

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the December 2, 2014 Meeting**

Project Status Updates:

- **Audit** – Presentation by Auditor at tonight's meeting.
- **Cable TV Franchise Agreement:** Cathy McCardell, Sue Ellen Ferguson and the volunteers for the focus group will move forward with conducting the Needs Assessment. Cathy is working on setting up the first Focus Group Meeting.
- **Charter Amendments: NO UPDATE**
- **Elm Street** – Ralph Ryan has been diligently working on the Elm Street restoration plans. A public meeting has been scheduled for **December 9, 2014 at 6:30pm** in the Town Hall Meeting Room for residents and property owners that will be impacted by that project. Letters have been sent to all of those affected inviting them to the meeting and asking property owners for temporary construction access on their properties.
- **Grants - Façade, Revitalization and 501(c):**

501(c) Grants - FY 2015 501(C) grants awarded are as follows:

- \$10,550 to the Perryville High School Booster Club to replace old football equipment
- \$1,450 Chesapeake Feline Association to purchase additional traps
- \$5,000 Restore Church for the Easter Egg Hunt
- \$3,000 Restore Church CRAVE Addiction Recovery Program

Revitalization Grants - FY 2015 Revitalization grants awarded are as follows:

- \$14,085 to 330-332 Front Street – new roof, siding and porch repairs, gutters replaced
- \$10,800 to 755 Aiken Avenue – windows, roof, wheelchair ramp
- \$792 to 543 Cecil Avenue – 2 windows to be replaced
- \$188 - Uncommitted Revitalization Grant funds - (note there is also \$3,840 of uncommitted funds for the Façade Grant program due to a withdrawal of a previously awarded grant).

- **Greenway Committee (Perryville)** - The next meeting of the Perryville Greenway Committee is scheduled for **January 28, 2015 at 10am**.
- **MARC Maintenance and Layover Facility:** Pursuant to the reimbursement agreement that was executed, the review of the preliminary design for the water and sewer infrastructure has been completed and will be forwarded to the State for review. Note that the wastewater pretreatment has not been evaluated because the submission from the MTA (consultant) did not contain enough detail to make any determination about the adequacy of the proposed pretreatment system. MTA will be giving an update on the project at the **January 20, 2015 6:30pm** Mayor and Commissioner work session.
- **Municipal Complex:** As previously reported, the project is temporarily suspended while we pursue a suitable stormwater outfall for the site. Approximately 71% of the allocated funds for Manns-Woodward were used, and depending on when we get the

outfall issues addressed and back to finalizing the PD design, it is possible that if there are any re-designs required due to code changes or inflation, we may need to execute a change work order to re-start the project.

- **Reservoir / Dam:** The title search has been completed for this property. It has been sent to Mr. Sussman regarding next steps to correct any deficiencies. Refer to Ralph Ryan's report for additional updates on the dam project.
- **SWPPP (Stormwater Pollution Prevention Plan)** - as required by State law, the stormwater plan for the wastewater plant must be updated to comply with the new general permit. The SWPPP update is in process and I reviewed it and made comments to the town's consultant. It was also forwarded to wwtp staff for review and comment.
- **Social Media Policy:** Conduct a daily review of the town's website and facebook pages (main page, as well as, police, outreach and farmers market pages) for compliance with Social Media Policy. There were three commercial advertisements that were posted to the town's page in violation of the policy which were copied onto the z drive and removed from the page.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** Maryland Department of Transportation planned to hold a Cecil County public meeting sometime in December, however, I do not have any additional information at this time.
- **VA**
 - **EUL: NO UPDATE**
 - **Truck Route Signs:** To my knowledge, the VA still plans to close the old truck route by the end of this year. However, as of 11/24/14 the temporary signs mentioned in last month's meeting have not been posted.
- **Wastewater:**
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program:** This project is temporarily on hold due to changes in staffing at the wastewater plant.
 - **Repair needed:** The repair to the float and cage assembly for SBR 1 is in process.
 - **Notice of Penalty** – In regard to the \$3,700 penalty reported last month covering 7 sanitary sewer overflows (SSO's) from October 2010 through April 2014, MDE did agree to include a weather waiver for the SSO at the wastewater plant for the April 30, 2014. The payment has been made to MDE and a confirmation letter from MDE has been received.
 - **Other SSO's** - There was a non-complying discharge (a 100 gallon SSO) at the wastewater plant on 12/16/13 and an overflow that occurred at the Front Street Lift Station on 09/09/14. These incidents are not included in the MDE 10/9/14 notice of penalty and I have no new information at this time for those two incidents. If any new information comes up, such as an MDE fine or recommended actions, then that information will be appropriately shared and discussed. Until additional information is received, information on these two incidents will be removed from this report.
- **Water:**
 - **Water Plant alternate access: NO UPDATE** Mayor Eberhardt, Comm. Fox and I met with Norfolk Southern Rep., Kelle Williams on July 11, 2014. Ms. Williams is a Senior Property Agent in the Real Estate Department. She was familiar with the access that the Town is looking for and seemed very willing to help the town get the needed access. In follow up to our meeting, Ms. Williams

