

Staff Reports from Town Meetings

- Town Administrator's Report
- Treasurer's Report
- Planning Department Report
- Administration Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report
- Parks Report
- Water Plant Report
- Wastewater Plant Report

**Town Administrator's Report
Town of Perryville, MD
For the November 4, 2014 Meeting**

Project Status Updates:

- **Audit** – Reviewed the Draft Audited Financial Statements for the year ended June 30, 2014, assisted Rachel Deaner, Finance Director with writing the Management Discussion and Analysis (MD&A) section of the audit and the Corrective Action Plan.
- **Cable TV Franchise Agreement: NO UPDATE:** We will proceed with the Focus Group [necessary for the Needs Assessment] with the three resident members that we have, however, we are still looking for two Focus Group members from the business community. Atlantic Broadband cannot release a listing of business customers. Cathy McCardell is going to coordinate this effort.
- **Charter Amendments: NO UPDATE**
- **Grants - Façade, Revitalization and 501(c):**

501(c) Grants - All except \$3000 of the FY 2015 501(C) grant funding has been committed 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

The balance of \$3000 is on the agenda for your vote tonight to consider a grant to Restore Church to assist with the CRAVE Addiction Recovery Program.

Revitalization Grants - The grant applications for FY 2015 funding were due on October 6, 2014. The committee met and made recommendations, which the Board discussed at the October work session. On the agenda tonight for your vote is a request to commit \$25,677 of the \$25,865 available for FY2015 Revitalization Grants.

- **Perryville Greenway Committee:** The next meeting of the Perryville Greenway Committee is scheduled for January 28, 2015 at 10am. Additionally, there is a Regional Lower Susquehanna Heritage Greenway (LSHG) meeting planned for November 6th at 10am here in Perryville in the Town Hall Meeting Room. The purpose of that meeting is to bring together all of the LSHG member communities to discuss the projects in each community and discuss coordination of our efforts.
- **MARC Maintenance and Layover Facility: NO UPDATE:** Now that the reimbursement agreement has been executed, the review of the planned water and sewer infrastructure is in process. Note that the Maryland Department of Transportation DRAFT Consolidated Transportation Program (CTP) does include information about MARC projects. For more information or to review the entire draft CTP, go the www.ctp.maryland.gov
- **Municipal Complex:** A letter was sent to Rob Manns of Manns Woodward Architects temporarily suspending work on the Phase I Police Department project and requesting to work with Mr. Manns to find a suitable stopping point for the temporary

delay. Ralph Ryan, Town Engineer, is looking at options for a suitable stormwater outfall both west and east of the railroad tracks. Manns Woodward has submitted an invoice (\$28,437.24) that will bring the contract amount to approximately 71% paid. A letter has been submitted to Manns Woodward that while overall the town is satisfied with the amount, we do have concerns that the civil site plans are underdeveloped. Rob Manns has stated in a letter that we will need to have discussion when the project is resumed if any re-design is necessary due to code changes and to adjust for inflation / COLA if relevant.

- **Reservoir / Dam:** Refer to Ralph Ryan's report for additional updates on the dam project.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** Maryland Department of Transportation plans to hold a Cecil County public meeting sometime in December (previously November), and I will share the meeting details when they are received.
- **VA**
 - **EUL: NO UPDATE**
 - **Truck Route Signs:** The VA plans to put up **temporary** signs directing truck traffic to the new truck entrance. The signs will be on Aiken Avenue, at the intersection of Aiken Avenue and Broad St., and then signs that direct truck traffic in a loop on town roads (Roundhouse Drive, Smith Ln./ Roundhouse Dr. and Otsego St.) back to the new truck entrance for any trucks that may have missed the signs on Aiken and made it under the double R/R bridges. Finally, there will be one sign directing traffic that followed back roads (Frenchtown Road in Port Deposit) to get to Roundhouse Drive – that sign will be at Roundhouse and Smith Ln. directing trucks onto Otsego St. to get back to the truck route. This is being done because the VA is actually closing the old truck entrance and we want to avoid trucks trying to turn around (often this causes property damage) and to avoid having trucks try to navigate onto Front Street.
- **Wastewater:**
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program: NO UPDATE:** Sue Ford of CBKN has submitted a draft amendment to the Town Wastewater Code. DBF has submitted a proposal to assist the Town with the Code review and pre-treatment program. There was no funding left in the FY'14 budget to continue this initiative; however, there is funding in the FY'15 budget. 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** – Perryville received a notice of penalty / fine from Maryland Department of the Environment (MDE) dated October 9, 2014 in the amount of \$3,700 covering 7 sanitary sewer overflows (SSO's) from October 2010 through April 2014 (listing attached). Heavy rain / weather waivers were given for 2 of the SSO's. MDE required a response to the notice within 10 days of the date of the letter, and a reply was sent to MDE on October 17, 2014 accepting the offer to settle without admission of liability or concession by accepting the proposed penalty. Included in the letter to MDE was a request that a heavy rain waiver be issued for the overflow at the wastewater plant that occurred on 04/30/14 since it was not specifically included on the attached listing, and it also happened as a result of that heavy rain event.

