

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the February 3, 2015 Meeting**

Project Status Updates:

- **Cable TV Franchise Agreement:** The Focus Group, headed by Cathy McCardell is scheduled to have their first meeting tomorrow evening (2/4/15 at 6:30pm in the Town Hall Meeting Room). The Focus Group is part of the legally required Needs Assessment associated with Franchise Renewal. Reminder, Atlantic Broadband, the current franchise holder, has exercised the legal and contractual right to enter negotiations for consideration of renewal of the franchise.
- **Charter Amendments: NO UPDATE**
- **Elm Street** – As of this writing (01/28/15), 3 of the needed construction access easements have been received. Staff and I are meeting on January 30 to discuss a few issues related to the project and then to move forward with sending out another letter to property owners with the easements for signatures. Discussions continue with Delmarva Power regarding running lines underground. Fred Sussman has prepared a draft agreement for those property owners that are found to have illicit discharges will allow the town's contractor to make a new connection and require payment by the property owner. Ralph has informed me that the county will not approve the stormwater waiver for the project and that some mitigation (such as planting trees elsewhere) may meet the requirements for the mitigation.
- **Employment** –
 - Perryville has advertised for an MPTC Certified Police Officer. More information is available on our website at <http://www.perryvillemd.org/home/pages/certified-police-officer-vacancy>
 - Perryville is also seeking a F/T licensed Water and Sewer Superintendent. More details will be made available on the website this week.
- **Grants – Façade** – As of today (01/28) the application deadline for the advertised grant opportunity has not yet been reached (deadline was 01/30). I will let you know if I have any information at town meeting or, if not, will report on it at the March Town Meeting.
- **Greenway Committee (Perryville)** - The next meeting of the Perryville Greenway Committee is scheduled for **March 25, 2015 at 10am** in the Town Hall Conference Room. Additionally, a second Regional LSHG meeting is to be held in Havre de Grace on February 5, 2015 at 10am. Mary Ann Skilling and I will be attending the regional meeting.
- **MARC Maintenance and Layover Facility** –A letter sent to MTA asking for certain issues that are supportive of transit in the Perryville to be addressed in conjunction with the MARC project. In follow up to that letter, a meeting is to be held with MTA and Town officials on Monday, February 2, 2015. More information will be made available after the meeting.
- **Municipal Complex:** A purchase order was issued to ARRO during the week of January 26th to design an outfall to go under the railroad tracks at Otsego Street and then to parallel the track until it reaches the existing stormwater system. The design should be done in 45 days. Assuming this goes well, it should put the municipal project back on track.

- **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. Mr. Sussman recommends that the Town move forward with correcting some noted deficiencies to the title, and a law clerk has been assigned to do some additional research to further this effort. It will be done in phases, so it will likely not be done this fiscal year. Refer to Ralph Ryan's report for additional updates on the dam project.
- **SWPPP (Stormwater Pollution Prevention Plan)** – The SWPPP was completed and submitted to MDE along with the Notice of Intent (NOI). It has been accepted by MDE and the next phase is sending a letter to MDE to request clarification on some of the points in their NOI acceptance letter and to ask for approval to reduce the total pounds of nitrogen in the NPDES permit as per the SWPPP update. Staff will keep you informed as more information is made available.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** The resolution and advisories that were approved at last month's town meeting have been posted on the website and sent to the State, Railroad and the City of Havre de Grace.
- **VA**
 - **EUL: NO UPDATE**
 - **Truck Route Signs:** Apparently the old truck route gate has not been closed yet while the town and VA work out some access issues. I expect it to be closed in the very near future.
- **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:** SBR1 has been repaired and is fully functional.
- **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. **UPDATE:** Ms. Williams replied to the requested changes to the license agreement denying the changes to the agreement term and environmental section. An explanation was sent to her regarding the importance of the need for the change to the environmental section of the agreement and asking her to supply acceptable language for the agreement. Kelle Williams has given the go-ahead to move forward with the language in the agreement as written. I expect the agreement to be on the February work session for discussion and the March town meeting for vote.
 - **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. **UPDATE:** On January 8, 2015 Town Staff, Mary Ann Skilling, Aaron Ashford, Ralph Ryan, Amy Parker and I met to discuss the project internally and to decide the best way to proceed. We found that the legal agreement between the town and property owner for two water connections at his property is still in effect and was recorded in land records at Cecil County. Town staff (same as mentioned above) then met with the property owner on January 23, 2015. We are currently getting a price from URS to look at the feasibility of the proposal and to make some suggested ideas for design, if feasible. If the property owner accepts the proposal and signs a reimbursement agreement then staff will ask URS to move forward with the review.