sent the Town a license agreement for the access area with an initial fee of \$250/year. Fred Sussman has reviewed the document and made suggested changes. Those comments have been sent to Ms. Williams for consideration by Norfolk Southern.

- **St. Marks Church Road water connection** – A property owner on St. Marks Church Road has again requested a water connection to his property (just outside of town limits). The town had previously entered into an agreement to allow this property owner to connect to the town's water system for 2 EDU's. He abandoned the other proposal and is now hoping to make a connection through Penny Lane to his property. He has been asked to submit a preliminary design for town consideration.
- **Water Plant intake** - November 24, 2014 Met with Larry Frazier and water plant staff to discuss mussels. Some mussel shells were found in the intake during the recent cleaning, however, we do NOT believe the mussels to be zebra mussels. We will be sending the shells to DNR Fisheries for confirmation. Additionally, we understand that while these particular shells do not appear to be zebra mussels, zebra mussels have been found in sufficient quantities in the river to merit the town keeping a close eye on the intake. We plan to have the river side of the intake inspected in the spring. It may require a dive team as it did a few years ago. More information will follow.
- **Welcome Signage:** The MOU with SHA has been signed and forwarded to the State. We are waiting on a fully executed original to be returned to the Town. Next steps include getting a design and budget.
- **General Government:**
 - Did follow up work to both last month's Town meeting and the work session.
 - Worked on various personnel related issues. Due to the confidential nature of the personnel work, no further report will be given on this issue.
 - Attended to miscellaneous Town business including: communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, responded to citizens' concerns, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, prepared public statements for closed meetings and proof-read minutes to meetings.
 - Reviewed and approved P.O.'s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.
 - Prepared draft policy for after-hours Meeting Room Use
 - Prepared some information to assist with the County Toll workgroup.
 - Posted information and photos to website and took one of the trainings offered by Virtual Towns and Schools for website updates.
 - Contacted AT&T and Smartlink about an unpaid invoice in the amount of \$4,170 for review of a proposal to lease space at the Cedar Corner town-owned property. The invoice has since been paid. Apparently, it got lost due to an employee transition on their end.
 - Worked with Administrative Staff to prepare some Fact Friday posts.

- **Other Meetings:**

- November 2, 2014 Prepared for and attended the Town Meeting.
- November 5, 2014 Attended the mandatory retirement plan (457b) meeting for town employees.
- November 6, 2014 Prepared for and attended the Regional LSHG Greenway Meeting. Hopefully this meeting will pave the way for more coordinated greenway efforts of the member communities. Barbara Ballard did a nice job of putting this meeting together and Mary Ann Skilling did a nice job of representing Perryville on the greenway related issues that we are currently facing.
- November 6, 2014 Attended the Susquehanna River Rail Bridge Advisory Board meeting with MDOT and Amtrak officials (and their consultants). Commissioner Ryan was present as an Advisory Committee member from Perryville and Commissioner Fox and I attended to represent Perryville as well.
- November 12, 2014 Prepared for and attended a Staff Meeting. Topics discussed included: Departmental Reports, review of Town meeting / work session, and events to include road closure notification. The next meeting is scheduled for December 11th at 10am.
- November 18, 2014 Prepared for and attended the Town special meeting and work session.
- November 11, 27 & 28 Office closed due to holidays.

