

## **Staff Reports from Town Meetings**

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

**Town Administrator's Report  
Town of Perryville, MD  
For the October 7, 2014 Meeting**

**Project Status Updates:**

- **Cable TV Franchise Agreement:** We will proceed with the Focus Group [necessary for the Needs Assessment] with the three resident members that we have, however, we are still looking for two Focus Group members from the business community. Atlantic Broadband cannot release a listing of business customers. Cathy McCardell is going to coordinate this effort.

- **Grants - Façade, Revitalization and 501(c):**

**501(c) Grants** - The grant applications for FY 2015 funding were due on August 29, 2014. The committee met and made recommendations, which the Board discussed at the September work session. These are on the agenda for vote tonight.

**Revitalization Grants** – The grant kick-off meeting was held by staff on September 8<sup>th</sup>, applications for FY 2015 funding were due on October 6, 2014. We expect committee recommendations to be made at the October 21 work session with anticipated grant awards made at the November Town Meeting.

- **Perryville Greenway Committee:** The next meeting is tentatively scheduled for October 22, 2014 at 10am. We are planning to hold a regional LSHG meeting on November 6<sup>th</sup> at 10am here in Perryville.
- **MARC Maintenance and Layover Facility:** Now that the reimbursement agreement has been executed, the review of the planned water and sewer infrastructure is in process. Note that the Maryland Department Transportation DRAFT Consolidated Transportation Program (CTP) does include information about MARC projects. For more information or to review the entire draft CTP, go to [www.ctp.maryland.gov](http://www.ctp.maryland.gov)
- **Municipal Complex:** A letter was sent to Rob Manns of Manns Woodward Architects temporarily suspending work on the Phase I Police Department project and requesting to work with Mr. Manns to find a suitable stopping point for the temporary delay. Ralph Ryan, Town Engineer, is looking at options for a suitable stormwater outfall both west and east of the railroad tracks. Please see Ralph's report for an update on exploring the stormwater outfall options.
- **Reservoir / Dam:** Refer to Ralph Ryan's report for additional updates on the dam project.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** Maryland Department of Transportation held a Cecil County meeting for public input on August 13<sup>th</sup> from 5 – 8pm at Minker Hall. I understand they plan to hold another meeting in Cecil County in the fall, possibly November, and I will share the meeting details when they are received.
- **VA EUL: NO UPDATE**
- **Wastewater:**
  - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program: NO UPDATE:** Sue Ford of CBKN has submitted a draft amendment to the Town Wastewater Code. DBF has submitted a proposal to assist the Town with the Code review and pre-treatment program. There was no funding left in the FY'14 budget to continue this initiative;

however, there is funding in the FY'15 budget. This project is temporarily on hold due to changes in staffing at the wastewater plant.

- **Repair needed:** In follow up to last month's report about a needed repair to the float and cage assembly for SBR 1 at the wastewater plant, a purchase order was issued for \$11,286 to ESSCO to repair the float and cage assembly. There is a 1 year workmanship warranty on the repair. A new float and cage assembly would have cost \$14,928 plus \$3-\$4000 in freight. The plant is currently in compliance with the NPDES permit, but this is an integral part of the process at the wastewater plant, and the repair must be made in order to remain in compliance.
- **Spill** – On September 9, 2014 there was a spill at the Front Street Lift Station of approximately 2,000 of wastewater. It was caused by a mechanical problem at the station that was likely caused by voltage spikes due to lightning damage. The spill was reported to MDE and cleaned up. The mechanical problems have been repaired. I have no further information at this time. As soon as I hear something from MDE, I will report it to you.
- **Water:**
  - **Water Plant alternate access:** Mayor Eberhardt, Commissioner 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 easement/authorization. In follow up to our meeting, Ms. Williams let me know that she is waiting on Senior Management for approval of a lease at \$250/year. That agreement has since been received and sent to Fred Sussman for review and comment.
- **Welcome Signage / Digital Signage: NO UPDATE:** July 14, 2014 Had a phone discussion with Fred Sussman regarding the MOU with the State for 'Welcome to Perryville' signs. The preferred digital signs cannot be put in the SHA right-of-way, but the welcome sign can still be installed as discussed. The agreement will be included on the August work session for discussion. Mary Ann Skilling, Amanda Hickman and I are looking at alternative placement for the proposed digital signs on MD 222 near the intersection with Franklin Street. Apparently, the Town right-of-way for that road is significantly wider than the roadway itself. This can also be discussed at the work session.
- **General Government:**
  - Did follow up work to both last month's Town meeting and the work session.
  - Worked on various personnel related issues. Due to the confidential nature of the personnel work, no further report will be given on this issue.
  - Attended to miscellaneous Town business including: communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, responded to an information act request, responded to citizens' concerns, wrote an article for the newsletter, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, prepared minutes to closed session meeting, proof-read minutes to meetings.
  - Reviewed and approved P.O.'s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.

