

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

Project and Department Status Updates:

Administration:

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 17 deeds
- Sold 26 dog tags

Budget – FY 2017

- Scheduled to begin February 2016
- May 2016 – Adoption of Budget

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, in offices provided by the Town. Initially, the term sheet stated that the office would be at least 2 days per week, from 8am – 5pm; however, after further discussion, the term sheet will go out with an office to be held one day per week (likely Monday 8am – 5pm) and the first Saturday of the month (8am – noon).

Code Enforcement:

- Continue to follow work with Fred Sussman on the Injunction request regarding illegal tires at Mill Creek. A settlement has been reached
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- The revised Snow Removal Ordinance was approved at December meeting.
- 11 Violations Letters issued
- Still receiving rental applications for 2016
- Working with ONYX for approval to put bus shelter at Food Lion

Corporate Boundary Survey:

- Additional information was gotten from the Archives in Annapolis. 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 will be discussed again at the January Work Session.

Economic Development:

- Participated in Christmas House decorating contest as a judge.
- 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 work coordinate 501(c) and revitalization grants with awardees.
- Launched the STAR program, provided wreaths, poinsettias and garland to 5 downtown businesses
- Continue to coordinate with Aaron Ashford in developing the new entrance sign for Route 40
- 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 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, Town Engineer posted an addendum to the construction plans depicting the revised drainage sequence of construction.

Employment:

- DPW filled one vacancy via "in house" advertising. Jared Armington resigned from the Parks and Recreation Department to accept a position within the Public Works Department.
- Posted job opening for park crewman (in house)

Farmer's Market:

- Updated the 2016 application and related documentation on website.
- Currently in process of ordering new banners and signs and recruiting new vendors for 2016.
- Continue to update the website and Facebook

Events:

- Thank you to all of the staff that participating with the planning and carrying out of the Christmas Tree Lighting Ceremony. It was a well-attended and successful event.
- The House Decorating Contest Winners were posted on the town website and Facebook. The winners were as follows:
 - 1st Place 106 Roundhouse Drive
 - 2nd Place 515 Franklin Street
 - 3rd Place 730 Aiken Ave
 - Honorable Mentions:
 - 759 Aiken Ave
 - 634 Charles Street

Grant Opportunities:

- Maryland bikeways program-research in process

Greenway Committee (Perryville):

A Greenway Meeting was held on December 16, 2015 at 10:00 a.m. to plan for the Regional Greenway Meeting scheduled for January 21, 2016 at 10:00 a.m. at Perryville Town Hall. We hope to have a representative from Exelon attend the meeting to provide insight on the renewal of the Conowingo Dam license through FERC and to discuss possible mitigation for the debris that is released when the gates are open at the dam. The next Perryville Greenway Meeting is scheduled for March 23, 2016 at 10:00 a.m. in Perryville Town Hall. Committee member Barbara Ballard is working to apply for a trail grant to improve another section of trail at the park. Mary Ann Skilling applied for funding for trail signage and did receive \$1500 grant for signage. Parks staff is working on ordering the signage.

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- 12/11 Hunt Valley Contractors began to excavate footers for the band shell. Three holes were completed, but the fourth hole had railroad ties throughout the digging. The hole filled with water and had to be pumped in order to continue. 12/15 The contractor returned, pumped hole four and started to dig, but encountered additional timbers. Due to the number of timbers and concern for the integrity of the site, the site was abandoned. The structure will be moved approximately 10 feet to the west. The structure is due to be delivered on site the first of the year. Hunt Valley will be responsible for unloading and securing on the site. Carpenter Engineering and I will be meeting with Cecil County DPW regarding revisions to the S&E Plan.
- 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**MOSH Inspection:**

MOSH conducted an inspection on November 17, 2015 at the Public Works Department. While we are awaiting a follow up letter from MOSH regarding the inspection, verbally, the only two issues the inspector required of the town were to repair the bucket truck emergency stop and to make sure that all staff receives Basic First Aid Training. The bucket truck repair has been made and as of now, most of the staff has taken the required Basic First Aid training – the others will take the training.