**Treasurer's Report
Town of Perryville, Maryland
December 2, 2014**

Projects:

- **FY14 Audit**
 - Review of FY14 Engagement Letter
 - Agreement signed and returned
 - Preliminary Audit Requests
 - Working on balance sheet Acct Recons
 - Sending need list items to auditors
 - Auditors on site – July 30th
 - Auditors on site
 - Aug 25th to Aug 29th
 - Sept 29th to discuss Local Impact Analysis
 - Prepared the MD&A
 - Returned to Auditors - Oct 22nd
 - Final Audited Financials
 - Received Oct 28th
 - UFR submitted to the State by Nov 1st
 - **Presentation of Final Audit Report - December 2nd Town Meeting**
- **Retention Policy**
 - Discussion at May's work session
 - Discussion at November's work session – Finance
 - **Discussion at December's work session – Admin**
- **Surplus / Used Equipment Policy**
 - **To be voted on by the Board at December's Town meeting**
- Document Scanning System
 - Budgeted \$20,000 to be used in FY15
- **Bids**
 - **Heating / Propane**
 - **To be voted on by the Board at December's Town meeting**
 - Portable Toilets
 - Chemicals
 - Trash Removal
 - Snow Removal
 - Contract with McGuirk for 3 years (FY15-FY17)
- **Trash Carts at Beacon Point – Complete (November-2014)**
- **Water & Sewer Rates – Complete (February-2014)**
- **FY15 Budget – Complete (June-2014)**
- **Local Impact spending plan for FY15-FY17 - Complete (June-2014)**
- **LGIT Renewal – Complete (June-2014)**
- **Susquehanna Overlook, LLC reimbursement – Complete (September-2014)**
- **Copier Lease – Complete (September-2014)**

Treasurer's Report
Town of Perryville, Maryland
December 2, 2014

Meetings attended:

- November 12th - Department Head staff meeting
- November 12th - Finance staff meeting
- November 18th - Town Work Session

November 2014 Statistics:

- 147 purchase orders were processed totaling \$230,637.76.
- 97 accounts payable checks were processed totaling \$305,253.31.
- Invoices were sent out totaling \$14,697.36.
- Processed cash & equivalent receipts totaling \$366,704.04.
- On November 14th, received September's Slot revenue from Cecil County totaling \$96,433.55 which includes the 18% returned to the local jurisdiction. We are anticipating \$98,241.64 for October's Slot Revenue.

Mayor & Commissioners
Planning Department Report for the Month of November 2014

Zoning Certificates – Processed two (4) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings – 11/4 Attended Board Meeting; 11/5 TAC meeting for Magraw subdivision; 11/6 hosted the Lower Susquehanna Heritage Greenway regional meeting in Town Hall with representatives from Havre de Grace, Port Deposit and Harford County; 11/12 attended Staff Meeting; 11/13 Met with Gary Blazinsky to look at bus shelter sites in Perryville and discuss various options and engineering needed to install; 11/17 attended Planning Commission Meeting; 11/18 attended Work Session; 11/20 attended Cecil County Economic Development program for local governments in Elkton Town Hall; Board of Appeals meeting.

Planning Commission Meetings – Meeting was held November 17 – Agenda Items, Summary of the Chairman’s attendance at the Planning Commission Conference in Solomons Island.

Board of Appeals – Hearing was held November 24 – Special Exception Ketan Corporation for Highway Corridor Unified Development.

Projects, Reports and Agreements:

- URS finalized MARC water and sewer study and provided clarification on fire safety water usage.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants and monitoring project.
- Finalized the Maryland Sustainable Communities application and provided draft to Commissioners for comment. Prepared Resolution and draft support letter for individuals and Cecil County.
- Prepared Staff Report for Board of Appeals Meeting and consulted with Town Attorney regarding the hearing.
- Provided information to developer interested in the Woodland property regarding PUD and MUD zoning for the site.
- Contacted Cecil Transit and Cecil County Roads Department for specifications for bus shelters and permit to construct on Coudon Boulevard.

Code Enforcement

- Wrote violation letters
- Gave DPW 1 work request
- Continued to receive complaints, meet with property owners and conduct site visits
- Approved 222 rental licenses for 2015 year , 1 on hold
- Continued to work on updating current codes

Landlord Tenant Board – No meeting held. The board still needs a tenant rep., alternative tenant rep. and alternative landlord rep.

