

Town of Perryville
Town Meeting Minutes
November 7, 2023

Attendance: Mayor: Matthew Roath, Commissioners: Michelle Linkey, Robert Taylor, Timothy Snelling, Christina Aldridge, Town Administrator: George Patchell, Police Chief: Robert Nitz, Outreach Director: Danielle Hemling, Town Clerk: Jackie Sample, Town Attorney: Fred Sussman.

The Town Meeting in its entirety can be listened to on the Town web site at www.perryvillemd.org.

The November 7, 2023, Town Meeting was called to order at 7:02 p.m. by Mayor Roath.

Pledge to the Flag

Approval of the Town Meeting Agenda

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve the November 7, 2023, Town Meeting Agenda as written. **All in Favor: Motion Carried.**

Approval of Consent Agenda Items

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve the consent agenda as written, items consisting of the October 3, 2023, Town Meeting Minutes and the October 17, 2023, Work Session Minutes. **All in Favor: Motion Carried.**

Perryville Branch Library Renovation Presentation

Morgan Miller, the Executive Director of the Cecil County Public Library gave a presentation of the renovations that will be taking place at the Perryville Branch Library. She explained that since the Library has opened in 2008 things have been worn out and need replacing and the customer base has changed over the years with a lot more teenagers that spend time here which was not initially designed with that in mind at the time. She made note that last year the Perryville Branch received about 4,000 people a month, this year it has been about 8,000 people a month. They are using savings that they have accumulated over the years and donations from our Friends Foundation and that this Town's board has donated on a regular basis to do the renovations that are needed. They will be reconfiguring the layout and building a room for the teens without adding any additional square footage space to the grounds and will be similar in size to what we have in Northeast. The carpet will be replaced and most of the furniture and the tables will be reused, and enhancing the lighting throughout the building and improving the acoustics. We will be looking at the entrances and cameras and addressing things that need attention in regard to safety and security. Over the summer they added a music and play garden which is an outdoor space. They will be combining the two staff desks into one so that it will serve the patrons better and is a better staffing model instead of having to staff two desks at one time. We are going to have four study rooms, right now there are two, the quiet room will be getting some new furniture but will be staying where it is at. They are taking what was originally designed as a computer lab and turning it into a business and career center. A lot of the work that we do for the community, especially for the veterans, is help them with job services to go on line, do resumes and apply for jobs and libraries also assist new business owners and established business owners with resources and services to better assist with their businesses, so we are looking forward to that addition. There will be a family gathering room, along with the additional teen room space and larger study rooms. Due to the amount of renovations that are needed and for better efficiency in getting the job done they are going to have to close the library starting on

November 23rd until the summer in time to do the summer reading program. She introduced Naomi Copenhaver who was the Perryville library Branch Manager to discuss some of the plans that her and her staff have devised while the branch is closed to do at other locations.

Ms. Copenhaver stated that they have worked very hard to stay connected with the community and come up with plans for all of the different age groups. Additional adult programs will be held at the Northeast, Elkton, and Rising Sun branches, including computer classes which have been very popular at our branch recently. They are also going to be doing outreach to the VA to times a month, our career specialist Christopher will be going on-site to work with the veterans on a one-on-one basis to provide outreach and career services. For children services we are going to do additional children's programs at our nearby branches, story times, baby groups, as well as home school programs that are not being offered at these branches currently and outreach at Charlestown Elementary School and a crazy eights math club for eight weeks at Charlestown Elementary School, and we are thinking about opening that club at the Perryville Elementary School and the Bainbridge Elementary School to try and stay connected with other schools in the community. For the teens we have connected with Danielle at the Perryville Outreach Program to work with families for potential after school services, and she has gotten some phone calls recently for some services. We are still going to be doing teen programs at other branches to focus on our tech, art, and homeschool programs so those services will still be provided. We will be providing outreach services for the Perryville Middle Schools once a week on Wednesdays and the Perryville Outreach Program on Thursdays once a week and then the High School bi-weekly. There will also be teens give back program in the Spring where the teens can earn community service hours where they work together and develop a community service project. We are still signed up for upcoming community events including Christmas in the Park in December and are open to doing more. If there is anything that you would like the Perryville Branch Library to be a part of or the bookmobile to be a part of please let us know.

