

Staff Reports from Town Meetings

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

Project Status Updates:

- **Annexation:** A Petition for Annexation has been submitted to the Town for approximately 2 acres of property to be annexed. The property is located at the intersection of MD 222, Heather Lane and Reservoir Road. The proposed development of the property is for a fast food restaurant. **UPDATE:** A letter was sent to the attorney for the applicant requesting additional information before presenting this to the Board and following the mandated processes for annexation. To clarify, the process is mandated, but the ultimate decision on whether or not to annex is not. Fred Sussman prepared a Professional Services Agreement to accompany the letter to ensure that the costs that are incurred by the Town are reimbursed by the applicant.
- **Annual Report - NO UPDATE:** The staff is working on writing the Annual Report, to incorporate initiatives discussed during the October 26, 2013 Strategic Planning Meeting. A draft report will be submitted to you for comment. If there is something specific you would like to see included in the report, please email me with the request.
- **Charter - NO UPDATE:** The draft charter changes with Attorney Fred Sussman's legal comments were forwarded to the Board for review on November 14, 2013 via email. The next step is to prioritize the needed changes. Each Board member should email me their top 3 changes and see if we can come to a decision on which to tackle first.
- **Grants - Façade, Revitalization and 501(c):** funding for the 50(c) Grants and the Revitalization Grants is through the Local Impact Funds (from the casino) and funding for the Façade Grants is through the State's Community Legacy Grant Program. If the pending grants are approved all of the funding for the current fiscal year will be used.
 - 501(c) Grants - Grant applications were received on December 2, 2013. The FY 2014 budget for 501(c) Grants was \$20,000 and \$20,000 worth of 501(c) Grants were issued at the February 12th Town Meeting. The recipients were The Community Fire Company of Perryville, MD, Inc. - \$5,910, Perryville Little League - \$10,000 and Restore Church \$4,090.
 - Revitalization Grants – This grant requires a 10% match and grant applications were received on December 2, 2013. The FY 2014 budget for the Revitalization Grants was \$44,000 and \$33,021.75 in Revitalization Grants were issued at the February 12th Town Meeting. The recipients were Arthur Wood - \$9,297, Theresa Cantone - \$9,036, Robert Bailey - \$14,688.75 and \$10,978.25 is pending with a recommendation to award that amount to Arrowhead Properties, LLC.
 - Façade Grants – This grant requires a 25% match and grant applications were received on December 2, 2013. The 2014 budget for Façade Grants was \$50,000 and \$29,311.25 worth of Façade Grants were issued at the February 12th Town Meeting. The recipients were Lori Thompson - \$10,012.50, Tony Barber - \$3,840, Kim and Dorothy Kreckman - \$831, Georgine Porter - \$14,627.75, and \$20,688.75 is pending with a recommendation to award that amount to Arrowhead Properties, LLC.

- **MARC Maintenance and Layover Facility:** A draft Professional Services Agreement, prepared by Fred Sussman with scope of services prepared by Mary Ann Skilling, was submitted to MTA. The Professional Services Agreement is the first step in evaluating this project and will ensure that the Town is reimbursed for any and all costs incurred in review and consideration of the project, **whether or not** the Town approves the water and sewer connection. Once the Agreement is executed, staff and consultants will proceed with review and recommendations. **UPDATE:** The State rejected the Professional Services Agreement and proposed instead an "Intergovernmental Cooperative Agreement". That Agreement was recently received and is under review.
- **Reservoir / Dam:**
 - **UPDATE:** A purchase order for \$5,000 has been issued to T&M Associates to begin the evaluation and recommendations report for the project.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak) NO UPDATE**
- **VA EUL: NO UPDATE**
- **Wastewater:**
 - **Overflow: NO UPDATE** On 11/25/13 there was a sanitary sewer overflow on Broad Street. It was appropriately dealt with and cleaned up by DPW with proper notification being sent to MDE.
 - **Unlawful Discharge NO UPDATE:** Received a letter from the user's consultant on 8/19/13 requesting to re-connect with no pre-treatment requirements. A reply letter was sent to user and consultant on 8/29/13 requesting additional information and clarification of inconsistencies. We are still waiting on reply letter from user or consultant. The user remains disconnected from the plant. On November 19, 2013 an email was sent to the user asking if they had a reply to our letter. I have not received a response to that email.
 - **Overflow: 02/05/14** there was a non-compliance (overflow) at the wastewater plant. The overflow was approximately 500 – 600 gallons and was appropriately reported to MDE.
- **Water:**
 - **Water Plant alternate access NO UPDATE**
 - **Water Overflow at water plant on 11/13/13 NO UPDATE**
 - **Webinar** – February 5, 2014 participated in a webinar entitled Water System Partnerships and Regionalization. The webinar was free and part of a 4- part series through a grant from the EPA.
 - **Cellular Tower and Communication Company Requests:** Perryville has received written requests from the following:
 - **SBA** – to extend the term of the existing lease
 - **AT&T** – to co-locate equipment on the SBA tower and to enter into an agreement with the Town for ground lease
 - **Verizon Wireless** – initial meeting request to look at leasing ground space near the SBA tower