- **Other Meetings:**

- September 2, 2014 Prepared for and attended the Town Meeting.
- September 3, 2014 Prepared for and attended a Staff Meeting. Topics discussed included: Departmental Reports, review of Town meeting / work session, email, and events to include road closure notification. The next meeting is scheduled for October 9<sup>th</sup> at 10am.
- September 5, 2014 Provided written comments to the Cecil County Chamber of Commerce Official Street and Road Map.
- September 10-13, 2014 Attended Fall MML Conference Training. Topics included Municipal Sustainability, Small Towns Forum, Making the Most of Media Relations, Stormwater Projects on a Budget, Effective Meetings and Ethics. Thank you for allowing me to attend and get this important training.
- September 15, 2014 Attended the Maryland Dept. of Transportation Pre-Tour meeting in Elkton.
- September 15, 2014 Following the Pre-Tour, attended a Bikeways Grant Coordination Meeting.
- September 16, 2014 Attended a meeting at Cecil College regarding electricity for the Community Park.
- September 16, 2014 Met with Mary Ann Skilling, Amanda Hickman and a resident regarding Code Enforcement concerns.
- September 16, 2014 Prepared for and attended the Mayor and Commissioner work session.
- September 19, 2014 Met with Don Stanley, Mary Ann Skilling, and Amy Yackanech to respond to a request regarding a renovation to a property on Front Street.
- September 22, 2014 Met with Ralph Ryan regarding the Elm Street project.
- September 22, 2014 Met with Cathy McCardell regarding coordination of work.
- September 23, 2014 Ralph Ryan and I attended the SHA Tri-Agency meeting at the Elkton Shop.
- September 26, 2014 Ralph Ryan and I met with Phil Muzik and John Fabian of Cecil County Government regarding the need to remove the existing 2 – 60” pipes and install a bridge on Reservoir Road. The work will require access easements and I expect this issue to be on the October work session agenda.
- September 26, 2014 Met with Amy Seitz and Nick Rudolph during the Main Street Site Visit that was planned and scheduled by Economic Development Coordinator, Doreen Smith
- September 29, 2014 Met with Donna Geiger of the City of Havre de Grace regarding water and wastewater operations.
- September 30, 2014 Attended the MDOT Secretary’s Tour Meeting at the Cecil County Government building.

**Treasurer's Report**  
**Town of Perryville, Maryland**  
**October 7, 2014**

**Projects:**

- **FY14 Audit**
  - Review of FY14 Engagement Letter
    - Agreement signed and returned
  - Preliminary Audit Requests
    - Working on balance sheet Acct Recons
    - Sending need list items to auditors
    - Auditors on site – July 30<sup>th</sup>
  - Auditors on site
    - Aug 25<sup>th</sup> to Aug 29<sup>th</sup>
    - Sept 29<sup>th</sup> to discuss Local Impact Analysis
  - Prepare MD&A
  - Presentation of Final Audit – possibly in December
- **Susquehanna Overlook, LLC**
  - Received \$60,000 – December 27<sup>th</sup>
  - Funds used to purchase 2014 Ford Explorer for Police
  - Reconciliation of funds used and reimbursement of funds to be returned - September 2014.
  - Returned on September 9<sup>th</sup>
- **Copier Lease**
  - Review of proposals received to replace Copier Lease agreements for Town Hall Copiers (2).
  - Discussion at May's work session
    - Working with Comm. Linkey to present something to the Board
    - Board approved agreement with Toshiba at July's Town meeting
  - Toshiba copiers' installed July 30<sup>th</sup>
  - Old copier lease payment to buyout sent on September 23<sup>rd</sup>
- **Retention Policy**
  - Discussion at May's work session
  - To be discussed further – TBD
- **Bids**
  - Heating / Propane
    - Alger Oil won the bid December 2013
  - Portable Toilets
    - A Flush Away won the bid March 2014
  - Chemicals
    - Various vendor's won the bid May 2014
  - Trash Removal – To be voted on by the Board at May's Town Meeting.
    - BFI / Republic Services won the bid May 2014
  - Snow Removal
    - Contract with McGuirk for 3 years (FY15-FY17)
- **Water & Sewer Rates - Complete**
  - Discussed at December's work session

