

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the June 3, 2014 Meeting**

Project Status Updates:

- **Annexation:** The legal counsel for the petitioner for annexation left me a voice message informing me that they intend to withdraw the petition. Apparently, the sales contract fell-through. Once we receive a letter, I will forward it on.
- **Cable TV Franchise Agreement:** The existing franchise agreement ends in November of 2016. The franchisee is invoking the formal renewal provisions, Section 626, of the 1984 Cable Communications Policy Act, and Perryville passed Resolution 2011-14 agreeing to enter into an informal process of negotiation with the franchisee. Some of the next steps include conducting a needs assessment and holding a public hearing. Sue Ellen Ferguson of CBKN Law will be helping the Town through the process.
- **Charter** – A Charter Amendment Resolution addressing the adoption of the budget by ordinance has been prepared and I expect it to be discussed at the next work session. Additionally, Fred Sussman is scheduled to attend the work session to be available to answer questions regarding a potential change to the charter regarding adoption of ordinances (as we discussed at the May town meeting).
- **Grants - Façade, Revitalization and 501(c):** All of the FY 2014 grant funding is committed to projects. You will receive updates on those projects when they reach completion. A listing of projects, by grant type, is below:

501(c) Grants

The Community Fire Company of Perryville, MD, Inc.	\$5,910
Perryville Little League	\$10,000
• Complete	
Restore Church	<u>\$4,090</u>
• An advance of \$3,000 was given to Restore Church for the Easter Egg Hunt. We are waiting for the paperwork to finalize the grant.	
Total 501(c)	\$20,000

Revitalization Grants

Arthur Wood	\$9,297
Theresa Cantone	\$9,036
Robert Bailey	\$14,688.75
Arrowhead Properties, LLC	<u>\$10,978.25</u>
Total Revitalization	\$44,000

Façade Grants

Lori Thompson (612 Front St.)	\$10,012.50
• roof work finished and under budget, reimbursement processed for \$6,675	
Tony Barber	\$3,840
Kim and Dorothy Kreckman	\$831
Georgine Porter	\$14,627.75
Arrowhead Properties, LLC	<u>\$20,688.75</u>
Total Façade	\$50,000

- **MARC Maintenance and Layover Facility:** The Intergovernmental Cooperative Agreement was executed between MTA and Perryville, and MTA submitted plans for review. The review is in process.
- **Reservoir / Dam:**
 - T&M submitted a report on the condition of the dam with a recommendation to immediately lower the water level in the reservoir and options to either dismantle the dam or to build a new dam. Ralph is working on setting up a meeting with State officials to get consensus on the process of dismantling the dam as discussed at the work session. Further, Ralph and DPW have constructed a large syphon, as recommended (instead of using the valve), and are lowering the level of the reservoir. As of Friday morning May 30th, the level is down about 1' after five days of syphoning.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):**
 - Representatives from the Maryland Department of Transportation and their consultants are scheduled to attend the June work session to give the Board an update on this project
- **VA**
 - **EUL:** On May 15th, Mayor Eberhardt and I met with Delegate Rudolph, Cecil County officials and Paul Macpherson to discuss the proposed EUL.
 - On May 7th Mayor Eberhardt and I met with Jeff Nechanicky, the new Director at Perry Point, and his assistant, Carmen Garcia. The meeting was held to discuss a variety of issues that exist between Perry Point and Perryville including the truck route, electricity to the park, Americorps, police coordination, geese & deer problems. Mr. Nechanicky requested that we let him know when if / when Perryville intends to take actions on geese and deer so that Perry Point can do the same. He also seemed very amenable to assisting the town with getting electricity to the park.
- **Wastewater:**
 - Information on the overflows that occurred on 11/25/13 and 02/05/14 are being removed from this report as there is no new information at this time to discuss. If any new information comes up, such as an MDE fine or recommended actions, then that information will be appropriately shared and discussed.
 - Information regarding the unlawful discharge that was received at the waste plant is being removed from this report as there is no new information to discuss. The user that is suspected of sending the contaminants to the plant remains disconnected until we can come to an agreement on pre-treatment. If any new information becomes available, that information will be appropriately share and discussed at that time.
 - **Overflow:** 04/30 – 05/01/14 there was an overflow of approximately 40,000 of decant water at the wastewater plant. The plant is designed to handle 1.65 mgd, but, due to very heavy rain, 6 mg went through the plant that day. This was reported to both MDE and the Cecil County Health Department as required. Affected areas have been cleaned up and treated with lime.
 - **Overflow:** 04/30 – 05/01/14 there was an overflow of approximately 5,000 gallons of wastewater at the Front Street Lift Station. The wastewater collection system was overwhelmed due to the very heavy rain. MDE has been notified and affected areas have been cleaned up and treated with lime.
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a**