Due to the interest in the property, the specialized industry and the desire to maximize the lease terms and conditions, including the amount of revenue the Town's Water Fund (property owner) could receive, we recommend hiring a consultant to assist the Town with the negotiations. Initial letters were sent to AT&T and Verizon Wireless asking for additional information (proposed contract terms and conditions, site layouts...) so that the town can more fully evaluate the requests. After considering several consultants a P.O.

will be issued to Steel in the Air to assist with the negotiations with AT&T and Verizon Wireless. At the present it is recommended to postpone negotiations with SBA since there is 20 years left on the term of the agreement.

- **Website Request for Proposals (RFP):**

- A Website Design, Hosting and Support RFP was prepared and advertised beginning on 11/14/13. Bids were received on 12/09/13; five companies have submitted proposals. The proposals were evaluated and a presentation was made during the January work session. At the February 12th Town Meeting the bids were voted on and the award went to Virtual Towns and Schools. We expect to get started on the project in March and to complete it before the end of the fiscal year.

- **General Government:**

- Did follow up work to both last month's Town meeting and the work session.
- Worked on various personnel related issues. Including Employee Performance Evaluations. Due to the confidential nature of the personnel work, no further report will be given on this issue.
- Attended to miscellaneous Town business including: ensuring contracts are sent out for execution, 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, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, 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:**

- February 4, 2014 Mayor Eberhardt and I met with Jeff Nechanicky, the new Associate Director of Finance and facility manager for the VA at Perry Point. The meeting was to get acquainted with Mr. Nechanicky and we briefly discussed a few issues that affect the two organizations.
- February 4, 2014 Prepared for and attended Town Meeting – the meeting was cut short due to power outage and generator failure. It was recessed to February 12, 2014 at 7pm.
- February 12, 2014 Prepared for and attended a Staff Meeting. Topics of discussion included Annual Report, Purchasing (possibly joining an organization such as The Cooperative Purchasing Network – TCPN – to take advantage of purchasing products that have already been bulk bid, much like the State of Maryland does), Insurance Property Appraisals, Budget and overview of Town Meeting and Work Sessions.
- February 12, 2014 Mary Ann Skilling, Ralph Ryan, Aaron Ashford and I met to assess some of the current projects (AT&T, Verizon Wireless, MARC layover facility...) to determine how we can best coordinate our efforts to review these projects.
- February 12, 2014 Prepared for and attended the Town Meeting
- February 18, 2014 Prepared for and attended the Mayor and Commissioners Work

Session

- February 19, 2014 Held a special staff meeting to kick off the property appraisal process for the insurance company. Their consultant, Mark Hessel of HCA Asset Management was here on behalf of LGIT to appraise all of the Town properties to ensure that they are properly insured. We will receive a written report with the appraisals and may need to make a determination about the amount of coverage for Town properties when that document is received. HCA was here all day Wednesday and Thursday meeting with staff and looking at properties.
- February 20, 2014 Met with Rachel Deaner to submit budgetary requests for FY2015.
- February 21, 2014 Ralph Ryan, Aaron Ashford, Mary Ann Skilling and I met with Richard Parks of ARRO Consulting and representatives from Cecil County DPW to discuss stormwater management requirements for the Municipal Complex project. We also met with CCDPW to discuss stormwater management requirements for Elm Street and Otsego Street road projects.
- Out of the Office February 24 – 27, 2014.