- There was a non-complying discharge 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.
- **Water:**
 - **Water Plant alternate access:** 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.
- **Welcome Signage:** A Memorandum of Understanding (MOU) with the State for a Welcome to Perryville sign (lighted but not digital) to be placed in the SHA right-of-way on U.S. 40 at Cedar Corner Road is on the agenda tonight for vote. Once the MOU is fully executed, a design will need to be prepared and a budget needed to proceed with the project.
- **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 an information act request from the Carroll County Times editor Jim Lee, 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.
- **Other Meetings:**
 - October 1, 2014 Met with Larry Frazier about the trains that block access to the water plant at times.
 - October 6, 2014 Prepared for and attended the Greenway Press Event at Rodgers Tavern. The event, put on by the East Coast Greenway Alliance, was designed to raise awareness to the need for safe pedestrian and bicycle crossing over the Susquehanna River. Thank you to Mary Ann Skilling and Doreen Smith who put together a table sharing information about Perryville's Lower Susquehanna Heritage Greenway and Heritage Tourism initiatives. All together there were about 42 bike riders that participated and took a 7 day ride from Philadelphia to Fredericksburg, VA.

- October 7, 2014 Prepared for and attended the Town Meeting.
- October 9, 2014 Prepared for and attended a Staff Meeting. Topics discussed included: Departmental Reports, review of Town meeting / work session, coordinating facebook posts across all facebook pages and the website, Message from the Mayor article ideas, town email (using town issued email addresses instead of gmail, yahoo or other private email addresses), notice that the google public calendar has been deleted from the website and we are using the calendar that is embedded in the website instead (to avoid duplication and unnecessary extra staff effort), and events to include road closure notification. The next meeting is scheduled for November 12th at 10am.
- October 9, 2014 Phone discussion with Fred Sussman regarding the draft Rodgers Tavern Grounds Permit, a proposed trail sharing agreement with Mason Dixon Trail Systems and the Norfolk Southern License Agreement.
- October 16, 2014 Gene Ashford and I met with our consultant to start the process of updating the Stormwater Pollution Prevention Plan (SWPPP) as required by the State.
- October 16, 2014 Phone discussion with Fred Sussman regarding the Carroll County Times Public Information Act request. Apparently Jim Lee (Editor at the Carroll County Times) submitted multiple PIA requests inquiring about how the towns, counties, and public agencies have responded to other PIA requests for a certain time frame.
- October 20, 2014 Commissioner Fox and I had a department meeting with the water plant staff.
- October 21, 2014 Commissioner Fox and I had a department meeting with the wastewater plant staff.
- October 21, 2014 Mayor Eberhardt, Commissioner Fox, Mary Ann Skilling and I attended a meeting with representatives from Home Partnership, Inc. regarding potential development & re-development projects in Perryville.
- October 21, 2014 Prepared for and attended the Mayor and Commissioner work session.
- October 22, 2014 Prepared for and attended the Perryville Greenway Committee meeting.
- October 31, 2014 Gene Ashford and I met with MDE representatives regarding possible funding to aid with ENR compliance.