- **The Shops at Perryville (Outlets)** – has elected not to renew their agreement for advertising on the water tower. They are making plans to have the logo removed. This will reduce revenue in the water fund by \$6000/year.
- **Verizon Wireless** – Verizon has requested to re-open discussions about a ground lease at the Cedar Corner Road location so they can locate their equipment on the SBA communications tower there. Due to the review previously completed, and the project being well advanced, I expect this to be on the February work session agenda and hope for a vote at the March Town Meeting. If an agreement is executed, it would mean additional revenue to the water fund to offset the loss mentioned above and to bring some additional revenue in (over and above that amount).
- **EnerNOC** – A letter was sent to EnerNOC on giving them Notice of Termination of the Demand Response Sales and Service Agreement. The letter was sent with tracking and apparently the Boston location has closed (the address in the agreement to send notices and where the letter was sent), so it has been emailed to the last contact I had with EnerNOC.
- **Water Plant intake – NO UPDATE:** 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. The fully executed agreement has been received and the 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.
 - Daily monitoring of Town social media sites in compliance with the Social Media Policy

- **Other Meetings:**

- January 6, 2015 Prepared for and attended the Town Meeting.
- January 7, 2015 Prepared for and attended a Staff Meeting. Topics discussed included: Departmental Reports, review of Town meeting / work session, preparing Power Point slides for meeting agenda items and Year in Review 2014.
- January 12, 2015 Mayor Eberhardt, Commissioner Fox and I met with the staff at the water plant to discuss plant operations.
- January 13, 2015 Mary Ann Skilling, Doreen Smith and I met with Lisa Webb and Susan O'Neill of Cecil County Economic Development to discuss better coordination with and assistance from the county on economic development and to get some additional ideas of the best way to move Perryville economic development forward.
- January 15, 2015 Mayor Eberhardt, Commissioner Fox and I met with staff at the wastewater plant to discuss plant operations.
- January 20, 2015 Prepared for and attended the Town work session.
- January 22, 2015 I individually met with Gene Ashford and Larry Frazier to continue discussions on plant operations.

**Treasurer's Report
Town of Perryville, Maryland
February 3, 2015**

Projects:

- **FY 2016 Budget**
 - Budget Meeting Calendar Final
 - March 24th @ 6:30 pm (for public input and discussion of 1st draft)
 - March 26th @ 6:30 pm (discussion of Operating Budget)
 - April 2nd @ 6:30 pm (discussion of Capital Budget etc)
 - April 9th @ 6:30 pm (discussion of salary and possible Constant Yield Tax Rate Public Hearing)
 - April 14th @ 6:30 pm (Public Budget Hearing and Introduction of Budget Ordinance)
 - May 5, 2015 – Adoption of Budget by Ordinance
- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Auction for 2003 Chevy Silverado Truck - ended January 26th and sold for \$5,600. Winning bidder has 15 business days (02/16/15) to pay for and pick-up vehicle.
 - Auction for Used Computer & IT equipment – Will begin January 30th to February 13th.
- **Retention Policy**
 - Discussion at May's work session
 - Discussion at November's work session – Finance
 - Discussion at December's work session – Admin
 - Discussion at February's work session – Planning & Zoning
- **Document Scanning System**
 - Budgeted \$20,000 to be used in FY15
- **Bids**
 - Portable Toilets - To be voted on by the Board at March's Town Meeting.
 - Chemicals – To be voted on by the Board at May's Town Meeting.
 - Trash Removal – To be voted on by the Board at May's Town Meeting.
 - Snow Removal
 - Contract with McGuirk for 3 years (FY15-FY17)
 - Heating / Propane
 - Alger Oil won the bid (Dec14 to Dec15)
- **FY14 Audit – Complete (December-2014)**
- **Surplus / Used Equipment Policy – Complete (December-2014)**
- **Trash Carts at Beacon Point – Complete (November-2014)**
- **Susquehanna Overlook, LLC reimbursement – Complete (September-2014)**
- **Copier Lease – Complete (September-2014)**
- **FY15 Budget – Complete (June-2014)**
- **Local Impact spending plan for FY15-FY17 - Complete (June-2014)**
- **LGIT Renewal – Complete (June-2014)**
- **Water & Sewer Rates – Complete (February-2014)**

Treasurer's Report
Town of Perryville, Maryland
February 3, 2015

Meetings / Training attended:

- January 7th - Department Head staff meeting
- January 7th - Finance staff meeting
- January 15th – Follow-up meeting with ABS concerning Toshiba Copier Lease

January 2014 Statistics:

- 208 purchase orders were processed totaling \$1,070,980.63.
- 127 accounts payable checks were processed totaling \$1,014,797.81 which includes the annual water & sewer debt service payment totaling \$742,659.00.
- Invoices sent out totaling \$262,737.02.
- Processed cash & equivalent receipts totaling \$499,121.84.
- On January 15th, emailed Cecil County's quarterly LIF Report.
- On December 26th, received November's Slot revenue from Cecil County totaling \$100,309.29. We are anticipating \$100,303.60 for December's Slot Revenue. Life to date (Sep-10 to Nov-14) slot revenue received \$6,295,347.82.

Mayor & Commissioners
Planning Department Report for the Month of January 2015

Zoning Certificates – Processed three (3) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings –1/7 Attending Staff meeting;1/8 Met with Mr. Roane regarding water connection to his property; 1/9 Meeting regarding solar lighting for LFP 1/13 Meeting with Cecil County Economic Development regarding their efforts in the western part of the County; Prepared information for a meeting with Mayors from North East and Elkton regarding Cecil County’s revisions to the Master Water & Sewer Plan and potential impacts to municipalities; 1/15 Attended Cecil Night in Annapolis; 1/21 Safety & Health Committee meeting; 1/22 Met with Ray Heil from MTA regarding sidewalk, parking and making the station more accessible to citizens including ADA compliance in and around the MARC Station; 1/23 Met with Administrative Staff and Planning Staff regarding software to better track violations, rental licensing, and payments; 1/27 Meeting with engineer regarding RFP and construction management for the Lower Ferry Park project;1/28 Met with Sparks Plan regarding band shell design and costs; Attended the Perryville Greenway Meeting; Attended Healthy Lunch program; Attended meeting regarding the Elm Street construction project.

Planning Commission Meetings – The January meeting was postponed due to impending weather event. The meeting was rescheduled for February 2.

Board of Appeals – no hearing was held in January.

Projects, Reports and Agreements:

- Prepared information for Mr. Roane’s water service and sent to URS for recommendation on service connection from Penny Lane.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants and monitoring project.
- Worked with engineer and DPW on locating water and sewer service lines for Dollar General and other lots associated with the minor subdivision. Prepared Staff Report for the Preliminary Site Plan and Subdivision Plat for Planning Commission review.
- Prepared information for meeting with mayors regarding the adoption of the revised Cecil County Master Water and Sewer Plan
- Finalized the RFP for site work at Lower Ferry Park.
- Researched information requirements for Corporate Boundary Survey of the Town and document requirements for the project. Worked with Staff to research plats of corporate boundaries from Cecil County and on line from the State.

Code Enforcement

- Wrote 1 citation, sent 3 violation letters
- Gave DPW 3 work requests, abated 1 violation with police escort
- Continued to receive complaints, meet with property owners and conduct site visits
- Approved 595 rental licenses for 2015 year, 37 units are no longer rentals
- Sent out approx. 60 late reminders for expired rentals
- Continued to work on updating current codes, conduct research

- Attended staff meeting to discuss updates to code

Landlord Tenant Board – No meeting held.

Economic Development

FARMER’S MARKET:

- Attended Grower/Buyer Expo in Annapolis. Met employees from Crow Farm/Vineyard (new vendor at Perryville Market 2015) and Keyes Creamery.
- Finalizing dates/activities for events at the Farmers’ Market for 2015 – music and movie events.
- Inquiry from possible new vendor for the Market – Third Way Farm.

MEETINGS:

- Continued outreach to area businesses.
- Attended EDC Meeting
- Attended Perryville Local Development Association meeting
- Attended CC Tourism Committee Meeting – Provided information to Town concerning advertising during the Bassmaster Elite Tournament in August 2015.
- Attended Government Relations Committee Meeting in preparation of Cecil Night.
- Attended Quarterly MEDA meeting and Cecil Night in Annapolis – January 15, 2015.
- Met with Ken Beyer, owner of Pasquale’s, concerning opportunities for the building. Ken may have a potential buyer.
- Meeting with Linda Read, Paul Risk Associates.

GRANT OPPORTUNITIES/OTHER:

- Presented grant modification request for Arrowhead Properties at Town Work Session.
- Processed reimbursement request for Robb Bailey for Town Revitalization Grant.
- Processed reimbursement request for Arrowhead Properties for State Façade Grant.
- Meetings with Lindy’s and several Town residents concerning Façade Improvement Grant. Applications due January 30. To date, two applications have been received – Arrowhead Properties and Owens Landing.