Economic Development

FARMER'S MARKET:

- Farmers' Market has closed for the season.
- Beginning recruitment efforts for next year's market; developing solicitation packet.
- NEW VENDOR FOR NEXT YEAR – Crow Farm and Vineyard will be selling wine and beef, filling two of the three voids we had at the Market.
- Interesting tidbit – The Market is now the highest opened event on the Cecil County Chamber website with almost 5,000 hits.
- Scheduled two local music groups for performances at the Farmers' Market next season; waiting on confirmation from a third group.

MEETINGS:

- Continued outreach to area businesses.
- Attended EDC Meeting
- Attended Work Session and Mayor and Commissioner's Meetings
- Attended Cecil County Chamber Luncheon and Business Card Exchange
- Attended Branding Workshop by Jim Dykeman of Dykeman Design
- Attended RESI Economic Outlook Conference in Towson
- Attended Economic Development and Your Community Workshop
- Attended Perryville Local Development Association formation meeting

GRANT OPPORTUNITIES/OTHER:

- Met with contractor and property owner for the Ercole's property concerning status updates
- Grant awards for FY 2015 were approved at November M&C meeting; award notices were sent out
- Met several times with award recipients of this year's Revitalization Grant Program
- Began development of a Marketing Plan for the Town
- Applicants for two grants programs were reimbursed this month – one State (Façade) project – Mrs. Porter; and one FY 2015 Grant Award Project – Ryan Albright.
- Followed up with Chesapeake House on local literature being allowed in their display area; reached out to Cecil County Tourism concerning same.

Sewer Capacity Management – Received final update.

Accounting – The Planning Department continues to generate monthly invoices for projects and Code Enforcement.

ADMINISTRATION REPORT NOVEMBER 2014

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – Supplies purchased and in process.
- Repointing and porch repair – Spring 2015
- Interior Painting – Supplies purchased and in process.

Events:

- Town of Perryville Tree Lighting will be December 13th.
- House Decorating Contest will be judged December 18th.

Personnel Manual:

Updated:

- Planning dinner for MML Chapter Quarterly Meeting – Letters were mailed and we are receiving responses for December 18, 2014

Statistics:

- There was 1 boat ramp sticker sold. Last one sold 365.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 10 Deeds.
- Water & Sewer Billing Late Notices went out and due November 17th.
- 1 Rodgers Tavern Grounds Rental
- 6 dog tag was sold

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels. The proposed solution is for Innovative Cutting, INC to breach the dam with a series of twelve drilled holes 4" in diameter at elevations the Town dictates for up to two site visitations. I spoke with Bruce Harrington from the Maryland Dam Safety division on exactly how we intend to drill the dam, the diameter of the holes, number of holes, and their elevations. I presented him with calculations to model the water flow from the dam breaches, and how long it would take to drain the reservoir with minimized sediment disturbance within the reservoir and forebay. Bruce has since commented and revised my methodology. Calculations now indicate that only one drilled 4" diameter hole is necessary to drain the reservoir in a manner satisfactory to the Maryland Dam Safety division. I am almost done with my presentation and will send to the appropriate agencies for approval.

b) Elm Street

- i) Completed the construction plan set for Elm Street and is ready for county review. Will submit documents to review agencies. Copies of plan set submissions made. Filling out SWM waiver documents, and submitting forms. Completed the graphic presentation of Elm Street for the December 9th meeting

c) Town Hall Site

- i) ARRO has conditional approval of the concept SWM plan for the Town Hall project provided we find an acceptable drainage outfall for the project. Additional cost estimates for the CSX right-of-way drainage pipe outfall solution and the drainage pipe outfall solution along the westside of the RR right-of-way were conducted. Project cost is highly dependent on the support of neighboring property owners as the Town does not own any of the property in question. The proposed storm drain system option along the westside of the railroad would cost around \$430,000. The proposed storm drain system option along the eastside of the railroad exclusively within railroad right-of-way (avoiding the Neff property) would cost around \$390,000. Please bear in mind that the design concept and supporting cost estimate of the drain system along the eastside within the railroad right-of-way should not intrude physically with the railroad or its embankments. Another concern with the eastside design is that it has been recently discovered is that the railroad culvert is only 30" in diameter. A 30" diameter culvert will likely not be big enough to facilitate both the existing area draining towards it, in addition to the drainage area of the town hall / police project. It is likely we will have to replace the 30" diameter culvert, the current cost estimate of \$390,000 does not reflect this task. CSX officials have contacted me, and have given me their design standards and specifications for working in or around their CSX railroads. The order of operations when dealing with CSX is to confirm the ownership of the railroad right-of-way, present an application and concept design work with supporting calculations (culvert 100yr storm/ flood calculations), then set up a meeting with CSX officials for review. Due to recent information revealed in last month's survey concerning the 30" diameter culvert, and CSX