Treasurer's Report
Town of Perryville, Maryland
November 4, 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
 - To be discussed further – TBD
- **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)**

Meetings attended:

- October 9th - Department Head staff meeting
- October 21st - Town Work Session

Treasurer's Report
Town of Perryville, Maryland
November 4, 2014

October 2014 Statistics:

- 132 purchase orders were processed totaling \$142,897.74.
- 83 accounts payable checks were processed totaling \$195,540.74.
- Invoices were sent out totaling \$108,461.08 which includes the quarterly invoicing totaling \$82,913.96.
- Processed cash & equivalent receipts totaling \$170,171.65.
- On October 10th, received August's Slot revenue from Cecil County totaling **\$103,942.69 which includes a prorated portion of the 18% returned to the local jurisdiction.** We are anticipating \$96,414.42 for September's Slot Revenue.

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

Zoning Certificates – Processed two (2) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area; reviewing two installed structures without permit with both submitting application for variance; one is within the Critical Area.

Meetings –10/1 Attended TAC meeting for Patel Subdivision; 10/6 East Coast Greenway Event at Rodgers Tavern; 10/9 Revitalization Committee Meeting; 10/13 Met with Ralph Ryan regarding Magraw subdivision; 10/21 Meeting regarding infill development proposal; 10/22 Perryville Greenway Meeting, lunch meeting with Greenway partners; 10/24 Participated in Halloween Party; 10/28 – 29 American Planning Association Regional Planning Conference, Newark; 10/30 Employee Lunch; 10/31 Economic Development Open House, Meeting regarding vision for Route 40..

Planning Commission Meetings – Meeting was held October 20 agenda items – AP2014-02 Special Exception Ketan Corporation/Dollar General-Recommendation to the Board of Appeals for Highway Corridor Unified Development Special Exception and CP2014-01 Concept Subdivision Plan Lands of James S. & Deborah L. Magraw.

Board of Appeals – Hearing was held October 27 – V2014-02 Variance relief from side setback, Anthony Gerst, 328 Broad Street; V2014-03 Variance relief from the Town’s front setback requirement, Brian Coe, 1118 Frenchtown Road.

Projects, Reports and Agreements:

- Requested additional information and clarification from URS regarding water study for the MARC Maintenance and Layover facility.
- Prepared phasing items for Lower Ferry Park development including cost estimates proposals for the various phases.
- 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 coordinating with Denise for review.
- Contacted the Consultant regarding the status of the Public Works and Landscape Agreements for the Frenchman Land Company Warehouse project.
- Continue to review fee schedule for updates and Zoning Ordinance violation language.
- Prepared hearing notices for two variances and an appeal of denial of a Zoning Certificate for Board of Appeals hearing.
- Prepared staff report for concept subdivision plan for Macgraw property and Ketan Corporation/Dollar General Special Exception recommendation for the Planning Commission to the Board of Appeals.
- 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.
- Made a final inspection of ADA compliance and sidewalk installation at Principio Health Center Building 2 and requested final plans for approval.

Code Enforcement

- Wrote 6 violation letters
- Gave DPW 1 work request
- Abated 2 grass violations, wrote citations for violation abatement
- Collected 4 fines
- Continued to receive complaints, meet with property owners and conduct site visits
- 10/24 Worked the Town Halloween party
- Approved 41 rental licenses for 2015 year , 3 on hold

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:

- Diligently trying to recruit a dairy farm, meat farm, and winery.
- Music night at the Market cancelled due to the weather
- Follow up with Crow Vineyard and Farm for possibility of participation in 2015 Market
- Began development of solicitation list and solicitation packet for 2015 Market
- Market closed for season on October 24.
- Interesting tidbit – I placed the Market information on the Cecil County Chamber Community Calendar in January 2014 – the Market was the second highest event opened on the Chamber site with over 4,200 hits!
- Attended Annual Harvest Dinner

MEETINGS:

- Continued outreach to area businesses.
- Attended EDC Meeting
- Met with Eric Morisicato concerning formation of an Economic Development Association for the Town of Perryville
- Revitalization Grant Committee met and reviewed grant applications; made recommendations
- Attended October Work Session and presented recommendations from the Revitalization Grant Committee
- Participated in Town Halloween Party

GRANT OPPORTUNITIES/OTHER:

- Sent out several e-mails/mailings for vendor recruitment for Perryville's Autumn Fest; posted information to various websites.
- Followed up on gathering information for the APG Oktoberfest scheduled for October 24 and 25 on APG.
- Followed up with FY 2014 Grant Recipients for status of grant projects; one project completed in September and reimbursement from State received on October 27 – Porter property on Aiken Ave.
- Met with contractor and property owner for the Ercole's property concerning status updates

- Designed and set up display board and table for the East Coast Greenway Event at Rodgers Tavern
- Prepared display board and table for Annual AutumnFest event
- Manned the Town booth for the Annual AutumnFest

Sewer Capacity Management – No activity.

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

ADMINISTRATION REPORT

October 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.
- Extension Agreement with MHT for Rodgers Tavern restoration.

Events:

- Farmers Market – October 24, 2014 last day for market.
- Halloween Party was held on October 24, 2014.

Personnel Manual:

Updated:

- Newsletter mailed
- Planning dinner for MML Chapter Quarterly Meeting – December 18, 2014

Statistics:

- There were 3 boat ramp stickers sold. Last one sold 364.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 10 Deeds.
- Water & Sewer Billing October 15, 2014 with new rates
- 5 Pavilion Rentals
- 0 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. I am revising my presentation and will send to the appropriate agencies for approval.

b) Elm Street & Otsego Street

- i) Completed the construction plan set for Elm Street and is ready for county review. Will submit documents to review agencies.

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 with something bigger, 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.
- 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.

d) Cecil Ave Road Extension

- i) I made and submitted a new cost estimate for Cecil Ave Road that only extends up to the existing homes. The estimate include new sidewalk, curb & gutter, paved roadway, water mains & laterals, gravity sewer & laterals, and a storm drain system (est. \$410,000).

e) Training

- i) I attended the Maryland Rural Water Association's "Drilling and Tapping Pipe" training course at the Town's DPW building.



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 October 2014

Current Projects

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

- Uniform Crime Reporting training – Chief & Mrs. Crew
-

- CJIS (Criminal Justice Information System) conducted an audit in Sept. Received report of findings. Minor discrepancies have been corrected.
-

- Emergency Pipeline seminar – Sgt. Budnick & Chief
-

- Demo was given by TASER on Body Cams.
-

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
October, 2014

	August	September	October	Year to Date 2014
ROBBERY	0	1	0	2
ASSAULT	1	2	2	23
BURGLARY	3	3	0	10
THEFT	6	8	3	64
Auto Theft	0	0	0	1
CDS	1	0	3	19
DISORDERLY	0	1	0	4
MDOP	0	2	2	11
ADULT ARREST	17	18	10	130
JUVENILE ARREST	0	0	0	4
Referrals to Outreach	0	0	0	1
CITATIONS	20	20	6	140
WARNINGS	18	15	10	152
SEROS	0	2	0	6
ACCIDENTS	8	7	14	103
52 (Investigated)	3	2	5	27
89 (no Investigation)	5	5	9	76
Total calls for Service	391	293	266	3165

October 29, 2014

Perryville Police Department

Outreach Program

Town Report

October 2014

Overall Monthly Attendance: 204

Number of New Referrals: 0

Number of New Members: 3

Announcements:

The Outreach Program has started Toys-4-Tots for our 6th consecutive year as the distributor for Perryville and Port Deposit area. 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 deadline is December 5th!

The Outreach Program was able to attend a Youth Mental Health First Aid Training presented by Maryland Coalition of Families for Children's Mental Health on October 27th & 29th. Here we reviewed skills to help identify and respond to youth facing mental health challenges or crisis. We strongly encourage anyone who has contact with youth to take advantage of this free training opportunity.

On November 21st from 4pm to 7pm the Outreach Program will be hosting a Thanksgiving Dinner for our active members and also inviting their families. We would like to extend an invitation to the Mayor, the commissioners and the Administrative staff of the town. Please RSVP to Outreach by November 7th.