Municipal Complex:

- ARRO has preliminary approval of the concept SWM plan for the Town Hall project (Phases II & III). ARRO has received construction permits from the railroad (AECOM) to build the drainage outfall for the proposed town municipality site. The only police building design left to be completed by Manns Woodward is the security system. Once ARRO finalizes and receives approval of

the site plans for the Phase I, Police Department, then Phase I of the project can go out to bid. At present, project is still on track with schedule provided.

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

Outreach:

- Overall monthly attendance was 151; 0 referrals; 1 new member
- This month we did plenty of activities such as a science experiment in chemistry to see different chemical and physical reactions. We did a trivia in history and having drama night where we performed plays and improv as well as a craft night where we made light bulb ornaments. The week of Christmas we made sugar cookies for the staff at the police department. They all enjoyed the experience. Also we went on a fun physical education field trip to launch Trampoline Park to work on cardio and other fitness activities.
- This month we are in partnership with the Marine Corp and the police department in doing Toys for Tots this year for families who are in need. We had twenty four families sign up and have an overwhelming amount of support in donations. We also gave out hams to the families who were apart of toys for tots. Thank you in advance for whom ever donated.
- 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:

- Bunyan Tree Service cut down unsafe trees along park road (large trees that our employees could not safely handle in November)
- Performed park maintenance as needed and as scheduled
- Continued to pour concrete pads to put trash cans on at the park
- Filled sink hole at Rodgers Tavern with stone and dirt (next to ac units)
- Working on solar energy RFP for the park building

Planning and Zoning:

- **Planning Commission Meetings** – No meeting held in December.
- **Zoning Certificates** – Processed eleven (11) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area
- **Board of Appeals** – No meeting held in December.
- **5439 Pulaski Hwy (Old Honda property)** –Still waiting on decision from SHA regarding their requirements and plans from Mr. Burkins on road improvements.
- **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.
- **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** – Water and Sewer Plans have been received and a second set of comments sent to the developer. A meeting is to be held with the engineer January 7 regarding sidewalks and sewer layout.
- **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** – 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.
- **615 Aiken Avenue** - Reviewed request for lot boundary adjustment for William Ard at 615 Aiken Avenue to Susan TerBorg; request waiver from subdivision fee.
- **Susquehanna Avenue** - fire damaged units (708,710,712,714,716): extensions were approved for building permits, expire March/April 2016; there must be continued progress with renovation work during the extension time period in order to remain active or the permit process has to start all over again.

Police:

- Lt. Miller, Det. Nitz and Sgt. Budnick met with representatives from Brekford in reference to installing E-Tix in Perryville Police vehicles.
- Looking into placing the Perryville Police web-page address on police vehicles.
- Chief Wernz conducted a property room inspection with Detective Hoffman on December 5, 2015.
- Lt. Miller met with State Attorney and several Judges in Cecil County as the new Police Chief on December 15, 2015.
- Lauren Daugherty graduated from the police academy on December 16, 2015 and will be sworn-in as a Perryville police officer at tonight's town meeting.
- Lt. Miller spoke to a representative from the Singer Group and spoke to Manns and Woodward about the new police building on December 17, 2015.
- Lt. Miller had a staff meeting with the Outreach personnel on December 17, 2015
- Lt Miller met with Veteran Administration personnel in reference to the VA truck entrance and other issues on December 21, 2015
- Effective 1/4/16 Lt. Miller is now Chief Miller

Public Works:

- Water Service repair on Arch Street
- 3" water meter flange repair at Concord Apartments (Aiken Avenue)
- New crawler camera has been ordered for sanitary sewer inspections. (expected delivery in Jan. 2016)
- Rebuilt PRV in Valve Vault #3 which is located along the I-95 corridor between the water towers.
- Water tank inspections scheduled for early January 2015. General inspection to identify any possible issues.

- Jared Armington resigned from the Parks Dept. to accept a position within the DPW (2 vacancies left to fill, 1 has been advertised)
- A new door has been ordered for rear ramp of Town Hall, will be installed based on arrival and weather cooperation.
- Air quality testing and infrared scanning was performed at the Town Hall.