design standards and specifications, it is very likely we would have to replace or expand the existing 30" pipe to something much bigger. To avoid this potentially costly project of the existing 30" culvert, I ordered another survey to be conducted along the westside of the CSX rail road tracks. The westside option would involve boring under the railroad, and construction easements for additional private property owners and businesses, but could be the best option right now to drain the Town Hall site.

- ii) McCrone has revised, signed and sealed their legal description documents of the Town Hall property and will be submitting the documents and record plats to the county for finalization.



Perryville Police Department

448 Otsego Street, P.O. Box 511 Perryville, MD 21903

Charles V. Wernz, Jr.
Chief of Police

TELEPHONE: 410-642-3725

FAX: 410-642-3724

James L. Eberhardt
Mayor

Monthly Report November 2014

Current Projects

- Cecil County Chiefs are working with a consultant for the new CAD / RMS.
-

- SHA quarterly meeting at JFK Hwy. Barrack
-

- Candidate Huffstutler will graduate from the MDTA police academy on January 8, 2015.
-

- Officer Zagol resigned and K-9 Ziggy was retired.
-

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
November, 2014

	September	October	November	Year to Date 2014			
ROBBERY	1	0	0	2			
ASSAULT	2	2	2	25			
BURGLARY	3	0	1	11			
THEFT	8	3	2	66			
Auto Theft	0	0	0	1			
CDS	0	3	0	19			
DISORDERLY	1	0	0	4			
MDOP	2	2	1	12			
ADULT ARREST	18	10	5	135			
JUVENILE ARREST	0	0	2	6			
Referrals to Outreach	0	0	0	1			
CITATIONS	20	6	10	150			
WARNINGS	15	10	15	167			
SEROS	2	0	0	6			
ACCIDENTS	7	14	6	109			
52 (Investigated)	2	5	3	30			
89 (no Investigation)	5	9	3	79			
Total calls for Service	293	266	185	3350			

November 25, 2014

Perryville Police Department

Outreach Program

Town Report

November 2014

Overall Monthly Attendance: 218

Number of New Referrals: 1

Number of New Members: 0

Announcements:

The deadline for Toys-4-Tots is Friday, December 5th! If you would like to donate new unwrapped toys to the cause please drop them off at Outreach 10am to 7pm Monday through Friday.

The Outreach Program was able to attend a CASA (Court Appointed Special Advocates) meeting this month. The volunteer based program is set to start up in Cecil County, January 2015; with hopes to provide an extra voice for abused and/or neglected children within our legal system. For more information and how you can become a volunteer please visit <http://www.casaforchildren.org>, and please spread the word!

The Outreach Program had a great turnout for our Thanksgiving Dinner. We would like to thank everyone who attended and offered their assistance to make that night happen!

The Outreach Program also participated in Adopt-A-Highway and Park Clean Up; along with other usual monthly activities. Please like our Face Book page, take a look at our monthly calendar of events, and share any good news or activities you see within our community.

DPW Report- November 2014

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- DPW continues to install detectable warning devices and new crosswalks as time and weather allow.

Traffic Calming:

- DPW staff continues to investigate costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW continued installing stop bars at intersections throughout town as part of a traffic calming measure.

Paving/Sidewalk Repairs:

- The Frenchtown Overlay project is nearing completion. Patching and paving have been completed. Striping is still waiting to be applied.
- DPW Staff continues to repair potholes throughout town that had developed over the summer months.

Water/Sewer/Stormwater:

- New controls are being installed at the Front Street Lift Station to replace the antiquated controls that are currently operating the station. The station's wet well has been cleaned. The contractor is currently addressing an issue with switching over to the new controls. This should be completed in the next few weeks.
- DPW Staff continues opening all sanitary sewer manholes throughout town in order to perform a visual inspection to assure that the wastewater lines are operating properly.
- DPW is currently has addressed drainage complaints on Maryland Avenue. The ditch line has been increased to allow for better flow during rain events. DPW Staff will reapply grass seed in the spring to complete the project.
- DPW employees repaired a service saddle on Franklin Street overnight on November 7th.
- DPW enlisted the help of MRWA to assist in locating a possible issue that may have been causing noisy flow in a manhole on Maywood Avenue. No issues were found.

