

## **Staff Reports from Town Meetings**

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**Town Administrator's Report  
Town of Perryville, MD  
For the February 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. Staff is working on a letter to submit to 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.
- **Annual Report:** 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):**
  - Grant applications were received for all three grants on December 2, 2013. The Grant Review Committees reviewed the grant applications and prepared recommendations, which were presented at the January 16<sup>th</sup> work session. These recommendations are proposed for vote on at tonight's town meeting.
- **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.
- **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.

- **MDE 10/29/13 Inspection Results:** The inspector observed no violations, however, he noted that the “facility’s performance for 2013 to date shows that the total nitrogen concentration average exceeds 4.0 mg/l and that the total phosphorus concentration average exceeds 0.3 mg/l”. This means that the facility will violate its permit for 2013, which stems from the non-compliances that went through May of 2013 and started with the inflow of an unknown and unanticipated toxic substance. The inspector also required that the Town contact the lab and change the chain of custody documentation to reflect that a person receives the samples versus ‘cooler’ as is the current practice. Alan Amos is working on the reply that is due within 30 days of the 11/7/13 receipt of the inspection report. **UPDATE:** The lab was contacted, and they provided to MDE the SOP for the chain of custody issues that were raised in the inspection; the required response letter was sent to MDE on 12/02/13 by Alan Amos.
- **Water:**
  - **Water Plant alternate access NO UPDATE**
  - **Water Overflow at water plant on 11/13/13 NO UPDATE**
  - **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** – 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.

- **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 with a request for a vote at tonight’s, February 4, Town Meeting.

- **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:**

- January 7, 2014 Prepared for and attended Town Meeting
- January 10, 2014 Participated in a conference call with a Mayor Eberhardt, Mary Ann Skilling and Gary Stewart to discuss issues related to the development of the CEMUD.
- January 13, 2014 Attended the Regional Rail Meeting at the HEAT Center with Mary Ann Skilling. Updated information related to the MTA's planned MARC Maintenance and Layover Facility was sent to you as a result the meeting. Also received at the meeting and distributed were the MARC Growth and Investment Plan 2013 – 2050. NOTE: Commissioner Brown, printed copies of those documents are in your town hall mailbox since you have been having some problems with your email.
- January 14, 2014 Commissioner Brown and I had a conference call with Megan Higgs of American Forests about a request from a local organization to plant trees in Perryville that includes a grant of \$5000 to cover the associated costs
- January 15, 2014 Met with Dick Furst of LGIT for him to finalize a Recommendations Report related to the initial purchase of insurance through LGIT. Mr. Furst is from their Risk Management department and provides recommendations to address and mitigate risks to the organization. The types of issues he went over with me included proper signage and monthly fire extinguisher checks. Once a final report is received from him, it will be distributed to staff to see what can be implemented immediately and what may need to be budgeted.
- January 15, 2014 Met with Frank Hodgetts, Mary Ann Skilling and Dianna Battaglia regarding a development proposal for the property directly across Broad Street from Town Hall, where the existing mobile home park is located. Assuming the developer follows through with the request, the property would be re-developed into apartments and retail space. The developer is hoping to partner with the Town to apply for CDBG funding to help pay for some of the costs associated with the project. The Town would be the applicant to CDBG, but the developer would write the application and manage the program requirements. This project could fit in nicely to the revitalization efforts in Town.
- January 16, 2014 Met with Mayor Eberhardt, Dwight Thomey and Mary Ann Skilling regarding the petition for annexation mentioned earlier in this report. Further, Fred Sussman and I had a discussion on January 21, 2014 about the petition and the associated legal requirements and next steps.
- January 27, 2014 Attended the County Council Meeting to hear the presentation by MTA related to the proposed MARC Maintenance and Layover Facility. December 17, 2013. The presentation was substantially the same as the presentation sent to you following the Regional Rail Meeting. I also stayed for part of the presentation by Scott Flanagan, Director of Public Works for Cecil County, to hear a WIP Milestone Update. I will provide you with copies of the handouts that were made available to the public at the meeting. Of note is that the County intends to 'Evaluate Coordination Agreements between the Municipalities