**Treasurer's Report**  
**Town of Perryville, Maryland**  
**October 7, 2014**

- Discussed at January's work session and revised
- Approved at February's Town Meeting
- **FY15 Budget - Complete**
  - Scheduled to begin February 2014
  - Budget Calendar – posted on Town's Website
  - Feb. 14<sup>th</sup> – Constant Yield Due from State – emailed to Board on 02/19/14.
  - Budget Work Session – Tuesday, March 25, 2014 @ 6:30pm
  - Budget Work Session W&S Fund – Thursday, April 3, 2014 @ 6:30 pm
  - Budget Work Session Gen. Fund – Tuesday, April 8, 2014 @ 6:30 pm
  - Final Budget Work Session – Thursday, April 10, 2014 @ 6:30 pm
  - Budget Hearing – Tuesday, April 22, 2014 @ 6:30 pm
  - Adoption of Budget – Tuesday, May 6, 2014 @ Town Meeting
  - Letters mailed to State and County – May 9, 2014
  - Adoption of Budget Ordinance – Tuesday, June 3, 2014 @ Town Meeting
- **Local Impact spending plan for FY15-FY17 - Complete**
  - November 21<sup>st</sup> - Public Meeting with Board review and discussion.
    - Meeting minutes approved at Jan. 7<sup>th</sup> Town Meeting
  - Jan 2014 - Submission of plans to Local Development Council (LDC).
    - Multi-year budget sent to LDC on Dec. 16<sup>th</sup>
  - Feb 2014 – LDC meeting to review and make recommendations on plan submitted. – Plan approved by LDC (03-26-14)
  - May 2014 – Adoption of multi-year plan with Budget.
- **LGIT Renewal – Due via Member Portal on June 27<sup>th</sup> - Complete**
  - Submitted to LGIT on June 23<sup>rd</sup>.

**Meetings attended:**

- September 3<sup>rd</sup> - Department Head staff meeting
- September 4<sup>th</sup> - Toshiba Copier Training
- September 9<sup>th</sup> - Email Training
- September 16<sup>th</sup> - Town Work Session
- September 18<sup>th</sup> – Career Day at High Roads
- September 24<sup>th</sup> – GFOA Webinar (*The Issuer's Disclosure Responsibilities*)

**September 2014 Statistics:**

- 220 purchase orders were processed totaling \$327,560.65.
- 161 accounts payable checks were processed totaling \$384,882.19.
- Invoices were sent out totaling \$19,305.82
- Processed cash & equivalent receipts totaling \$1,615,687.52 which includes the PP taxes collected and received from IKEA totaling \$1,205,739.97.
- On September 4<sup>th</sup>, received July's Slot revenue from Cecil County totaling \$100,957.70. We are anticipating \$99,411.19 for August's Slot Revenue.

**Mayor & Commissioners**  
**Planning Department Report for the Month of September 2014**

**Reminder: The Planning Commission is in need of two members.**

**Zoning Certificates** – Processed fourteen (14) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area; reviewing two installed structures without permit with both submitting application for variance; one is within the Critical Area.

**Meetings** – Spent consideration time trying to work through use of the new e-mail. 9/2 Commissioners' Meeting; 9/4 training on use of new copier; 9/9 Training on new email; meeting with engineer and property owner regarding the proposed development of the Relax Inn and the subdivision of the property; Met with Ronnie Carpenter regarding RFP for Lower Ferry Park development; 9/15 P&Z meeting; staff met with Ms. Perry regarding her concerns; 10/1 Technical Advisory Meeting regarding Relax Inn subdivision.

