

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the January 6, 2015 Meeting**

Project Status Updates:

- **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** – 15 residents representing about 10 homes impacted the project attended the December 9th meeting. Additionally, Mayor Eberhardt, Commissioners Michelle Linkey and Alan Fox, Ralph Ryan and I were present. A presentation was made, handouts were made available with information on the project and we were available for questions. Another mailing will be going out to all affected residents and property owners early this year to include the FAQ's that were given to the residents at the 12/9 meeting and another request for the temporary construction easements to be signed. In order for this project to stay on the proposed schedule, it is imperative for the town to get the temporary construction easements signed. We hope to set up a page on the town's website to keep the residents informed of the progress of the project. Further, Ralph continues to work with Delmarva Power to try and get the electric put underground as part of this project. We will keep you informed of the project as it progresses. A copy of the FAQ's and proposed timeline is attached to this report for your information. The budget amendment for funding the project has been prepared by Finance and is on the agenda tonight for introduction.
- **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> Additionally, I expect an ad to be placed in the near future for an Outreach Case Worker – please keep an eye on the website for more information on that vacancy as well.
- **Grants – Façade** – limited funding is available for the Façade Grant Program due to a grant that was rejected by the recipient. The application deadline is January 30, 2015 and the application with more information is available on the town's website at <http://www.perryvillemd.org/home/pages/available-grants> or by contacting Doreen Smith, Economic Development Coordinator, at dsmith@perryvillemd.org or 410-642-6066.
- **Greenway Committee (Perryville)** - The next meeting of the Perryville Greenway Committee is scheduled for **January 28, 2015 at 10am.**
- **MARC Maintenance and Layover Facility** - A letter was sent to MTA expressing the town's interests related to this project along with information the information from the water and sewer evaluation. 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. The engineering review of the west side of the railroad tracks has been completed. After speaking with Ralph Ryan about this the following are the next steps to continue to move forward with this project:

1. Call ARRO to discuss RR storm drain alignment in order to avoid the railroad embankment (already done)
 2. Get ARRO to revise the RR storm drain alignment & concept cost estimate (on going)
 3. Contact CSX showing them ARRO's revised RR storm drain alignment (contacting the RR is not necessary but I think would be wise)
 4. Discussion with Mayor / Commissioners of the revised RR storm drain alignment & cost estimate in order to get permission to proceed with final design of storm drain system.
 5. Commission ARRO to design the RR storm drain system with final estimate. Notify Manns Woodward of RR storm drain design. When available, ARRO will provide Manns Woodward with key design features that will allow Landmark to finish their Police Station site plans.
 6. Submit to the County & Railroad Concept Plans of the RR storm drain system. Submit to the County concept site plans of the Town Hall and Police Station. (It's expected the RR storm drain system can and should be merged into the Town Hall site construction plan set.)
 7. Submit to the County & Railroad Preliminary and Final Plans of the RR storm drain system. Submit to the County preliminary and final site plans of the Town Hall and Police Station.
- **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. Refer to Ralph Ryan's report for additional updates on the dam project.
 - **SWPPP (Stormwater Pollution Prevention Plan)** – As required by state law, the SWPPP update and NOI was completed and submitted to the Maryland Department of the Environment on December 10, 2014. According to Luke Page of MES, the update includes requirements for annual staff training with training forms to be kept on-file, quarterly inspections and completion of any needed corrective actions, quarterly visual samples to be taken from each stormwater outfall within 30 minutes of the start of a rainfall event that will precipitate over .1" total. Currently no samples need to be sent for laboratory analysis, but MDE will determine if additional sampling is needed.
 - **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** A resolution is on the agenda for your vote tonight to support the committee advisories for Perryville, advisory numbers 7 and 9.
 - **VA**
 - **EUL: NO UPDATE**
 - **Truck Route Signs:** As of this writing, the VA truck route was to be closed on 01/01/15 and temporary signs were posted stating such and directing truck traffic to the new entrance.
 - **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.
- **MDE inspection** – MDE inspected the wastewater plant with the multi-day inspection being completed on December 4th. Three corrective actions were noted, including the request to get the SBR 1 repaired (this was already in process - see above bullet point), a request to remain in compliance with the NPDES permitted annual load of Total Nitrogen (note: the wwtp staff began feeding chemical micro C at the headworks on November 1 and adjusted the air in the SBR's in an effort to remain in compliance with the permit on this issue), and a request to submit corrected DMR for October (minor correction and this was done). A response to the corrective actions is required within 30 days of completion of the inspection. The response was sent to MDE on December 22, 2014.
- **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. This was done on December 10th and I am awaiting her reply.
 - **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:** the property owner submitted some documentation, and staff will take a look at it, along with the status of the agreement this month.
 - **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.
- Posted information and photos to website and took two of the trainings offered by Virtual Towns and Schools for website updates (December 11 & 16).
- Daily monitoring of Town social media sites in compliance with the Social Media Policy