**Treasurer's Report**  
**Town of Perryville, Maryland**  
**February 4, 2014**

**Projects:**

- Water & Sewer Rates
  - Discussed at December's work session
  - Discussed at January's work session and revised
  - To be voted on at February's Town Meeting
- Fund Balance Policy
  - Discussed at January's work session
  - To be voted on at February's Town Meeting
- FY15 Budget
  - Scheduled to begin February 2014
  - Budget Calendar – emailed to all on January 10<sup>th</sup>
  - Feb. 14<sup>th</sup> – Constant Yield Due from State.
  - May 2014 – Adoption of Budget
- 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.
- Retention Policy
  - In Progress – Department head / staff review
  - Possible discussion at March's work session
- Local Impact spending plan for FY15-FY17
  - 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.
  - May 2014 – Adoption of plan with Budget.
- 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 – To be voted on by the Board at December's Town Meeting.
    - Alger Oil won the bid December 2013

**Meetings attended:**

- January 16<sup>th</sup> - Town Work Session
- January 29<sup>th</sup> - Department Head staff meeting

**January 2014 Statistics:**

- 198 purchase orders were processed totaling \$323,842.70.
- 99 accounts payable checks were processed totaling \$957,624.59 which included a payment of \$740,247.16 for the MD Water Quality Revolving Loan.
- Processed cash & equivalent receipts totaling \$521,676.93.
- On December 31<sup>st</sup>, received November's Slot revenue from Cecil County totaling \$86,853.28.



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

**Zoning Certificates** – Processed five (5) certificates and reviewed application for compliance with the Town's zoning regulations; one (1) within the Critical Area.

**Meetings** – 1/8 Revitalization meeting to review projects; 1/9 attended Cecil County Transit/Coordination Council meeting; 1/10 conference call with Gary Steward regarding the Chesapeake Overlook project; 1/13 Attended the Regional Rail meeting with Denise; 1/15 Site plan review with landscape architect for Lower Ferry Park, meeting with Frank Hodgett regarding proposed redevelopment along Broad Street, attended meeting with Mayor Eberhardt, Denise and Dwight Thomey regarding a petition for annexation by McDonalds, attended Maryland Floodplain Management Workshop; 1/21 inspection with Jason Lohr at 5439 Pulaski Highway regarding on-site methods to capture grease and other contaminants from entering the Town's sanitary sewer system; 1/27 Attended Cecil County WIP meeting; 1/29 staff meeting; 1/30 Cecil County Government Relations breakfast sponsored by Chamber of Commerce regarding Cecil County today and its future.

**Board of Appeals** – No meeting held in January.

**P&Z Meetings** – 1/27 – review of draft amendment to Zoning Ordinance to Highway Corridor Unified Development; Principio Health Center II discussion of proposed sidewalk configuration; distributed copy of meeting procedures to members;

**Projects, Reports and Agreements:**

- Continue to work with MTA and Engineering firms on evaluating existing water and sewer service lines for MARC layover facility. Provided more detailed plans provided by MTA to URS and staff for comments.
- Continue to work with town engineer on bus shelter site on Broad Street. Provided police report to Cecil County Transit regarding the accident that damaged the bus shelter on Aiken Avenue.
- Met with Fred Sussman regarding a zoning violation and unclear fine designations for specific violations. Staff is developing appropriate fines for Zoning violations to be considered by M&C. The language "fine up to \$1,000" as stated in Article VII, Section 78, must be quantified for zoning violations.
- Review Concept Plan for Lower Ferry Park with Patty Liberman based on stormwater comments from Cecil County. The Concept Plan will be modified based on new comments, a public meeting held as a following up to the previous public meeting and presented to Mayor & Commissioners at their Work Session in February or March
- Had a follow up meeting with the Revitalization Committee to review proposals where additional information was requested and discussion on presentation to M&C.
- Continued working on the Maryland Sustainability Grant application.
- Prepared Staff Report for the proposed Zoning Change to create a Highway Corridor Unified Development special exception in the US 40 C-2 Zoning District.
- Discussed sidewalk and bus shelter issues with SHA and Cecil County Transit for the Principio Health Center and conveyed information to developers.
- Continue to work with Kordell Wilen regarding a grant to assist with funding for stormwater facilities in Perryville to possibly include an additional 100 feet of revetment at the Community Park and retrofitting the stormdrain outfall between Rodgers Tavern and Owens landing to mitigate for infrastructure improvements in the Town.
- Cecil County Transit reports bus ridership in general is up 24%; service added on Saturday in Perryville averages 100 riders; new route to Cecil College started with 3 loops, 2x daily and will increase to 6 or 8 loops in July pending ridership.
- Provided Professional Service Agreement to MTA regarding water and sewer study to determine necessary upgrades for the MARC facility.