wastewater pre-treatment program: 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 is no funding left in the current year budget to continue this initiative; however, there is funding in the proposed FY'15 budget. Assuming the funding remains in the budget upon adoption, this project will resume after the start of the new fiscal year. **UPDATE:** Alan Amos is working on getting a second quote for assistance from an engineering firm that has experience with pre-treatment programs.

- **Water:**

- **Water Plant alternate access NO UPDATE:** I sent an email to Scott Muir of Norfolk Southern on 03/03/14 and a voice mail on 04/29/14 requesting the direct contact with the N.S. Real Estate Department so that the Town can move forward with acquiring an access easement. I have not heard back from Scott yet.
- **Cellular Tower and Communication Company Requests:** Perryville has received written requests from the following:
 - **NO UPDATE: SBA** – to extend the term of the existing lease; proposed terms and conditions to extend the lease were not very beneficial to the Town and were postponed, but SBA has requested that we resume discussions.
 - **AT&T** – to co-locate equipment on the SBA tower and to enter into an agreement with the Town for ground lease **UPDATE:** AT&T has put their request to co-locate on hold for budgeting reasons (AT&T recently purchased Direct TV)
 - **Verizon Wireless** – initial meeting request to look at leasing ground space near the SBA tower **UPDATE:** Verizon has put their request to co-locate on the SBA tower on hold to focus on other priorities.

Although both recent requests for co-location have been put on-hold, SBA still wants to pursue permission from Perryville for the co-locations, as required by the town's lease with SBA. That is on the agenda for your vote tonight. Additionally, I have requested that Fred Sussman prepare a lease document and that staff prepare site locations so, when future requests to co-locate are received, staff is better prepared to handle them, and hopefully, we can move through the process more quickly. We will also be looking at the possibility of marketing lease space on the new water tower, which was constructed with the idea of cell company lease utilization. These issues will be on future work session agendas for discussion.

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

- At the February 12th Town Meeting the bids were voted on and the award went to Virtual Towns and Schools (VTS). The contract with VTS has been executed and they are in the process of creating the new website. **UPDATE:** Website content was submitted to VTS for inclusion in the new website. It would be desirable to get a group picture of the Mayor and Commissioners for inclusion on the website, along with a brief bio and individual pictures of the board members (if we don't already have them – I know we have some).

- **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: 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:**