Sewer Capacity Management – Received final update.

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

ADMINISTRATION REPORT

January 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – Supplies purchased and in process.
- Upstairs Bathroom – Repairs in process.
- Repointing and porch repair – Porch repair is in process.
- Interior Painting –Completed.

Events:

Personnel Manual:

Updated:

- Scheduled Cable Focus Group meeting for February 4, 2015.
- Amy trained employees on Power Point.

Statistics:

- There was 59 boat ramp sticker sold. Last one sold 59.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 88 door hangers and had 11 shut offs.
- Water/Sewer bills were mailed and are due on February 15.
- Processed 7 Deeds.
- 0 dog tags were sold.

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels. Sent out dam breaching plan set with supporting calculations to Army Corps of Engineers (Stephen Elinsky), MDE (Tamene Dilnesahu, Louis Parnes), MDE Dam Safety (Bruce Harrington), Maryland Department of Natural Resources (Brett Coakley, Jim Thompson), Cecil Soil Conservation District, Cecil Department of Public Works (John Fabian, Van Funk) for approval.

b) Elm Street

- i) Received review comments back from the county concerning the Elm Street submission. In order to meet the SWM demands from the county, the Town proposes to plant various trees on a separated lot to appease the SWM criteria. Working with county DPW on how many trees and the location. Project main concerns are the following: Illicit connection payment plans for home owners, handicapped access to residence, driveway access where proposed upright curbs are located, possible illicit discharges, parking, and various fences and trees to be replaced / removed. Working with Delmarva to obtain underground conduits and street lights. Must update the construction plans to show underground conduits and street lights. Obtaining the necessary permits from the County to begin construction.

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. Received ARRO's survey of the portion of land along the westside of the railroad. Received ARRO's cost estimate for the storm drain extension along the west side of the railroad (\$252,700). Town has accepted ARRO's design proposal for the design of the storm drain extension (\$9,950). This would solve our drainage issues for the site and the Town would be able to continue development of the proposed Police Station and Town Hall. Construction plans by ARRO should soon be submitted to the railroad companies and county agencies for approval. I will notify Landmark Engineering to complete their design of the Police Station. The Police Station drainage design will tie into ARRO's proposed storm drain system along the railroad.
- 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, waiting for signatures.

d) Dollar General

- i) Located active buried SS manhole along Route 40 across from the Relax Inn location. This may be the most suitable sanitary sewer manhole for the proposed Dollar General near the Relax Inn site. Several existing manholes are buried over accumulated soil and debris around the area.



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 January 2015

Current Projects

- Training has started on the new CAD / RMS. Expect total on-line conversion Oct. 2015
-

- Officer Huffstutler graduated from the MDTA Police Academy on Jan. 8. Lt. Miller attended the ceremony.
-

- Meeting on Jan 23, with allied police agencies to plan for the upcoming in-service and range qualifications for our personnel.
-

- LGIT approved a grant request of \$2399.00 for body cameras. To be presented to the board at the Feb. work session.
-

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
January, 2015

| | January | Year to Date 2015 |
|-------------------------|---------|----------------------|
| ROBBERY | 0 | |
| ASSAULT | 2 | |
| BURGLARY | 2 | |
| THEFT | 1 | |
| Auto Theft | 0 | |
| CDS | 1 | |
| DISORDERLY | 1 | |
| MDOP | 0 | |
| ADULT ARREST | 6 | |
| JUVENILE ARREST | 1 | |
| Referrals to Outreach | 0 | |
| CITATIONS | 16 | |
| WARNINGS | 5 | |
| SEROS | 0 | |
| ACCIDENTS | 9 | |
| 52 (Investigated) | 6 | |
| 89 (no Investigation) | 3 | |
| Total calls for Service | 144 | |

January 28, 2015

Perryville Police Department

Outreach Program

Town Report

January 2015

Overall Monthly Attendance: 130

Number of New Referrals: 2

Number of New Members: 2

Announcements

Due to the weather this month we have chosen to spend most of our time indoors. Outreach did many lessons in the kitchen on cooking, nutrition, cleaning and the importance of family meals. Outreach is also planning to begin to freshen up the appearance inside of our building and will concentrate on the outside when it begins to warm up in the coming months.

The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with 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.

The Outreach Program still has an opening for the Caseworker position, and will soon be posting an opening for the Activities Coordinator position.

DPW Report- January 2015

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 will continue installing stop bars at intersections throughout town as part of a traffic calming measure when the weather allows.