Commissioner Linkey asked if the bookmobile will come to Perryville while you are closed.

Ms. Copenhaver stated that he comes to the Perryville Outreach Program every Tuesday afternoon, and if you have other ideas for stops please let them know.

Ms. Miller stated that these are some of the plans that were laid out but during this process while things are shut down if you have other suggestions or the need for other services let us know.

Mayor's Report- Matt Roath

- 10/4 - Met with the PHS Varsity Football Team who are currently running undefeated capturing the number one seed in their region and will be playing for the regional title this Friday night at the Perryville High School.
- 10/5 - Met with 5th Company Brewing officials to discuss their 1st year, our partnership and mutual expectations for our future event partnerships at Lower Ferry Park.
- 10/9 - Q&A session with Boy Scout Troup 144 at the American Legion
- 10/10 - Met with local business owner April Sumpter to discuss her business at Box Car Avenue.
- 10/11 - Met with some staff members and officials from our Trash Company Trash Tech to discuss their recent performance and future mutual expectations and opportunities they thought we may be interested in.
- 10/16 - Attended the Bainbridge Development Corporation Meeting at the Donaldson Brown Center
- 10/17 - Met with the Great Wolf Lodge General Manager Nadine Miracle to discuss their opening months

- 10/18 - He and his family attended the Perryville Elementary School and the PTO's Trunk or Treat event.
- 10/20 - Attended a lunch meeting with a local developer on progress being made on a potential residential development.
- 10/22 - Attended with family and the invite from County Executive Danielle Hornbarger the Maryland Five Star Events in Fair Hill.
- 10/26 - Attended a zoom meeting with staff and members from HELP USA to pursue our mutual interest in pursuing grant funding to provide electrical service to our community park.
- 10/26 - Attended the Memorial Service for a planning commission member Raymond Adcock.
- 10/26 - Attended the Cecil/Harford Chapter MML Dinner at the Donaldson Brown Center hosted by Port Deposit.
- 10/27 - Attended our annual Boo Bash Festivities at Lower Ferry Park.
- 11/6 - Attended a meeting welcoming the MD Secretary of Congress Kevin Anderson back to Cecil County at the Donaldson Brown Center and discussed our interest in a pedestrian bridge between Perryville and Havre De Grace.

Public Safety Report - Commissioner Linkey

Commissioner Linkey reported that she attended most of the events for the Town including the last Friday Night Cruisers and unfortunately it rained so there were only eight cars. She also attended the Boo Bash and it was a great event and very well attended and she wanted to thank Ashley since this was her first event. She has a Proclamation to present to the Perryville Fire Company and is always amazed with their responsiveness to events. Commissioner Linkey read a Proclamation to present to the Perryville Fire Company.

Fire Company Report

Fire Chief Brad Willis gave the Fire Company Report for the month of October, there were 65 Fire Calls for October – (460 Calls Year to Date), 118 EMS Calls for October – (1,214 Calls Year to Date), with the average response time of 4.2 minutes. We are currently down one ambulance again. The used ambulance we purchased last year, sustained a major mechanical issue that will result in the replacement of the motor. We have secured bids per our purchasing policy to replace the motor and look to award that in the coming few days. Cost estimates based on the bids and potential for unexpected costs associated with such work are \$13k-15k.

The Fire Company was alerted by the town of an unusually high amount of water usage during the end of September and beginning of October. Upon investigation we found that the heat exchanger on the HVAC unit in our hall had developed a hole in it allowing water to leak. It went unnoticed due to a drain in the immediate vicinity of the unit allowing the water to essentially run away without making a mess. The unit has been secured and we are currently in the bid process to make repairs. Early estimates indicate an approximate \$30k expense.

Currently working with the HOA president at 231 Roundhouse Drive to have Knox Boxes installed at their facility to give the Fire Department access to their essential systems without breaking doors. There has been an uptick in calls for service at this location and having access to their common areas will make the Fire Department's job easier. I hope to have them installed and keys issued by the end of the year.

Three additional calls have been referred to Chief Nitz for fines under the Automatic Alarm False Call ordinance.