- DPW Cleaned "bump outs" along Broad Street and Aiken Avenue to remove downed leaves that could not be reached by the street sweeping contractor.
- DPW Staff made necessary repairs and set up trucks for predicted snow storm on November 26th.

Training:

- 3 more DPW employees received notification that they have met the requirements to be certified "Roadside Tree Care Experts" by the Department of Natural Resources.

Town Events:

- Staff set up tables and chairs for a luncheon, as well as another meeting that was held in the Town Hall Meeting Room.
- Lights were hung on the Town Christmas Tree in preparation for the annual Christmas Tree Lighting that takes place on December 13th.

Weather Related Events:

- Storm drains were cleaned in preparation for a winter storm event on November 26th.

Other:

- DPW painted floors in the lift stations throughout Town.
- DPW staff assisted with the annual Fire Extinguisher inspection that is performed at all Town facilities.
- DPW employees began framing work for a new bathroom in the basement of Rodgers Tavern. The project is currently on hold until direction is given in order to proceed.
- Christmas decorations were hung on Broad Street and Aiken Avenue for the upcoming holiday season. The decorations will be lit on Monday, December 1st.
- The Town's Lift Truck and one employee was sent to assist the Town of Charlestown in the hanging of their Christmas decorations.

Daily Events:

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.

- **Flags-** Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center and Rodgers Tavern)
- **Utility markings-** utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders-** Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs-** All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc. A vehicle lift was installed in the DPW building to allow for a more efficient vehicle maintenance program.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has continues with grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, etc. This appears to be the last month for mowing with the upcoming winter season.

Monthly/Scheduled events:

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** –On the first and third Tuesday in November, DPW staff picked up yard waste throughout town for all residents who placed items at the curbside for removal.
- **Fire Hydrants/ Extinguishers** –Fire hydrants will be flushed again in April 2015. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc.

Monthly Report for November (parks)

- 11/3/14 changed closing time for the community park to 5:00 pm
- Replaced burnt out light bulbs by sidewalk at Rodgers Tavern
- 11/5/14 installed bubbler system on Lower Ferry Pier
- 11/6/14 mulch up leaves at the community park
- 11/7/14 shut off water to the park for the winter time
- 11/12/14 electrician repaired wiring on Lower Ferry Pier so the bubbler system could work.
- 11/14/14 trimming trees along shore line at the community park
- 11/20/14 contractors started making repairs on the tennis courts, replacing tennis post with new anchors and new nets.
- 11/03/14 started painting Rodgers Tavern 2nd floor walls and trim
- Serviced all mowers and power washed ready for spring time mowing next year
- Picked up new salt spreader for the parks truck and install
- Clean bathrooms at the comfort station
- Clean drains out at the community park

Monthly Report for Water Treatment Plant November 2014

- Water Plant produced approximately 10.5 million gallons of potable drinking water.
- The raw water vault and intake pipes have been cleaned and partially videoed by PSC.
- All sampling and reports are up to date.
- One of the permeate pumps is currently out of service due to a piece of all thread that went into the pump and sheared some of the lobes off and locked the pump up. The only way that this piece of all thread could have gotten in the line is that it was left there during construction. As the pipe is welded stainless steel. It is going to cost \$7,328.44 to repair.
- The packing on one of the raw water pumps blew out on 21st of the month. It was repacked by water plant staff and was only out of service for 3 hours.

Wastewater Plant Report November 2014

- The wastewater plant had 19.806 million gal of raw wastewater come in the plant
- We treated 4.689 of the V.A wastewater and a total flow of 16.876 million gal treated flow
- 11/5/14 Gene Ashford and Shawn Patchell attended a wastewater class
- 11/8/14 The main gate did not close, the 9th and 10th public works checked gate
- 11/11/14 Mid Atlantic Entry repaired the gate
- 11/17/14 Randy Denny was here to do yearly inspection, we also cleaned the filters and eq basins and cleaning of all buildings