Paving/Sidewalk Repairs:

- The Frenchtown Overlay project is nearing completion. Patching and paving have been completed. Striping is still waiting to be applied. (Weather continues to be a major factor)
- DPW Staff continues to repair potholes throughout town that had developed over the summer months.
- A small section of curb was repaired on Roundhouse Drive.

Water/Sewer/Stormwater:

- New controls have been installed at the Front Street Lift Station to replace the antiquated controls that are currently operating the station
- DPW Staff, along with MRWA, assisted a homeowner on Franklin Street in locating a leak on the private side of the water meter.
- A malfunctioning meter at the Amtrak MOW building was removed and replaced with a RF meter to allow more a faster, more accurate meter reading process.
- Staff continued to replace antiquated meters in the Chesapeake Landing neighborhood and replace them with RF meters to allow for a faster, more accurate reading process in that neighborhood as well.
- DPW Staff began cleaning a pathway to the "blow off" valve located over the hill along the I-95 weigh scale to allow for access in case of an emergency.

- A water main break was repaired on the corner of River View Drive and Bay Circle Drive. The main was found to have a large crack around the diameter of the pipe (1/18).

Training:

- All DPW Staff attended training and has been certified in Confined Space Entry.

Town Events:

- DPW Staff removed all Christmas Decorations from throughout Town.
- DPW Staff set up for employee luncheon (1/29).

Weather Related Events:

- DPW Staff spread salt and plowed streets as needed for winter weather events throughout the month (1/6, 1/21, 1/23 into 1/24 and on 1/26).

Other:

- DPW employees have framed for a new bathroom in the basement of Rodgers Tavern. The project is currently on hold until direction is given in order to proceed.
- New safety lighting was installed on the front and rear of the Police Dept as a safety precaution.
- DPW Staff continued to clean leaves from along curbs and roadways throughout town.
- A portion of the Town Sign Board was found to be damaged beyond repair. The damaged section was removed. The replacement part has been received and is being scheduled to be installed.
- A new Ford F-350 that was ordered as part of the FY15 budget was received. The new truck has been outfitted with the new salt spreader and a safety light bar. The new truck and spreader allows for DPW to provide more coverage and better snow removal services to the Town.
- The abandoned chimney's at Rodger's Tavern and being scheduled to be properly sealed and capped to prevent dirt, air, etc from entering the building. A purchase order has been issued and weather has briefly delayed the project.
- DPW Staff assisted the Town of Charlestown in removing their Christmas Decorations.
- DPW staff installed 2 new doors in the upstairs Town Hall for the Finance and Planning and Zoning Departments.

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 will continue 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. in the spring.

Monthly/Scheduled events:

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up for residents who have called and scheduled 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 January (parks)

- Patched potholes on park road
- 1/7/15 snow removal on all park related areas
- 1/13/15 painting of all rooms at Rodgers Tavern has been completed, some furniture has been placed in rooms (chairs and tables)
- Slope mowing at the boat ramp cutting back brush along the parking lot
- Cut down two locust trees at Stumps Pt. (starting to uproot)
- Bubbler system is working at Lower Ferry Pier
- Porch at Rodgers Tavern is being repaired should be completed next week
- Clean bathrooms at the Comfort Station on weekly basis
- Empty pet station in town and the community park once a week
- 1/12/15 no heat at Rodgers Tavern repaired the same day by merit mechanical

Monthly Report For Water Plant January 2015

- The Water Plant Produced 11.6 million gallons of drinking water.
- For the 2014 we produced 149.9 million gallons of drinking water.
- We had a level sensor go bad on the chlorine contact basins. It was replaced by D & P electric. We had a spare sensor
- WE replaced a coolant line on one of the distribution pumps. This was done by the water plant staff.
- All samples and paper work for the state is up to date.
- SRBC Report was done and sent.
- All water plant staff attended and passed a Confined Space training class

Wastewater Plant Report January 2015

- 1/5/15 EESCO put the sbr#1 float and mixer back in the sbr and it is back in service and running well
- 1/7/15 Marino Electric Service had to put a new power supply unit on the filter feed pump control unit because it went up went on to test run
- 1/10 and 1/11/15 Gene and Alvin had to put water in the decant unit because of cold weather it did not go back in close and let the decanter run dry
- 1/20/15 Gene and Alvin cleaned out the eq basins
- The plant did 27.93 million gallons of total flow and treated 9.497 million gallons of V.A. flow, a total of 33.2117 gallons of flow entered the wastewater plant