Continue to work with the OSFM in gaining compliance with the fire codes at 100 Greenway. There has been no progress since last month's report as we have met with new management and they have been slow to respond to our requests to make the necessary repairs to their life safety systems.

Preparing an Assistance to Firefighters Grant or AFG application to install fire alarm systems in both stations. The value of the grant is approximately \$200,000.00. Currently neither station has an automatic fire alarm system, leaving both stations grossly under protected. A potentially fatal issue occurred in September where Station 16 was out of electric and relying on generator power and due to strong winds, the exhaust was blowing into the station and Carbon Monoxide readings exceeded 135 PPM. These are fatal limits for prolonged exposure. Luckily personnel in the station became alert to the situation and was able to rectify it. Had personnel been sleeping at the time, it may well have been a very different result.

We participated in the Boo Bash and appreciated the invite and look to remain engaged in the community and encouraged us to reach out to them for assistance with future events. We also participated in the Little League trunk or treat event the following day.

Wastewater and Water Treatment Plant Reports - Commissioner Taylor

Commissioner Taylor reported that the Water Plant was in full compliance with MDE regulations with September and October Lab results to date with a finished water flow of 13 million gallons. The TRS system completely rewired and operating normally in the Pilot Tank instead of backwards like it was before. We opened the bids for the water plant upgrades. He inquired if we have any word on this.

Mr. Patchell commented that a notice of award is being sent out tomorrow.

Commissioner Taylor stated that the Wastewater Plant was in full compliance with one exception of a high ammonia result in September leading to two violations, one for exceeding the maximum daily average and one for the monthly average concentration. The Superintendent believes that this is a laboratory error and not a fault in the plant and we are switching from Community labs to Martelle labs. He also wanted to clarify that the ammonia level did not affect the drinking water in any way, it was only for the wastewater.

Planning & Zoning Report - Commissioner Aldridge

Commissioner Aldridge reported that the Boo Bash was a huge success, 450 bags of candy were handed out and 32 trunks were decorated, being the largest event we have had so far. Christmas in the Park is coming up next on December 9th. They are still accepting applications for parade floats, but as of today the vendor market is officially full.

DPW Report

Mayor Roath reported that the Christmas Lights were removed from storage. The renovation of the Town Meeting room begins this Thursday with the hopes of being back for next month's Town Meeting. The Town Clock at Lower Ferry Park is being fixed. The sidewalk that was extended at the Frenchtown Road underpass is waiting for a contractor to install the crosswalk.

Administration Staff Reports - Commissioner Snelling

Commissioner Snelling stated that he briefly attended the 3rd Friday Car Show, along with the MML Cecil/Harford Chapter Dinner meeting. He also attended the town sponsored Halloween Boo Bash. We have hired one Police Officer which Chief Nitz will probably speak about and staff is reviewing applications for two DPW positions and the full report is on-line.

Mr. Patchell introduced Kristina Brown, who is the Government, Regulations, and External Affairs Director of Delmarva Power Company, who is our liaison between us and Delmarva Power Company.

Ms. Brown introduced herself and stated that she does have business cards if you need them and if you have any issues you can definitely contact her.

A resident asked where she was based out of.

Ms. Brown responded in Northeast Maryland 2 Center Drive, behind the Flying J.

Town Administrators Report - George Patchell

Mr. Patchell provided the new community brochure which was created and posted on the town's website and is in the vestibule downstairs to be available at all of our community events. We also created a new resident packet which is distributed to all residents that are new to the Town of Perryville and is also available for our existing residents. If there is a deed transfer that comes through the office we will also mail them a copy of this new brochure for the residents that are moving into town so they have it at their closing. We will make sure that with any new developments coming into town that we put some of the brochures in the model homes for anybody that purchases new homes in the Town of Perryville will have access to this new brochure.

Commissioner Taylor inquired if something like that can be done for rental properties because he just had renters move into his neighborhood.

Mr. Patchell responded that rental units are a little more challenging because the homeowner is the one that is on the deed, so unless they provide us with information we are unable to do that, but they can go on our website to get information.

Commissioner Taylor commented that the landlords are supposed to be licensed through the town, so maybe we could notify them so that they can relay that new resident information is available for the tenants.