- **Other Meetings:**

- December 2, 2014 Prepared for and attended the Town Meeting.
- December 5, 2014 Office closed early and attended the Christmas and Holiday party for town employees and board members.
- December 9, 2014 Working with Ralph Ryan, prepared for and attended the Elm Street meeting for residents and property owners.
- December 11, 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, federal regulations regarding uniforms, personnel manual enforcement and needed changes, acceptable backup documentation needed for paying grantees, monitoring Best Management Practices for stormwater, e-subscriber notifications for the website and providing power point slides for meetings. The next meeting is scheduled for January 7th at 10am and includes a mid-year (fiscal year) update on project status.
- December 13, 2014 Attended and assisted with the annual Christmas Tree Lighting Ceremony at Lower Ferry Park.
- December 15, 2014 Gene Ashford, Larry Frazier, Justin Fain, Commissioner Fox and I met with Terry Fearins of the USDA for water and wastewater plant compliance review and safety inspections. This is required every 3-6 years as a result of federal loans to the town several years ago for water and wastewater.
- December 16, 2014 Prepared for and attended the Town work session.
- December 18, 2014 Attended the quarterly MML Chapter meeting, hosted by Perryville.
- December 22, 2014 Mayor Eberhardt, Mary Ann Skilling and I met with Jeff Nechanicky and Kelley Camarote of the VA Maryland Health Care System regarding some local issues.
- December 24 & 25 Office closed due to holidays. Thank you.

Elm Street Project FAQ's

1. **How will my trash and recycle pick-up be affected?**
The Elm Street project is to be divided into six sections, with one section of roadway worked on at a time. This was done in an effort to minimize interruption services such as trash and recycle pick-up, deliveries etc... However, residents affected by the roadway construction during trash pick-up days may relocate their trash receptacles across the street or to a nearest intersection corner not affected by the roadway construction.
2. **Where will I park during construction?**
As stated above, the construction is to be done in sections in an effort to minimize disruption. We do realize that at some point during the construction each person with a vehicle that routinely parks on Elm Street will need to find temporary alternative parking. That parking may be farther up or down the street, on adjacent streets such as Front Street, Susquehanna Ave, and Harford Street. You may also park in the Perryville Town Hall parking lot, in the undesignated spaces, during the construction. Please do not park in the church lot; the Methodist Church has limited parking with most of their parking being reserved for church-goers and MARC train commuters.
3. **Will the Town be taking my property to make the improvements?**
NO! The survey documents mailed to you represent a **temporary easement**, or usage of private property for construction work. The Town does not own the property in question, nor will the Town retain the property. The Town needs the temporary easement property so that construction crews have room to work. When the project is complete, the temporary easement document is null and void.
4. **Will this project cost me money?**
Financing of the project has not been determined; however, at this point we **do not** anticipate a front footage assessment or other fee to be passed along to property owners. However, if your property has an illicit connection, you will need to ensure that the illicit connection is removed at your cost. If the property owner is aware of an illicit connection to the Town's storm drain / sanitary system, they should work out an arrangement with the Town immediately, otherwise, the illicit connection will be severed and plugged.
5. **Will I still have water and sewer service during construction?**
Yes, the town is not doing any work to the water lines, so your water should not be affected. Although, there is always a risk of damaging underground utilities when excavating, we will do our best to protect the utilities. There may be times that your sewer service is temporarily impacted while your sewer lines are being

connected to the new sewer lines. We will instruct the contractor to give you at least ½ hour notice of any sewer (or other utility) impact if possible.