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

Projects:

- Bids
 - Portable Toilets – To be voted on by the Board at March's Town Meeting.
 - Snow Removal – To be voted on by the Board at April's Town Meeting.
 - Trash Removal – To be voted on by the Board at May's Town Meeting.
 - Chemical – To be voted on by the Board at May's Town Meeting.
 - Heating / Propane
 - Alger Oil won the bid December 2013
- FY15 Budget
 - Scheduled to begin February 2014
 - Budget Calendar – posted on Town's Website
 - Feb. 14th – 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
- SBA Lease Extension
 - Discussed at November's work session.
 - Discussed at January's work session.
 - Sent out MML information concerning other municipalities that have used Cell Tower consultants.
 - No Further Action taken
- Retention Policy
 - In Progress – Department head / staff review
 - Possible discussion at March's work session
- Local Impact spending plan for FY15-FY17
 - November 21st - Public Meeting with Board review and discussion.
 - Meeting minutes approved at Jan. 7th Town Meeting
 - Jan 2014 - Submission of plans to Local Development Council (LDC).
 - Multi-year budget sent to LDC on Dec. 16th
 - Feb 2014 – LDC meeting to review and make recommendations on plan submitted.
 - May 2014 – Adoption of plan with Budget.
- Water & Sewer Rates
 - Discussed at December's work session
 - Discussed at January's work session and revised
 - Approved at February's Town Meeting

- Fund Balance Policy
 - Discussed at January's work session
 - **Approved** at February's Town Meeting

Meetings attended:

- February 18th - Town Work Session
- February 12th - Department Head staff meeting

February 2014 Statistics:

- 156 purchase orders were processed totaling \$1,717,159.04 which included a po for the check totaling \$1,491,404.96 for the balance of funds needed to fund the \$2.5 million NBRs CD.
- 97 accounts payable checks were processed totaling \$1,645,713.98.
- Processed cash & equivalent receipts totaling \$323,071.98.
- On February 7th, received December's Slot revenue from Cecil County totaling **\$85,461.36.**

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

Zoning Certificates – Processed three (3) certificates and reviewed application for compliance with the Town's zoning regulations; one (1) within the Critical Area.

Meetings – 2/4 Held a Planning Department staff meeting regarding Zoning updates and budget, attended Commissioners meeting; 2/6 attended Revitalization Committee Meeting; 2/12 Attended Staff Meeting and Coordination Meeting with Town Engineer and DPW, Met with Commissioner Brown regarding Lower Ferry Park; 2/18 Attended work session; 2/19 held a meeting with developer interested in the Richmond Hill property for single family energy efficient housing as a demonstration project; 2/20 Attended SHA's Trail/Sidewalk grant initiatives; 2/21 attended FEMA Plan Integration Workshop with Cecil County, met with Cecil County DPW and Arrow Consulting regarding civil site engineering for municipal complex.

Board of Appeals – No meeting held in February.

P&Z Meetings – 2/24 – public hearing of draft amendment to Zoning Ordinance to Highway Corridor Unified Development for recommendation to Mayor and Commissioners.

Projects, Reports and Agreements:

- Continue to work with MTA on developing a Professional Service Agreement.
- Continue to work with town engineer on bus shelter site on Broad Street.
- Revised Concept Plan for Lower Ferry Park and present to Commissioners.
- Met with the Revitalization Committee to review the final proposal for funding.
- Continued working on the Maryland Sustainable Communities Grant application.
- Continue to work with SHA and Principio Health Center on possible alternative to sidewalk along US 40.
- Prepared the Planning Department Budget for 2015 and submitted to Finance Director.
- Prepared 2015 Planning Department Goals.
- Prepared 2015 revenue projections for Finance.
- Prepared list of Zoning Ordinance revisions for consideration.
- Sent a list of information to Engineer for Frenchman Land Company that is needed in order to submit plans to Planning Commission for final approval.

Code Enforcement – Wrote 5 violation letters

- Continued draft/research for habitual offender ordinance
- Continued work on adopting the ICC Property Maintenance code
- Attended staff meeting
- Discussed ordering t-shirts for students with Mayor, received quote
- Met with 4th grade students for the If I were Mayor Essay contest with the Mayor
- Began property maintenance training online through ICC

Economic Development – – Due to weather the Cecil County Economic Development Commission was cancelled. I attended a two day training course in Baltimore on Economic Development and Reuse, on a scholarship from the MD Economic Development Association. The Grant Review Committee met for the final time to approve the recommendations for the February Work Session; prepared and presented the Committee's final recommendations to the Work Session on February 18. Met with Mary Jo Jablonski from the Elkton Chamber and Alliance concerning the MD Main Street Program and have contacted Amy Seitz from MD Main Street several times to get more information; will continue to follow up with Amy. Set up appointments and cold called on at least a dozen businesses this month providing information about the Susquehanna Works program and the Cecil Business First workshop next month. Started building electronic data base of Perryville businesses with contact info such as address, e-mail, phone number etc. Typed and mailed contracts for the approved Revitalization and Façade Grant Programs.