Mr. Patchell stated that we can do that after the 1st of January when it is time for the landlords to renew their licenses. He reported that he attended an Emergency Services Railroad Tabletop held at the Perryville Fire Company on November 2nd. He also attended the Pedestrian Strategy Study Workshop hosted by MDOT on November 1st. For the Sanitary Improvement Project, R.E. Pierson is completing Pump Station #4 and the completion date is set for December the 8th. The Water Treatment Plant Expansion Project bid has been awarded and notification of the award will go out tomorrow. The Wastewater Treatment Plant ENR project completion date is set for September of 2024. There are some issues at the Wastewater Treatment Plant with the construction of the ENR building because they hit bedrock at the old riverbed and they are two months behind trying to get the steel columns in the ground. We are continuing to work through the Water Distribution Study and one of the areas of focus right now is the water line on Turnpike Drive because it is an older line which has not been used for a long period of

time leading to some brown water issues in various areas of town. We are continuing to look into options for dealing with that water line. The Route 222 sidewalk project meeting was held on October 31st with no change in plans and is scheduled to begin on April of 2024. Tomorrow, he meets with DNR representatives for the kickoff of the Ice House Park Grant Process and Underwood & Associates to walk the park to begin on the design phase of the project. The compensation study kickoff meeting was held on October 24th, the study is scheduled for completion on April of 2024, the I-95 water tower cleaning will take place this Sunday with the diving company out of South Dakota, hoping to finish in one day.

Police Report - Chief Nitz

Chief Nitz highlighted parts of his report and the full report can be found on-line. The police issued 67 citations and 196 warnings for various traffic infractions, a total of 7 tractor trailers stopped on Aiken Avenue for violating the road restrictions. They made 4 arrests for drug violations, 4 dui arrests, with a total of 22 criminal arrests, prepared 58 reports, and 536 calls for service for the month, a significant increase over last month, and issued 290 speed violations for Aiken Avenue for the month of October. There were 30 calls to Great Wolf Lodge as of October 31st. There was graffiti that occurred throughout Town for 2 consecutive days. The individuals tagged town property as well as private property and a thorough investigation was done. Along with outstanding police work and help from the community the suspects were identified and were both juveniles and have been referred to the Department of Juvenile Services. We have a pretty good estimate from DPW on what it will take to clean up and the parents were very cooperative during the investigation. He wanted to thank Chief Willis for hosting the railroad tabletop exercise at the Firehouse, along with their partners at the Cecil County Department of Emergency Services and the various other local police department representatives who were in attendance. When we have more tabletop exercises planned, we plan to include the elected body at some point for approval of funding to be able to receive State and Federal Funding reimbursement for those types of events. Commissioner Snelling mentioned that we had hired one police officer, we also gave a conditional offer to a second police officer, they will be police recruits and will be attending the Harford County Sheriff's Academy in January. The attendance time has been extended now for the Academy, so they will not graduate until August 15, 2024. We will not have them for the bulk of next year, but we will have fresh candidates to be trained to the style we are accustomed to. He mentioned the passing of Frank Muller, the former director of Cecil County Department of Emergency Services along with a former Chief of Police for the Perryville Police Department when it existed from 1968 to 1972, Bill Hawley.

Outreach Program - Danielle Hemling

Ms. Hemling reported that there was an overall monthly attendance of 290 and with 2 new members and a total number of 280 donated meals provided. We received a large donation from Amazon with various items that Principio Methodist Church let us store at their location. We plan to auction off for our 5013c program at a later date and combine it with a fundraiser for the church as well who were helping us store the items, which was over 2,000 pounds. We attended the Boo Bash and wanted to thank Kara Reno who did an amazing job on the decorated trunk for the Police Department. The biggest thing that we have coming up is Christmas, yesterday we had 32 kids signed up and today we have 50. At this point we need 18 more turkeys, we have six turkeys that have been committed, no physical turkeys. We are looking into partnering with Gavinell's to see if we can get a discount if we have to purchase some, this is for Thanksgiving and we still have Christmas a month away and already have 50 kids signed up. Great Wolf is going to do a large donation again this year and will hopefully be doing a surprise Santa experience. We are thinking we are going to have anywhere from 150 to 250 kids again this year and also supporting the Middle and High School again. We are also doing the adopt-a-kid program this year and

you can reach out to us and we will get you a list of what is needed, we focus on necessities, but for little ones we focus on actual toys.