**Planning Commission Meetings** – Meeting was held September 15, however there wasn't a quorum in attendance; agenda item for Highway Corridor Unified Development was rescheduled to the October meeting.

**Board of Appeals** – Hearing was held September 22, however there wasn't a quorum in attendance and both variance requests were rescheduled for October 27.

**Projects, Reports and Agreements:**

- Continue to work with and DBF, URS and MARC consultants on the water and sewer study for the maintenance and layover facility. Provided additional information from MARC consultant to DBF regarding pretreatment.
- The stormwater was approved by Cecil County DPW for Lower Ferry Park. The Landscape Architect will be finalizing the landscaping and amenities for final approval.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants and monitoring project.
- Continued researching and collecting data in writing the Maryland Sustainable Communities application and coordinating with Denise for review.
- Contacted the Consultant regarding the status of the Public Works and Landscape Agreements for the Frenchman Land Company warehouse project.
- Continue to review fee schedule for updates and Zoning Ordinance violation language.
- Prepared hearing notices for two variances and an appeal of denial of a Zoning Certificate for Board of Appeals hearing.
- Prepared information regarding water connections for property being renovated at 330-331 Front Street.
- Provided information to appraisers regarding the property proposed for the MARC Maintenance and Layover Facility.

**Code Enforcement**

- Wrote 6 violation letters
- Gave DPW 1 work request

- Abated 2 grass violations, wrote citations for violation abatement
- Collected 4 fines
- Continued to receive complaints, meet with property owners and conduct site visits
- 9/2 Work Session
- 9/9 met with County inspector and DPW at Susquehanna properties,

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

## **Economic Development**

### **FARMER'S MARKET:**

- Diligently trying to recruit a dairy farm, meat farm, and winery.
- Held two music nights and a movie night at the September Market
- Scheduled an October Music at the Market – October 10 – Charlie Hitman
- New vendor attended – Julia Kaltendorf
- Sent out solicitation letters to wineries in the Harford/Cecil area in hopes of developing a rotation program for wineries for next Market Season
- Beginning solicitation efforts for 2015 Market Season

### **MEETINGS:**

- Continued outreach to area businesses.
- Attended Economic Development training in Baltimore, September 18 & 19
- Attended Cecil County Chamber Awards Luncheon
- Attended EDC Meeting
- Attended Mayor and Commission meeting
- Site visit for Perryville's Main Street Program took place on Friday, September 26. In preparation for the visit I met with Cecil County Tourism, Cecil County Arts Council, Mayor Eberhardt and Commissioner Fox, developed and coordinated the schedule and continued research on the Main Street program by contacting other Main Streets and getting their input on the program.
- Met with Shiela Malatesta and Bob Amato concerning Perryville's Autumn Fest (October 18, 2014)

### **GRANT OPPORTUNITIES/OTHER:**

- Launched Town's Revitalization Grant Program for FY 15 on Monday, September 8 with Kick off meeting in Town Hall – six attendees. Deadline for applications October 6, two applications have been received as of 10/01/14.
- Have met with several town residents since the Kick off meeting to go over the grant program.
- Sent out e-mail for vendor recruitment for Perryville's Autumn Fest; posted information to various websites.
- Followed up on gathering information for the APG Oktoberfest scheduled for October 24 and 25 on APG.
- Followed up with FY 2014 Grant Recipients for status of grant projects.
- Submitted quarterly Façade Improvement Grant Report to Dept. of Housing and Community Development.



**Sewer Capacity Management** – No activity.

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

## **ADMINISTRATION REPORT**

### **September 2014**

#### **In Process: Rodgers Tavern**

- ADA Bathroom and all bathroom fixtures – Fall 2014
- Repointing and porch repair – Spring 2015
- Interior Painting – Fall 2014

#### **Events:**

- Farmers Market

#### **Personnel Manual:**

#### **Updated:**

- Increase in water/sewer rates to start July 1, 2014 that will be billed October 15, 2014. This is a three year increase.
- Became a member of Colonial Life – Cafeteria Plan 125 and Benefits
- Training for new email.
- Training on the new copiers.
- Newsletter is at the printers.