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. Town Engineer has contacted a surveying company to survey out a partial land boundary adjacent to the channel, GTA has not yet indicated if they require the survey. The survey should cost between \$2,000 to \$2,500.
- Town Engineer is working on obtaining a cost estimate for dismantling the Reservoir Road Dam Pump House for next budget year.

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 – Administrative Supervisor is in the process of Developing an RFP
- Mayor Eberhardt and Amanda Hickman worked with DPW / Parks staff to correct safety concerns with Rodgers tavern
- Porch Painting – in progress, weather permitting.

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):

- The draft Environmental Impact Statement (EIS) for this project is available online at www.necfuture.com

Training:

- Administrative Staff, DPW, Parks, Water & Wastewater Staff have taken the (MOSH) required Basic First Aid training through LGIT.
- Computer training for Jeff Morton (6 - classes completed)

VA:

- **(update provided by VA)** On Tuesday, November 10, 2015, the U.S. Department of Housing and Urban Development announced the award of nearly \$12 million to 79 public housing agencies across the country to provide a permanent home to veterans experiencing homelessness. This award includes 75 project-based HUD-VASH vouchers for the Maryland Department of Housing & Community

Development to support the housing in the Village Area at Perry Point. HELP USA, which is the nonprofit organization that will be developing and running the housing for at-risk and formerly homeless Veterans at Perry Point, is now working to obtain the necessary financing for the project, while finalizing the design plans for each of the units. Once the financing and the design plans are in place, HELP USA will be scheduling meetings with Cecil County and Perryville officials to finalize the plans to move forward with the construction of the housing. The following is the link to the HUD news release about the award of the HUD-VASH vouchers:

http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2015/HUDNo_15-142

- The Town Administrator will begin participating in monthly VSO meetings, and we are working with the VA to set up regularly scheduled meetings between Perry Point Staff and Town Management.

Wage Scale Reassessment:

The Singer Group has started on the Wage Scale Re-Assessment. An initial meeting was held between Singer Group, Mayor Eberhardt, Denise Breder and Cathy McCardell. A letter was sent to all Town Staff to let them know about the study; the letter provided employees with a way to contact the Singer Group directly with their comments. Singer held meetings with Department Heads, and they are working on the Custom Salary Survey.

Wastewater:

Influent Monthly Flow	27.30 Million Gallons
Effluent monthly Flow	25.11 Million Gallons
VA Monthly Flow	8.13 Million Gallons

Routine preventive maintenance was performed
Equipment repairs were completed
Building & tank cleaning for the month was completed
Plant met all required MDE parameters; however, 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	10.0 Million Gallons
Finished Water Flow	9.4 Million Gallons

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

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

Upcoming Events – none to report at this time

4 attachments

December 2015 Police Department Statistics

Financial Statistics for December 2015

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

Perryville Police Department Monthly Police Report
December, 2015

	October	November	December	Year to Date 2015
ROBBERY	1	1	0	3
ASSAULT	1	5	0	27
BURGLARY	1	1	1	10
THEFT	2	8	5	49
Auto Theft	0	0	0	4
CDS	1	1	1	14
DISORDERLY	1	1	0	5
MDOP	0	2	1	17
ADULT ARREST	10	14	11	146
JUVENILE ARREST	1	0	2	19
Referrals to Outreach	0	0	0	1
CITATIONS	10	13	11	189
WARNINGS	20	18	20	309
SEROS	0	0	0	7
ACCIDENTS	6	6	2	65
52 (Investigated)	4	1	2	30
89 (no Investigation)	2	5	0	35

December 29, 2015

Town of Perryville, MD
Financial Statistics

December 2015 Statistics:

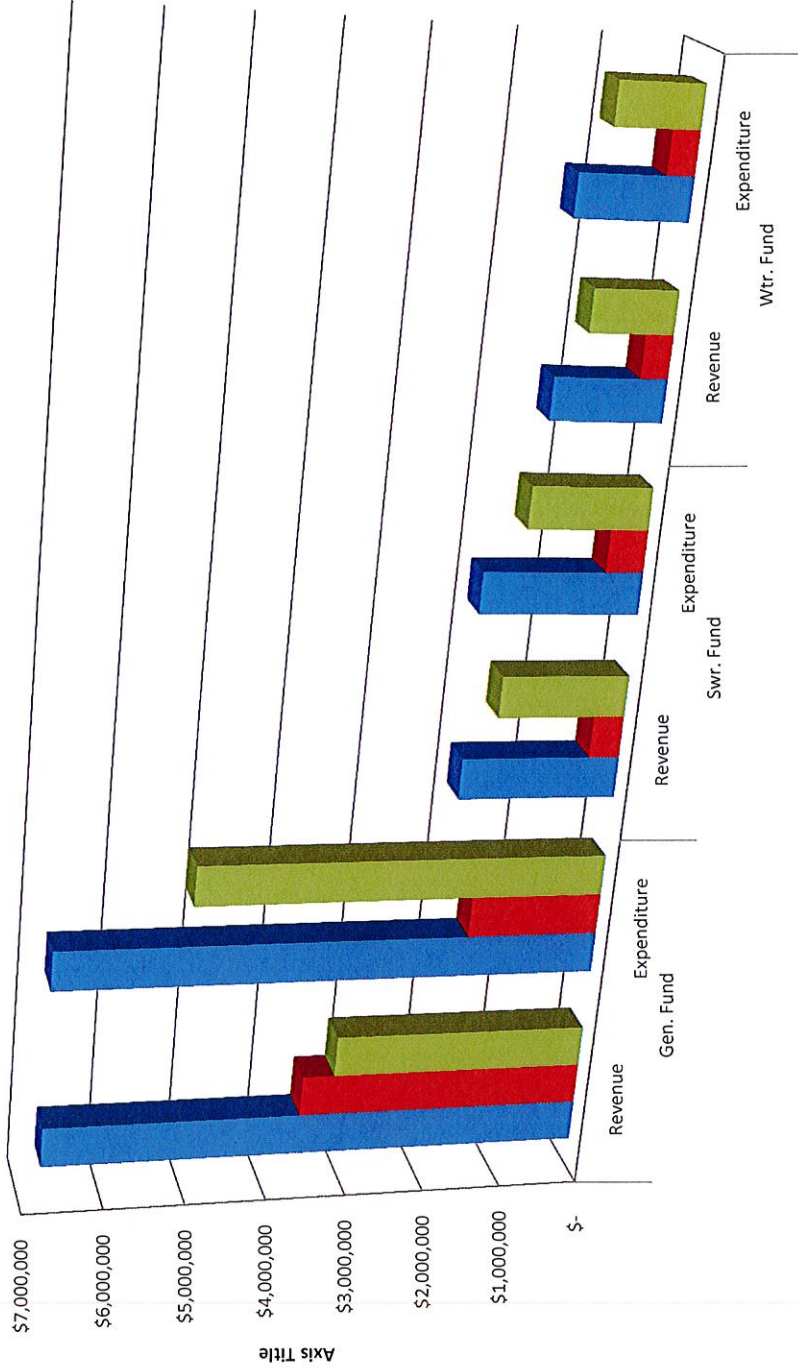
- On December 4th, received October's Slot revenue from Cecil County totaling **\$101,247.52**. We are anticipating **\$96,448.78** for November's Slot Revenue. Life to date (Sep-10 to Oct-15) slot revenue received \$7,452,504.68.
- Invoices sent out totaling \$22,768.58
- 207 purchase orders were processed totaling \$1,000,060.16 includes the annual water & sewer debt service payment (due February 1st) totaling \$745,091.76.
- 111 accounts payable checks were processed totaling \$221,763.46.
- Processed cash & equivalent receipts totaling \$245,170.18.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.

Bank Balances:

PNC (total of 10 accounts)	\$ 2,301,247.52
Maryland Local Government Investment Pool (total of 3 accounts)	\$ 7,299,331.79
Howard Bank (total of 5 accounts)	<u>\$ 4,527,050.20</u>
Grand Total	<u>\$14,127,629.51</u>

*Note - bank balances for Dec 2015 not yet reconciled - statements to be received

**Town Of Perryville
November 30, 2015
Budget vs. Actual**



	Gen. Fund		Swr. Fund		Wtr. Fund	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
Revised Budgeted	\$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