Commissioner Aldridge asked what the deadline is for the turkeys.

Ms. Hemling stated that they are handing them out the week of the 20th.

Commissioner Aldridge inquired if she can just bring you money or does she have to bring the actual turkeys.

Ms. Hemling responded that you can donate to the 5013c and we can purchase them.

Treasurer's Report -

George stated that Ms. Sharpe was out sick but he would answer any questions that they may have for the Treasurer's Report.

Public Comment

Pat Stetina, 1424 Superior Street, Havre De Grace, MD gave an update on the Railroad Museum renovation progress. They are still working on the layout and grass is being put on it which has to be done carefully so that the glue does not touch the track lines causing the engines to get stuck. There are other things still to be added to the display, the hope was to have it operational Thanksgiving but COVID and staffing has been an issue so it will be after Thanksgiving now.

Old Business

Ordinance 2023-17 Cable Franchise Agreement with Breezeline

Mr. Patchell stated that this Ordinance was introduced at last months meeting, however, he read the introductory paragraph again for the record as: For the purpose of approving a certain cable television franchise agreement with Cogeco US (Delmar) LLC d/b/a Breezeline; providing that the provisions of this Ordinance are severable; and generally relating to cable television services in the Town of Perryville.

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve Ordinance 2023-17 Cable Franchise Agreement with Breezeline. **All in Favor: Motion Carried.**

Mayor Roath wanted to point out that this is a non-exclusive agreement which does not keep us from entering into an agreement with another cable provider.

Commissioner Linkey asked for clarification that this was only for cable not internet, which Mr. Patchell confirmed.

New Business

Resolution 2023-05 Assignment of Funds Town Hall Reserves

Mr. Patchell explained that Resolution 2023-05 was to assign a certain portion of the Town's General Fund Unassigned Fund Balance to a certain purpose to the Fund Balance Facility Reserve Fund.

Motion was made by Commissioner Linkey and seconded by Commissioner Taylor to approve Resolution 2023-05 Assignment of Funds Town Hall Reserves. **All in Favor: Motion Carried.**

Resolution 2023-06 Assignment of Funds Water Membranes

Mr. Patchell explained that Resolution 2023-06 was to assign a certain portion of the Town's Water Fund Net Position Balance to a certain purpose.

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve Resolution 2023-06 Assignment of Funds Water Membranes. **All in Favor: Motion Carried.**

Planning Commission Nominee - Linda Hindman

Resident Linda Hindman had put in an application to be considered for the Board of Appeals vacancy and due to the passing of a Planning and Zoning member creating a vacancy had requested to be considered for the Planning and Zoning Board.

Motion was made by Commissioner Snelling and seconded by Commissioner Linkey to appoint Linda Hindman to the Planning and Zoning Commission. **All in Favor: Motion Carried.**

Reconsideration of Revitalization Grant Funds for 515 Maryland Avenue

Mr. Patchell stated that Commissioner Snelling had requested that 515 Maryland Avenue be placed on the agenda again for reconsideration of a portion of funds that were initially denied.

Commissioner Snelling had requested the grant funding amount to be reconsidered for 515 Maryland Avenue to allow for the replacement of the back walkway that the applicant was wanting to replace because of flooding issues, to keep water from flooding into his basement. He would like it to be reconsidered because he does not know what the reason was for having been denied.

Commissioner Linkey responded that the spirit of the Façade Grant is for beautification and visual improvement which traditionally have been the front of the home where everyone can see. She is aware that we have done siding but that covers the entire scope of the home, which would be why the back was denied.

Commissioner Taylor made note that he looked at the Revitalization Grant qualifications after having a discussion with Commissioner Snelling and in one of the qualifications listed it reads that grant funds can be used for exterior structural or visual improvement or code improvements. He agreed from the last meeting that the spirit was to improve the houses to the rest of the community but this leads him to believe that the exterior structural improvement would prevent further damage to the house by water damage because he has a problem in the back yard that is causing flooding. He would be open to revisit it even though he voted against it the last time.