#### **Statistics:**

- There were 5 boat ramp stickers sold. Last one sold 361.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 13 Deeds.
- Shut Off's for water bills were September 11, 2014
- 12 Pavilion Rentals
- 2 dog tag was sold

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels and is still too low to physically use the Town's siphon. Reservoir level drained down by at least 2 feet. The proposed solution is for Innovative Cutting, INC to breach the dam with a series of twelve drilled holes 4" in diameter at elevations the Town dictates for up to two site visitations. I believe that drilling holes in the dam would be the cheapest and simplest method to permanently maintain a low reservoir water level. I conversed with Bruce Harrington from the Maryland dam safety division concerning our dam breaching plan. The source of contention Bruce had is how many holes should be drilled in the dam, the hole size, in what configuration, and at what elevation. The hole configuration will be designed to avoid sediment disturbance within the reservoir and forebay. I will present a brief dam breach study discussing the drilled hole configurations to the same government officials present at the dam site meeting back in July. Contacted the Maryland Historical Trust to ensure that the dam property is not historic.

b) Elm Street & Otsego Street

- i) Submitting the SWM report to Cecil DPW in order to warrant a waiver to build and service SWM facilities and the maintenance of traffic during construction. Submitted temporary easement documents to Town Administration for use. Submitting construction documents to Bancroft Construction Company for peer review and constructability.

c) Town Hall Site

- i) ARRO has conditional approval of the concept SWM plan for the Town Hall project provided we find an acceptable drainage outfall for the project. Additional cost estimates for the CSX right-of-way drainage pipe outfall solution and the drainage pipe outfall solution along the westside of the RR right-of-way were conducted. Project cost is highly dependent on the support of neighboring property owners as the Town does not own any of the property in question. Contacted CSX officials with ARRO to set up a meeting to discuss the options. It is ARRO's and my opinion that building a drainage pipe exclusively within railroad right-of-way in order to drain into the existing RR culvert is the best and most economical solution for the Town.
- ii) McCrone has revised, signed and sealed their legal description documents of the Town Hall property and will be submitting the documents and plats to the county for finalization.

d) Reservoir Road Bridge

- i) Currently in negotiations with the county regarding the building of a bridge along Reservoir Road (the bridge will be replacing two existing pipe culverts) and the associated construction easements and entry agreements. I agree with the county that the project is justified, that a bridge should be constructed along Reservoir Road due to flooding concerns. The Town stresses that access to the dam must be maintained.



# *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 September 2014

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### Current Projects

- Cecil County Chiefs are working with a consultant for the new CAD / RMS. Committee selected Sun Guard, contract signed by the County Executive on Sept. 26.
- 

- Hosted National Prescription Drug Take Back approx. 25 lbs. collected.
- 

- CJIS (Criminal Justice Information System) conducted an audit of the PD's criminal reporting records and procedures.
- 

- Received a new Ford Explorer that replaced the Dodge Durango. The Durango & Ford Crown Vic sold at auction with proceeds of \$2,495.00
- 

- Provided support for SHA Smooth Operator conducting traffic enforcement throughout the month.
- 

*Integrity, Fairness, Service*

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Perryville Police Department Monthly Police Report  
SEPTEMBER, 2014

	July	August	September	Year to Date 2014
ROBBERY	0	0	1	2
ASSAULT	3	1	2	21
BURGLARY	0	3	3	10
THEFT	6	6	8	61
Auto Theft	0	0	0	1
CDS	1	1	0	16
DISORDERLY	0	0	1	4
MDOP	1	0	2	9
ADULT ARREST	13	17	18	120
JUVENILE ARREST	1	0	0	4
Referrals to Outreach	0	0	0	1
CITATIONS	10	20	20	134
WARNINGS	33	18	15	142
SEROS	0	0	2	6
ACCIDENTS	4	8	7	89
52 (Investigated)	1	3	2	22
89 (no Investigation)	3	5	5	67
Total calls for Service	374	391	293	2898

September 30, 2014

# Perryville Police Department

## Outreach Program

### Town Report

September 2014

Overall Monthly Attendance: 189

Number of New Referrals: 1

Number of New Members: 1

### **Announcements:**

The Outreach Program regrets to say that due to the short notice of this year's Fall Festival, we will not be participating in the parade. However, staff and a few members will be offering assistance with setting up for the event.