Sewer Capacity Management – No activity this month

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

Landlord Tenant Board – No meeting held

ADMINISTRATION REPORT

February 2014

In Process: Rodgers Tavern

- Repointing - December 2013 (weather permitting)
- Front porch repairs – December 2013 (weather permitting)
- Sewer line – March 2014 – Implementing the contract.
- ADA bathroom – After sewer line is connected.

Events:

- Little League Parade for April 12th.
- Restore Church Easter Egg Hunt April 19th.
- Good Shepherd Walk May 10th.
- First Baptist Church Perryville Block Party for May 17th.
- Cody Richardson Memorial Scholarship 5K Run and Fun Walk for May 31st.

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.
- Email went out requesting articles for the Spring newsletter.

Statistics:

- There were 12 boat ramp stickers sold.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 0 Deeds.
- Sold out of dog tags.
- Mailed 552 late notices due March 11, 2014.
- Processed 1 settlement charge.

1) Projects

- a) Reservoir Road Dam Emergency Action Plan
 - i) Set up a start-up meeting / inspection with T&M Associates scheduled for next week (weather permitting).
- b) Elm Street & Otsego Street
 - i) Working on the construction plans, stormwater management, erosion and sediment plan, maintenance of traffic, construction sequence, quantities & cost, and utilities plan.
 - ii) Met with Cecil County DPW regarding SWM waivers for Elm Street and Otsego. DPW determined that a detailed SWM report must be submitted in order to warrant a waiver.
- c) Town Hall Site
 - i) Met with ARRO for the Town Hall start-up meeting. Gave ARRO important project information and details. Met with Cecil County DPW and ARRO to discuss the project regarding SWM.
- d) 1232 Cedar Corner Road –
 - i) Working and coordinating with Verizon and AT&T to set up work stations at the 1232 Cedar Corner Road lot.
- e) Community Park Parking –
 - i) Working with Harvey and Commissioner Brown on the Triathlon Community Park Parking layout.
- f) Sidewalk Grant Seminar –
 - i) Will go to a state funded seminar for sidewalk grants etc. later this month.



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 February 2014

Current Projects

- Working with Architect Manns Woodward for the new police building.

- Received \$22,800 from the Department of Justice. Proceeds from a K-9 scan for MSP.

- Working with Finance on the FY 2015 budget.

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

- Detectives, joined forces with Safe Streets personnel and conducted a warrant service initiative.

Perryville Police Department Monthly Police Report
February, 2014

	January	February	Year to Date 2014
ROBBERY	0	0	0
ASSAULT	4	2	6
BURGLARY	0	0	0
THEFT	6	5	11
Auto Theft	0	1	1
CDS	1	1	2
DISORDERLY	1	1	2
MDOP	1	1	2
ADULT ARREST	9	10	19
JUVENILE ARREST	1	0	1
Referrals to Outreach	0	0	0
CITATIONS	16	10	26
WARNINGS	12	12	24
SEROS	0	1	1
ACCIDENTS	16	9	25
52 (Investigated)	3	1	4
89 (no Investigation)	13	8	21
Total calls for Service	333	263	596

February 26, 2014

Perryville Police Department

Outreach Program

Town Report

February 2014 (as of 2/25/14)

Overall Monthly Attendance: 148

Number of New Referrals: 0

Number of New Members: 2

Announcements

The Outreach Program would like to thank the Mayor and others involved for their efforts in coordinating with the Cecil County Health Department to provide numerous screenings across Cecil County of the documentary, *The Anonymous People*. The Outreach Program staff is grateful to have had the opportunity to attend one screening in Charlestown this past month, and encourage everyone to reserve a seat at upcoming screenings!

The month of March is nutrition month, and in supporting a healthier diet the Outreach Program will be providing beneficial meals for members and their families; including paleo, vegetarian, gluten-free, and low-carb dinners after Thursday night life skills.

In celebrating the end of this snow-filled winter season, Outreach will be firing up the grill and the camp fire! On March 21st, 2014 from 4-7 pm, the Outreach Program will be hosting a small First Day of Spring Cookout for members and their families! Please let us know in advance if you would like to join us!

The Outreach Program and its members visited the veterans at Perry Point for the Holidays. The kids were very appreciative to spend quality time with these brave men, so Outreach has decided to make another visit on March 31st, 2014 from 1-3 pm. If you would like to help make small gifts to pass out to our country's Veterans, or be a part of the visit, please let us know!

DPW Report- February 2014

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- Cold winter weather has delayed the installation of these devices. Improvements will continue when warmer weather returns.