**Code Enforcement** – Approved 597 rental applications, 6 new units have applied and 591 are renewals, there are currently 93 units past due for renewal and 23 units that are no longer renting.

**Economic Development** – I attended the following meetings: Cecil County Economic Development Commission; Maryland Heritage Trust online grant application training workshop; quarterly MEDA Conference in Annapolis, Government Relations Committee at the Cecil County Chamber; and visited approximately 10 businesses. The Grant Review Committee met twice to review and finalize the recommended approvals for the January 16 work session. Prepared and presented the Committee's recommendations to the Mayor and Commissioners at said work session. Attended Cecil Business First workshop sponsored by the Cecil County Office of Economic Development and met with David Klingler, Asst. Director of Special Loan Programs at the MD Department of Housing and Community Development. Worked on Sustainable Community Application with Planning Director that is due on February 6, 2014.

**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**

### **January 2014**

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

- Repointing - December 2013 (weather permitting)
- Front porch repairs – December 2013 (weather permitting)
- Sewer line – January 2014 – Bids were excepted January 31, 2014
- ADA bathroom – February 2014

#### **Events:**

- Employee recognition for years of service to the Town of Perryville.

#### **Personnel Manual:**

#### **Updated:**

- Resolution 2014-06: To amend water/sewer rates. To be voted on February town meeting.

#### **Statistics:**

- There were 58 boat ramp stickers sold.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed nine (9) Deeds.
- Sold out of dog tags.
- Mailed 1,510 water bills on January 17, 2014. Due February 18, 2014.
- Processed BRF payment.
- Processed 7 settlement charges.



1) Projects

- a) Reservoir Road Dam Emergency Action Plan
  - i) We selected T&M Associates to formulate an initial contract with the Town to fill the role of a dam engineering consultant regarding the Reservoir Road Dam. I am currently setting up a start-up meeting / inspection with T&M to begin work.
- 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.
- c) Police Station / Town Hall Site Layout
  - i) The Mayor and Commissioners selected ARRO Engineering to be the civil engineers for the new town hall and little league ball field. I am currently setting up a start-up meeting with ARRO to begin work.
- d) Marion Tapp Parkway Bridge –
  - i) I sent news to Cecil County DPW that the Marion Tapp Parkway Bridge has a structural load rating of HS20-44 + 10%. I expect bridge engineering plans very soon from Richard Tate of Contech Engineered Solutions.



# *Perryville Police Department*

448 Otsego Street, P.O. Box 511 Perryville, MD 21903

*Charles V. Wernz, Jr.*  
*Chief of Police*

TELEPHONE: 410-642-3725

FAX: 410-642-3724

*James L. Eberhardt*  
*Mayor*

## Monthly Report January 2014

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### Current Projects

- Working with Architect Manns Woodward for the new police building.
- 
- Officer Pettit and Detective Nitz attended Interview and Interrogation training sponsored by the FBI.
- 
- Working with Pastor Gauger to implement a Chaplaincy program within the Department.
- 
- Cecil County Chiefs are working with a consultant for the new CAD / RMS

*Integrity, Fairness, Service*

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Perryville Police Department Monthly Police Report  
January, 2014

	November	December	January	Year to Date 2014
ROBBERY	0	0	0	0
ASSAULT	1	2	5	5
BURGLARY	1	2	0	0
THEFT	6	6	6	6
Auto Theft	0	1	0	0
CDS	6	3	1	1
DISORDERLY	1	1	1	1
MDOP	2	0	1	1
ADULT ARREST	12	12	9	9
JUVENILE ARREST	4	4	1	1
Referrals to Outreach	0	0	0	0
CITATIONS	19	34	16	16
WARNINGS	36	64	12	12
SEROS	0	5	0	0
ACCIDENTS	9	13	16	16
52 (Investigated)	1	6	3	3
89 (no Investigation)	8	7	13	13
Total calls for Service	243	468	333	333