The Outreach Program will be passing out candy again this year on Halloween night, so don't forget to swing by on your Trick-or-Treating route!

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

# DPW Report- September 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 began continued installing stop bars at intersections throughout town as part of a traffic calming measure.

### **Paving/Sidewalk Repairs:**

- The Frenchtown Overlay project is continuing to move forward. Necessary patching repairs are currently being addressed. The overlay should take place in the next few weeks.
- DPW Staff has continues to repair potholes throughout town that had developed as a result of the aggressive winter weather.
- Several sections of broken/sunken sidewalk were replaced on Roundhouse Drive, Otsego Street and in Beacon Point. Repairing of sidewalks will continue throughout the coming months.

### **Water/Sewer/Stormwater:**

- Two hydrants needed to replace obsolete hydrants in town have been installed at the intersection of Susquehanna Avenue and Locust Street and at the intersection of Cherry Street and Front Street.
- New controls are to be installed at the Front Street Lift Station to replaced the antiquated controls that are currently operating the station.
- A new "Sensaphone" was installed at Front Street Lift Station. This device contacts on call personnel in the event of an emergency that requires attention.
- Door hangers for nonpayment of water and sewer were delivered to residents. Water shut offs for nonpayment of water and sewer were also performed.

**Training:**

- Six DPW employees are attending training in Havre De Grace for the next two months in preparation for their upcoming Collections or Distribution exams.

**Town Events:**

- DPW Staff assisted with the Farmers Market by setting up the stage for performers during the event.

**Weather Related Events:**

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

**Other:**

- The Town Hall has been cleaned and pressure washed as part of preventive maintenance.
- The hand rails at the Town Hall and the Community Center were painted. The reach porch of the Town Hall was painted with a deck restoring paint to prolong the life of the porch as well as improve its appearance.
- Slope mower was used to mow hills, banks and ditch lines around town.
- Municipal sign boards on Aiken Avenue and Broad Street were repaired to prolong their usable life.

***Daily Events:***

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc. A vehicle lift was installed in the DPW building to allow for a more efficient vehicle maintenance program.



- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has continues with grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, etc.

***Monthly/Scheduled events:***

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** –On the first and third Tuesday in July, DPW staff picked up yard waste throughout town for all residents who placed items at the curbside for removal.
- **Fire Hydrants/ Extinguishers** –Fire hydrants will be flushed again in October 2014. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc.

## Month of September report (parks)

- Trim trees at the community park
- Cleaned up park road from storm damage (tree limbs)
- Repaired loose boards on fishing pier
- Service zero turn mowers
- Repair pot holes on park road
- Power wash comfort station at the boat ramp
- Repaired gates to the senior field ball field
- Moved two picnic tables to the little league building
- Pruned trees at the Mini Park and Stumps Point.
- Used the slope mower at the mini park cutting grass
- Moved new bleachers from storage so Little League can put together
- Cleaned out upper building and shop building
- 9/22/2014 change closing of park to 7:00 pm
- Checked and clean drains at the community park
- Repainted arrows on roadway in the park
- Reported damage sign at Rodgers Tavern in process of getting it repaired or replaced
- Install park bench on walking trail next to Comfort Station

## Monthly Report for Water Treatment Plant September 2014

- Produced 12.6 million gallons of drinking water
- Parts have been received for sluice gate repair. Setting up a time when Sherwood Logan can be here to make sure of proper installation.
- All samples are up to date
- We are currently waiting on second bid for the cleaning of the raw water vault and intake lines and videoing for Zebra Mussels.
- All of the pumps and motors have had the oils changed and greased according to specifications.

#### Wastewater Plant Report for October 7, 2014 Town Meeting

- 9/10/14 Pumped rain water out of underground vaults, had Ford Ranger repaired
- 9/12/14 Emissions performed on Ford Ranger, new parts put on fine screener and was put back into service
- 9/17/14 Cleaned eq basin and sbr filters
- 9/25/14 Rebuilt soda ash tank and sent po to essco to have sbr float fixed, should be back in service in two to three weeks.
- There was 19.425 million gallons of total flow and 6.000 million gallons from the VA.