6. When will the construction start?

We expect construction to begin in the summer of 2015.

7. How long will the construction last?

10 to 12 weeks

8. What are the hours of construction?

8am –7pm

9. I currently park on the street. When the construction is complete, will I still be able to park on the street?

Yes

10. When do you need the Temporary Construction Easement returned to Town Hall?

Return the Temporary Construction Easement to Town Hall by February 17, 2015. Also, if you bring the unsigned, temporary easement document and your ID to town hall, it will be notarized for free.

11. Who do I contact if I have problems with the project?

Contact Ralph Ryan, P.E. at 410-642-6068. If you have a public works emergency associated with the construction, contact the DPW call-out number at 443-206-4425.

Elm Street Project Time Line

12-20-11	Notified of Illicit discharges by Cecil County
09-20-12	Traced source of discharges to Elm Street
01-29-13	Survey of underground infrastructure began
02-20-13	Survey completed
03-01-13	Design work started; Note: Design is currently 98% complete
11-20-14 meeting	Letters mailed asking for signatures on entry agreements and notifying of meeting
12-04-14	Submission date to Cecil County for approval of storm water / design...
12-09-14	Meeting for Residents and Property owners
12-16-14	Meeting with Board to discuss financing of project
02-17-15	Must receive signed entry agreements by this date.
05-01-15	Request for Proposals (RFP) to be advertised for construction contractor
06-02-15	Anticipated award of contract
06-16-15	Notice to Proceed
09-16-15	Anticipated Completion of Construction

Treasurer's Report
Town of Perryville, Maryland
January 6, 2015

Projects:

- **Retention Policy**
 - Discussion at May's work session
 - Discussion at November's work session – Finance
 - Discussion at December's work session – Admin
 - Discussion at January's work session – Planning & Zoning
- Document Scanning System
 - Budgeted \$20,000 to be used in FY15
- FY16 Budget
 - Scheduled to begin February 2015
 - May 2015 – Adoption of Budget
- **Bids**
 - Heating / Propane
 - Alger Oil won the bid (Dec14 to Dec15)
 - 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)
- 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)

Meetings / Training attended:

- December 3rd - eMaryland Training
- December 9th - Howard Bank Meeting with Dick Story
- December 11th - Department Head staff meeting
- December 11th - Finance staff meeting
- December 16th - Town Work Session
- December 18th – MML Chapter meeting

December 2014 Statistics:

- 165 purchase orders were processed totaling \$205,468.74.
- 99 accounts payable checks were processed totaling \$224,541.95.
- 12 Invoices were sent out totaling \$6,860.59.

Treasurer's Report
Town of Perryville, Maryland
January 6, 2015

- Processed cash & equivalent receipts totaling \$217,633.12.
- On November 14th, received October's Slot revenue from Cecil County totaling \$98,356.88. We are anticipating \$100,262.59 for November's Slot Revenue. Life to date (Sep-10 to Oct-14) slot revenue received \$6,195,038.53.

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

Zoning Certificates – Processed one (1) certificate and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings – 12/3 John Amici regarding amenities for Lower Ferry Park; 12/8 meeting with Steve Gorski from Duffield Associates regarding potential development of the Woodlands property; 12/10 Planning Department meeting; 12/11 Town staff meeting; 12/22 meeting with VA, Mayor Eberhardt & Denise regarding VA purchase of homes at Beacon Point.

Planning Commission Meetings – no meeting was held in December.

Board of Appeals – no hearing was held in December.

Projects, Reports and Agreements:

- Prepared letter to MTA regarding URS’s final water and sewer study and sent to Denise.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants and monitoring project.
- Submitted final Maryland Sustainable Communities application and supplementary information to DHCD.
- Reviewed Subdivision for Patel/Relax Inn property and the Dollar General preliminary plan.
- Provided information to staff regarding Zoning and Code updates with areas of particular concern.
- Prepared a tentative RFP for site work at Lower Ferry Park.
- Researched information requirements for Corporate Boundary Survey of the Town and document requirements for the project.