Traffic Calming

- DPW staff is investigating 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 staff will continue to install stop bars at intersections throughout town as part of a traffic calming measure. (These devices will have to wait for warmer weather before installation resumes)

Paving

- No new paving projects have been completed due to cold weather. Paving will resume in warmer weather. The paving of Frenchtown Road from Rustic Court to Water Plant Drive is being planned for the Spring.

Water/Sewer/Stormwater

- Stewart and Tate who was awarded the contract to replace a section of sanitary sewer on Cole Street that was found to be beyond repair is still waiting for appropriate weather to make repairs.
- A storm drain on the corner of Arch Street and Otsego Street was rebuilt.
- A check valve was cleaned at the Front Street Pump Station (pump #1) as routine maintenance.
- DPW is acquiring quotes to update the antiquated controls and equipment in Front Street Pump Station.

Training

- DPW staff will be attending training in the coming months in order to take exams for collection and distribution licensing.
- DPW Staff attended Fire Extinguisher training held at the Town Hall meeting room.

Town Events:

- No Town Events were scheduled for February 2014

Frozen Water Lines:

- DPW employees continue to respond to several calls from residents with no water. On a majority of the responses it was found that water lines under the houses were

found to be frozen. Homeowners should take extra precautions to protect exposed water lines from the unusually cold weather.

Winter Weather Events:

- DPW Staff plowed snow during a winter weather storm on February 9th.
- DPW and Park Staff plowed during a winter weather storm from February 12th until February 14th.
- DPW employees spread salt throughout the month as needed during cold weather that had caused freezing from melting snow.

Daily:

- **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**- throughout town are completed for contractors that are doing underground construction within town limits. A large project for Aiken Avenue has led to the marking of all town owned utilities from Rte. 40 to Broad Street.
- **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. The DPW continues to operate, clean and maintain snow equipment for predicted upcoming events. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.

Monthly/Scheduled events:

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** –On the second Tuesday in January DPW staff picked up yard waste throughout town for all residents who scheduled removal with via the Town Hall. *Removal will be on a requested basis until the Spring of 2014.*
- **Fire Hydrants/ Extinguishers** –will be flushed again in April 2014 to keep with the twice yearly flushing schedule.

Monthly report for (parks) February

- Pick up tree limbs and remove from ice storm
- Open storm drains at the community park to prevent flooding
- Fill in sink hole on park road until it can be repaired with blacktop
- Remove remaining ice breakers from pier safety hazard
Electrical shock
- Fill in some low spots next to the comfort station by the walking trail
- Repair broken pet station on the trail
- Replace parking bumper at stumps pt.
- Add support pole for repairs to outfield fence on majors field
- Help and assist on snow removal in town and park property
- Cleared sidewalks off at Rodgers Tavern, Town Hall,etc

Monthly Operating Report

February 2014

Wastewater:

- Treated 29.2 million gallons of raw sewer from which 12.2 million gallons came from the Veterans Administration
- Operators changed settings on decant time and sludge wasting time to rid the plant of excess water and waste during rain events
- Heavy snow events on 3rd 13th and 15th Shovel, push and salt again
- Marino Industrial Electric here Tuesdays for maintenance and electrical training. Added Dissolved Oxygen values and Air actuated valves (open or closed) for the blowers on SCADA screen
- SBR #1 Mixer in center of tank needs to be pulled and inspected. It is possible that it will need new bearings in motor or some work done to the shaft of the mixer. It is still operating at this time and we will allow it to run until we order the parts that we think it will need for the mixer shaft repair. We will not know for sure if the bearings for the motor need replaced until we get it out of the SBR.

Water:

- Treated 15.8 million gallons of river water and produced 14.3 million gallons of potable drinking water for the residents and businesses

- When collecting Bacteriological samples for the month of January, plant personnel collected a sample that failed. After collecting a second round of samples they were found to be totally safe and in compliance with state regulations. Since this happened in January we were mandated to collect an extra sample for the month of February. All samples for February came back from the lab as safe and are in compliance. The lab stated that they have had some bacti bottles in this new batch of bottles. This happens on occasion
- C H Reed completed repairs of the Air Compressors. The cost for this went above the estimate because after the second compressor was taken apart they found that the piston and rings inside the housing needed replaced
- Plant personnel kept plant in operation during the major water main break in Beacon Point. The leak almost completely drained the water tower of 500,000 gallons at the Pilot.
- Plant personnel kept coverage at the plant during the snow event on the 3rd and the 13th.