Mayor Roath asked if we have any proof that there is a structural problem or are we just taking your word for it.

Mr. Patchell responded that it is part of the application in the Executive section of your content.

Commissioner Taylor read the portion of the application that contained the information that Mayor Roath was questioning.

Commissioner Snelling stated that the program goals of the downtown Revitalization Grant program was to improve the appearance of the properties and identify districts in order to preserve Perryville's character and environment and maintain neighborhood stability and property values. When you make improvement to your property it enhances your property value and also helps the neighbors property value as well.

Commissioner Taylor mentioned that we had also asked them to split the front grant from the back grant request amounts up and he believes the initial award was \$5,000, splitting up the back would probably cost \$2,500, he thinks it falls within the spirit and the specific qualifications within the application.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the back part of the project, the sidewalk portion of the grant to be funded, Commissioner Taylor asked for clarification that he was talking about the entire grant application, which Commissioner Snelling responded he was, Mr. Patchell clarified that it would be the original grant application as presented. Discussion.

Mayor Roath commented that this does not match the spirit of this program stating that we are setting a dangerous precedent now that we are providing structural things in the back of people's homes. We already had voted on this and it probably should never have been brought back before us. Now we are changing and reading into words and defining different things to make sure that we can .

Commissioner Taylor responded that we did not vote on this, we voted for them to resubmit with just the front on there, then it came up for reconsideration at the Work Session. He once again reread the revitalization grant qualification part regarding the exterior structural or visual part to clarify that we are not stretching the truth to approve structural projects .

Mayor Roath asked if we had a structural engineer that suggested this is the truth.

Commissioner Taylor mentioned that he does not know about that but that you were stating that we were stretching the truth which we were not it is spelled out in your meeting material.

Mayor Roath commented that you are admitting that you are taking the word of the property owner that this was a structural issue and not by an engineer.

Commissioner Snelling responded that this was vetted by the committee who make the recommendation to us.

Mayor Roath responded that they are also not structural engineers.

Commissioner Snelling responded that they are the committee that we have that are in charge of these grants.

Commissioner Linkey commented that it does not say that it is structural in that fixing that thing does not mean that it is in danger of collapsing or any of those things. She does agree that we may want to look into this so that we do not continue down this road and make it a little more clearer as to what some of the specifics are. She agrees that for this one it does say structural improvement but doesn't mean that it is dilapidated or falling down or anything like that.

Commissioner Taylor made note that we are looking into the grant process going forward at the next Work Session.

Commissioner Snelling made note that we had also approved 505 Cedar Point Drive for a fence, which most of the entirety of the fence is in the back yard.

The motion was brought forward and there were **Four in Favor, 1 nay**, (Mayor Roath): **Motion Carried.**

Rescheduling of the November 21, 2023 Work Session to Thursday November 16 at 6:30 p.m.

Mr. Patchell stated that he has a request to move the meeting from November 21st to November 16th because we were not sure if we were going to have a quorum for that particular Work Session so he is looking for a vote to reschedule that Work Session date to November 16th.

Motion was made by Commissioner Linkey and seconded by Commissioner Taylor to approve the rescheduling of the November 21, 2023 Work Session to Thursday November 16, 2023 at 6:30 p.m. **All in Favor: Motion Carried.**

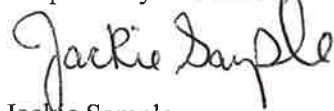
Request the November 16, 2023 Work Session location be moved to the Perryville Fire House

Mr. Patchell requested that those in attendance to stay tuned for updates on the construction to be ensured that we will be at this location for the December Town Meeting, with the possibility of being at the Fire house depending on how construction goes. We are looking for a vote to relocate the November 16th work Session to the Perryville Fire Company.

Motion was made by Commissioner Linkey and seconded by Commissioner Taylor to move the location of the November 16, 2023 Work Session to the Perryville Fire Company due to construction of the Town Hall Meeting Room. **All in Favor: Motion Carried.**

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to adjourn the November 7, 2023 Town Meeting at 8:24 p.m. **All in Favor: Motion Carried.**

Respectfully Submitted,



Jackie Sample,
Town Clerk