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- October 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. Necessary patching repairs were addressed and the overlay was completed. Striping is to be applied in the upcoming weeks.
- 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 is scheduled to be cleaned so that the new controls can finish being installed without interference.
- DPW Staff began opening all sanitary sewer manholes throughout town in order to perform a visual inspection to assure that the wastewater lines are operating properly.
- DPW Staff replaced a pressure malfunctioning pressure relief valve located at the Wastewater Treatment Plant.
- DPW Staff worked a rotating schedule and complete the semiannual hydrant flushing that takes place in October. By working the rotating schedule, the department was able to reduce the 100 hours of total overtime it usually takes to complete this event by approximately 85%.

- A storm drain was relocated on Frenchtown Road to allow for better drainage. Two other drains were raised as needed with the Frenchtown Overlay project.
- DPW is currently addressing drainage complaints on Maryland Avenue. The ditch line has been increased to allow for better flow during rain events.
- Staff read meters for quarterly billing.
- DPW employees worked after hours on October 23rd to open a cleanout that was clogged due to debris being placed in the service connection. The items were unable to be removed with machinery and the service line had to be dug up to make the necessary repairs.
- DPW used MRWA to assist in locating a water leak for a resident on Broad Street.
- DPW employees assisted in making a repair to the water service line for the Concord Apartments on Aiken Avenue.

Training:

- Six DPW employees are continuing to attend training in Havre De Grace for the next two months in preparation for their upcoming Collections or Distribution exams.
- Four employees attended and completed necessary training and testing to receive their State issued "Water Sampler's Certification".
- All DPW Staff attended a 7.5 CEU training course presented by Maryland Rural Water on October 23rd at the Public Works Building.
- 4 DPW employees have attended a two day training and testing in an attempt to obtain the Maryland Roadside Tree Care Expert Certification. Currently three employees possess this certification.

Town Events:

- DPW Staff assisted with the Farmers Market by setting up the stage for performers during the event.
- DPW employees assisted with the setup, operation and cleanup of the Town's annual Halloween Party.
- DPW employees hung the Autumnfest banner to advertise the annual event. Staff also assisted with the setup, operation and cleanup of the event.

Weather Related Events:

- DPW cleaned storm drains and prepared for a rain event during the month of October.

Other:

- DPW assisted in painting floors in comfort station bathrooms at Community Boat Ramp.
- DPW installed a television in the Town Hall conference room.

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 July, 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.

Report for October (parks)

- Install new park bench on walking trail by comfort station (replacement)
- Park bench stolen on park road police report was taken
- Welded all park benches to metal studs to help prevent theft
- Set up tables and chairs for bike event at Rodgers Tavern
- Perryville High School held track event at the community park
- Painted hand rail and comfort station doors also bathroom floors
- Repaired and replaced missing boards on fishing pier
- Clean drains out at the community park
- Trim trees at the boat ramp and community park
- Metal roof installed on park building (completed)
- Purchased all paint and supplies for Rodgers Tavern start painting first week of November
- Install bubbler system for Lower Ferry Pier in November
- In process of repairs to tennis courts by contractor
- Repairs made to boys major field (fence)
- Clean bathrooms at comfort station on a daily basis
- Edged all sidewalks in the community park
- Repaired swing set at the mini park
- Replaced light bulbs on Lower Ferry Pier (two replaced)

Monthly Report for Water Treatment Plant October 2014

- We produced 12.5 million gallons of drinking water.
- All sampling and reports are up to date.
- I attended and completed the Superintendent's course at MDE headquarters.
- Michael Hamilton is now a certified class 4 water operator.
- PSC will be here on the 3rd of November to start cleaning and videotaping the intake lines for zebra mussels.
- Sherwood Logan has had to reschedule assisting us in the installation of a new seal for the sluice gate on filter number 4.

Wastewater Treatment Plant Report for November 4, 2014

- The plant treated 22.012 million gallons of total flow and 5.946 million gallons of V.A. flow
- EQ basins are cleaned weekly
- We had to get a new computer for wastewater plant the old one could not receive emails
- We had heavy rain on 10/15/14, over 6 inches, plant ran well with no problems
- The Public Works Department put new air release valve on the raw pumps the old one had a leak in it
- We rebuilt a chemical pump in house, one of the filter chains broke and we replace with new links
- 10/28 Shawn from Public Works serviced the dump truck
- We are now feeding carbon chemical to help with nitrogen