly Flow	20.15 Million Gallons
VA Monthly Flow	5.83 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  
G. Smith and A. Hathaway attended training seminar  
Resumed operator cross training



**Water:**

Raw Water Monthly Flow	9.8 Million Gallons
Finished Water Flow	10.5 Million Gallons

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

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

**Upcoming Events**

- **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
- **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**

*January 2016 Police Department Statistics*  
*Financial Statistics for January 2016*  
*December 2015 Budget vs. Actual Chart from the Finance Dept.*

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

Perryville Police Department Monthly Police Report  
January, 2016

	January	Year to Date 2016
ROBBERY	0	0
ASSAULT	1	1
BURGLARY	2	2
THEFT	8	8
Auto Theft	2	2
CDS	0	0
DISORDERLY	0	0
MDOP	2	2
ADULT ARREST	6	6
JUVENILE ARREST	1	1
Referrals to Outreach	0	0
CITATIONS	15	15
WARNINGS	25	25
SEROS	0	0
ACCIDENTS	3	3
52 (Investigated)	3	3
89 (no Investigation)	0	0

January 25, 2016

**Town of Perryville, MD**  
**Financial Statistics**

**January 2016 Statistics:**

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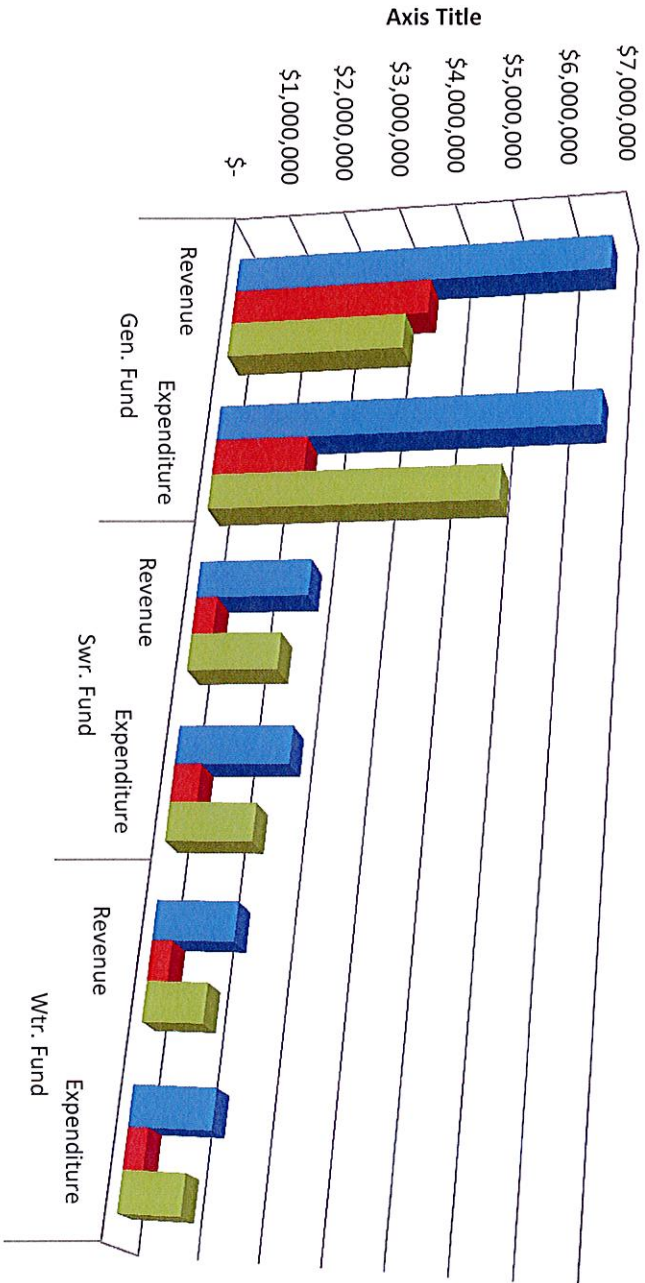
- On January 8<sup>th</sup>, received November's Slot revenue from Cecil County totaling **\$96,448.78**. We are anticipating **\$103,430.54** for December's Slot Revenue. Life to date (Sep-10 to Nov-15) slot revenue received \$7,548,953.46.
- Invoices sent out totaling \$95,931.31.
- 162 purchase orders were processed totaling \$177,838.61
- 103 accounts payable checks were processed totaling \$929,446.52.
- Processed cash & equivalent receipts totaling \$363,409.57.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Water and Sewer Billing
  - 78 Door Hangers delivered
  - 7 Shut-offs done
  - Billing for the 4<sup>th</sup> quarter of 2015 was completed and totaled as follows:
    - Water \$213,797.76
    - Sewer \$198,030.11
    - Total \$411,827.87

**Bank Balances:**

PNC (total of 10 accounts)	<b>\$ 1,551,288.78</b>
Maryland Local Government Investment Pool (total of 3 accounts)	<b>\$ 7,299,859.92</b>
Howard Bank (total of 5 accounts)	<b><u>\$ 4,527,728.30</u></b>
<b>Grand Total</b>	<b><u>\$13,378,877.00</u></b>

\*Note - bank balances for Jan 2016 not yet reconciled - statements to be received

## Town of Perryville December 31, 2015 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	\$3,562,435	\$1,645,740	\$385,203	\$471,072	\$351,210	\$342,095
■ Balance Left to Spend	\$3,169,705	\$5,086,400	\$1,581,892	\$1,496,023	\$1,039,337	\$1,048,452