January 30, 2014

# Perryville Police Department

## Outreach Program

### Town Report

January 2014 (as of 1/28/14)

Overall Monthly Attendance: 140

Number of New Referrals: 0

Number of New Members: 1

### **Announcements**

On February 14<sup>th</sup>, 2014 from 4-7 pm, the Outreach Program will be hosting a small Valentine's Day Party in recognition of teaching love and tolerance to our Outreach members and their families. We will be having chili, and light refreshments. We would like to extend an invitation to the Mayor, the commissioners, and the Administrative staff of the town. Please let us know in advance if you would like to join us!

The Outreach Program is in the final stages of beginning a new community service venture with the Fairgreen Senior Community in the Town of Perryville. Under adult supervision Outreach members will be providing volunteer dog walking services for seniors at Fairgreen; and extra one-on-one attention, exercise, and plenty of play-time for their canine friends!

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 31<sup>st</sup>, 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!

Again, on behalf of Perryville Fire Department, we would like to offer an invitation to anyone who is interested in joining Outreach at the Perryville Fire Department's monthly breakfast buffet. Breakfast is held the fourth Sunday of every month at the Minker Hall. Please join us in supporting our local Fire Department and encouraging a sense of community among our youth!

# DPW Report- January 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 was awarded the contract to replace a section of sanitary sewer on Cole Street that was found to be beyond repair.

### **Training**

- DPW staff will be attending training in the coming months in order to take exams for collection and distribution licensing.

### **Christmas Decorations:**

- DPW Staff removed Christmas decorations that were placed in celebration of the Christmas season.
- DPW staff assisted Charlestown in removing their Christmas decorations.

### **Town Events:**

- No Town Events were scheduled for January 2014

### **Water Shut Offs:**

- Water meters were shut off as needed due to nonpayment of bill.

### **Frozen Water Lines:**

- DPW employees responded to quite a few 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 and Park Staff plowed snow during a winter weather storm on January 2nd and 3rd.
- DPW and Park Staff plowed during a winter weather storm on January 21st and 22nd.
- DPW employees spread salt throughout the month as needed during cold weather that had caused freezing from melting snow. (Two events that only needed salting were January 25th and January 29th)

### **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. All fire extinguishers have been inspected and repaired/replaced as needed by contractor.
- **Water meters**- have been read for quarterly water/sewer billing.

## Parks report for the month of January

- Assist dpw on snow removal in town and also the community park
- Heat was out at Rodgers tavern over the weekend it was repaired on Monday  
No damage to the water line.
- Eco solar company reported back to me with prices on lighting for the community park
- Stop sign was taken down at park rd. and the truck entrance as per comm brown
- Finished cleaning and painting park shop
- Finished painting the comfort station bathrooms at the boat ramp
- Tree contractor removed dangerous trees at the comm park along the roadway
- Ice breakers are broken on lower fiery pier dangerous not useable  
I have prices to replace the ice breakers
- Clean sidewalks off (snow) at Rodgers tavern

## Va truck route

- no updated information at this time due to weather



# Monthly Operating Report

January 2014

## Wastewater:

- Treated 30.1 million gallons of sewage from which 9.7 million gallons came from the Veterans Administration
- Continuing to replace U V bulbs and sensors ( The snow and cold weather has been preventing us from finishing)
- Mailed out annual sludge reports to EPA and MDE
- Washed out EQ basins
- Installed new backwash valve on #2 filter
- Working with Marino Industrial Electrical Services every Tuesday to work out electrical, SCADA, and computer problems within the plant. Also to train employees on how the electrical grid works.
- Shovel, push, and salt the snow.

## Water:

- Treated 16.1 million gallons of river water and produced 14.6 million gallons of potable drinking water for the residents and businesses
- Completed the SRBC report for 2013
- Completed State of Md.(MDE) 6 month withdraw from river report
- D&P Electric replaced ballasts in overhead lights in the garage and lab.
- Replaced Flygt pump and controls in Recycle/Reject pump station
- C H Reed repaired both air compressors with new motors and internal parts.
- Shovel, push and salt the snow.