Code Enforcement

- Wrote 3 violation letters
- Gave DPW 3 work request
- Continued to receive complaints, meet with property owners and conduct site visits
- Approved 400 rental licenses for 2015 year
- Continued to work on updating current codes, conduct research
- Attended staff meeting to discuss updates to code

Landlord Tenant Board – No meeting held. The board needs a landlord rep, tenant rep and alternatives for both positions.

Economic Development

FARMER’S MARKET:

- One vendor from last year (North by North East Productions) has returned their application for the 2015 Market Season. Expecting majority of last year’s vendors to return.

- Inquiry from a possible new vendor for next year
- Next solicitation letter scheduled for January.

MEETINGS:

- Continued outreach to area businesses.
- Attended EDC Meeting
- Attended Cecil County Chamber Business Card Exchange
- Attended Perryville Local Development Association formation meeting
- Met with Carol Brown regarding direction of Perryville Outlets – Three stores closing this month – Dress Barn, Van Heusen, and Leggs
- Followed up with all three stores regarding Unemployment, Job Training, and employment resources
- Conversations with HdG Main Street and Ocean City Development Corporation concerning set up of their organization, by-laws, charters, etc.
- Meeting with Perryville Early Learning Center – new Director.
- Met with Loretta (former manager of Dress Barn). Loretta is opening a candle store at the Outlets.

GRANT OPPORTUNITIES/OTHER:

- Completed quarterly report for State/Façade Grant
- Two of the FY 15 Revitalization Grants have been completed. Only one FY 15 Grant remains open – Mrs. Logan.
- Contacted Mr. Bailey, Mr. Kreuckman, and met with Mr. Stammier concerning completion of the FY 14 Revitalization and Façade Grants (February deadline).
- Sent out notices of availability of funding for the State's Façade Grant Program. There is limited funding available due to re-allocation of a project. Applications are due to the Town by January 30. This program is a 25% match.

Sewer Capacity Management – Received final update.

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

ADMINISTRATION REPORT DECEMBER 2014

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – Supplies purchased and in process.
- Repointing and porch repair – Purchase Order has been issued.
- Interior Painting –Painting in process.

Events:

- Town of Perryville Tree Lighting was held on December 13th.
- House Decorating Contest was held and there were 12 houses that participated. The winners have been contacted and checks processed.

Personnel Manual:

Updated:

- MML Chapter Quarterly Meeting –Was held on December 18, 2014.
- Postage machine was installed.
- Christmas Cards were mailed.

Statistics:

- There was 0 boat ramp sticker sold. Last one sold 365.
- Processed 3 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 10 Deeds.
- 14 dog tags were sold.

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels. Should soon be sending dam breaching plan set with supporting calculations to appropriate agencies for approval.

b) Elm Street

- i) Submitted construction plan set documents for county review. Held Town review meeting on December 9th with affected residents of the 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.

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). Also received proposal from ARRO to design and engineer 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. Project cost is highly dependent on the support of affected property owners as the Town does not own any of the property in question. Approval from town officials is needed to order to proceed with the storm drain extension along the railroad. The storm drain extension project would involve boring under the railroad, and construction easements with the CSX railroad and possibly private property owners and businesses, but is the best option 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, waiting for signatures.

d) Dollar General

- i) Working with DPW to locate a suitable sanitary sewer manhole for the proposed Dollar General to be located at the Relax Inn site. Existing manholes are buried over accumulated soil and debris.



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 December 2014

Current Projects

- Ads have been placed to replace the officer position at the Police Department.

- Final plans have been made with the MDTA Police in reference to the Police Recruit Huffstutler's graduation on January 8, 2015.

- In the absence of the Chief, I have assigned officers/detectives to attend meetings that I'm not able to attend.

- Extra patrols were out on New Year's Eve. I've asked MDTA to assist us if the need arises.

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
December, 2014

	October	November	December	Year to Date 2014			
ROBBERY	0	0	0	2			
ASSAULT	2	2	2	27			
BURGLARY	0	1	1	12			
THEFT	3	2	6	72			
Auto Theft	0	0	0	1			
CDS	3	0	1	20			
DISORDERLY	0	0	0	4			
MDOP	2	1	0	12			
ADULT ARREST	10	5	14	149			
JUVENILE ARREST	0	2	0	6			
Referrals to Outreach	0	0	0	1			
CITATIONS	6	10	6	156			
WARNINGS	10	15	10	176			
SEROS	0	0	0	6			
ACCIDENTS	14	6	14	123			
52 (Investigated)	5	3	2	32			
89 (no Investigation)	9	3	12	91			
Total calls for Service	266	185	264	3614			

December 31, 2014

Perryville Police Department

Outreach Program

Town Report

December 2014

Overall Monthly Attendance: 121

Number of New Referrals: 0

Number of New Members: 1

Announcements

The Outreach Program has successfully completed another year with Toys-4-Tots! With the help of our community and the Toys-4Tots organization Outreach was able to help over 70 of Perryville's youth have a better Christmas.

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.

DPW Report- December 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. (Weather is a major factor)
- DPW Staff continues to repair potholes throughout town that had developed over the summer months.
- A damaged section of sidewalk at the corner of Locust Street and Front Street was replaced.

Water/Sewer/Stormwater:

- New controls are being installed at the Front Street Lift Station to replaced 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.
- DPW is 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 Staff, along with MRWA, assisted a homeowner on Franklin Street in locating a leak on the private side of the water meter.
- Wastewater Lift Stations annual inspection was performed by MDE.
- Water meters have began being read for quarterly billing.

Training:

- Staff is currently in the process of scheduling training for WWTP, WTP and DPW staff for confined space entry.

Town Events:

- DPW Staff set up/cleaned up for the Annual Christmas Tree Lighting ceremony.
- DPW Staff set up for employee Christmas luncheon.

Weather Related Events:

- Storm drains and catch basins were cleaned of any debris before anticipated rain events.

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.
- Gutters were cleaned at the Outreach Building and the Community Center.
- New safety lighting was installed behind the Town Hall for safe exiting of the property during evening events.
- A new motor was installed by DPW Staff to replace the existing motor that had blown up and was beyond repair.
- The Annual SHA Road Improvement Report was completed and returned.
- 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 and is being replaced.
- The fuel tank was removed from the WWTP John Deere Loader and was cleaned to eliminate issues that they have been experience with the equipment. The tank was replaced and the loader was returned to the WWTP. No further issues have been reported.
- A new salt spreader was purchased for use with the new pickup that is scheduled to arrive in the coming weeks. This will allow for an additional truck with a plow and spreader to maintain roadways during snow events.

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 the parks (December)

- Removed floating dock from boat ramp
- Repaired fence at major boys field
- Trimmed branches along shoreline at community park
- Repaired heater in utility at the boat ramp
- Clean leaves off of sidewalk and road to the park
- Finished painting second floor of Rodgers Tavern (walls and trim)
- One room left to paint on the first floor and it will be finished
- Cleaned out ditch lines and pipes at the community park
- Leaf clean up at Rodgers Tavern
- Straighten signs up at the park
- Check Lower Ferry Pier for maintenance and bubbler system is working
- Replaced light bulbs on walkway at Rodgers Tavern
- Contractor installed new tennis nets and posts on the tennis courts
- Currently working on prices for replacing the playground at the community park
- Road patching was done by McGuirk Construction on the park road

Monthly Report For Water Treatment Plant For December 2014

- The water plant produced 10.3 million gallons of drinking water for the month.
- The permeate pump has been repaired and reinstalled.
- The water plant staff repacked the second raw water pump.
- All required water sampling and testing has been completed for the month.
- All state reports are up to date.
- Due to the time of year and lower water usage we are going to try in January reducing our hours of operation by a couple of hours per day to try and save the town money.

Wastewater Plant Report December 2014

- The mixer was put back into the SBR tank but sent back because it still did not sound right
- The filters were cleaned and bleached and the eq tanks were cleaned
- There was 20.490 million gallons of total flow and 6.699 million gallons of V.A. flow leaving the plant
- There was 24.841 million gallons of inflow coming into the plant