- May 6, 2014 Prepared for and attended the public hearing on the zoning code changes and the Town Meeting.
- May 13, 2014 Prepared for and attended a Staff Meeting. Topics discussed included: Departmental Reports, update on the progress of implementing the LGIT Hazard Evaluation recommendations, review of Town meeting/ work session, website updates, events to include road closure notification. The next meeting is scheduled for June 11th at 10am.
- May 14, 2014 Mary Ann Skilling, Ralph Ryan, Dianna Battaglia and I met with Verizon Wireless representatives and Brian Williams from the fire company regarding the request to build a communications tower on the fire company property (at Rt.7). Verizon has since submitted a written request with required documentation for consideration by the Planning Commissioner followed by the Board of Appeals as required by Town Code.
- May 20, 2014 Prepared for and attended the Mayor and Commissioner work session.
- May 20, 2014 A minesweeper float (pig) washed into Lower Ferry Pier. It was determined to not be dangerous and Public Works and Parks employees removed it from the water. It is currently stored at the public works building. No one has stepped forward to claim ownership, though a few organizations have been contacted to see if they might know who was owned it. Rex Ramsey, Director of the Stockton Historical Maritime Museum in California read the article about the minesweeper pig and has expressed an interest in obtaining it if we cannot locate the owner. Apparently his museum restores these minesweepers. Additional pictures have been sent to Mr. Ramsey to see if this is what he was looking for.
- May 21, 2014 Rachel Deaner and I participated in the State's electricity reverse auction. The 3 year rate for the Town's accounts is \$.06181. Due to a communication error between the State and Delmarva Power, four of the town's accounts were removed from the auction (two of which were large accounts). The state and their consultant are working to correct this problem and to hopefully get at least the \$.06181 rate for those accounts.
- May 22 & 29, 2014 met with Ralph Ryan regarding the civil site design of the municipal complex and related storm water issues. The lack of a suitable stormwater outfall is hindering the progress of the project and Ralph is diligently working on identifying and evaluating a suitable outfall so the project can proceed. This is requiring a change order for the civil site contract with ARRO, as this work was most definitely not conceived of and not included in the original

RFP.

- May 27, 2014 met with Mayor Eberhardt and Chief Wernz regarding improving communication and related issues.
- May 28, 2014 Prepared for and attended the Greenway Committee meeting. Representatives from Mason Dixon Trails attended the meeting to support their request to share the VA trail, including the portion that loops around the park. More information is needed but it is likely that this issue will be presented to the Board for approval in the future. As a result of the May 7th meeting with the VA director, a representative (Marc Dallaire) from the VA attended the meeting and will regularly participate. Marc is looking into having the existing VA trail easement changed to add a section for better accessibility. There is a regional LSHG meeting planned for June 26th to be hosted by Perryville. The next Perryville Greenway meeting (other than the regional meeting) is scheduled for August.
- May 29, 2014 Rachel Deaner and I attended a Tax Set-Off meeting at the Cecil County Government office. The County reminded the town representatives that were in attendance that in 2011 the County Board voted to phase out the Refuse Rebate by 10% per year over the course of 10 years until it is expired. The tax set-off rate is 2.8¢ per \$100 of assessed valuation and that rate is proposed to remain the same.
- May 30, 2014 I met with Dick Furst of LGIT. In February, LGIT had all town buildings and their contents appraised. Mr. Furst presented the findings from the appraisal, which did increase the overall value. Perryville has 60 days to review the findings and decide whether to accept the new values (to retain replacement value coverage), to use stated values to retain coverage at the stated limits or some combination thereof. Rachel Deaner and I are going to conduct a thorough review of the recommendations and, if needed, will present this to the Board with our own recommendations on how to proceed.

Treasurer's Report
Town of Perryville, Maryland
June 3, 2014

Projects:

- **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
 - Letters mailed to State and County – May 9, 2014
 - **Adoption of Budget Ordinance – Tuesday, June 3, 2014 @ Town Meeting**
- **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
- **Retention Policy**
 - Discussion at May's work session
 - To be discussed at June's work session
- **LGIT Renewal – Due via Member Portal on June 27, 2014**
- **FY14 Audit**
 - Review of FY14 Engagement Letter
 - Preliminary Audit Requests
 - Auditors on site
 - Prepare MD&A
 - Presentation of Final Audit
- **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. – Plan approved by LDC (03-26-14)
 - May 2014 – Adoption of multi-year plan with Budget.
- **Bids**
 - Heating / Propane
 - Alger Oil won the bid December 2013
 - Portable Toilets
 - A Flush Away won the bid March 2014

Treasurer's Report
Town of Perryville, Maryland
June 3, 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**
 - Discussed at December's work session
 - Discussed at January's work session and revised
 - Approved at February's Town Meeting

Meetings attended:

- May 13th - Department Head staff meeting
- May 20th - Town Work Session
- May 21st – State's Reverse Auction for Electricity
 - Town's accounts awarded to Constellation New Energy @ .06181/kWh.
Rate locked in for 36 month. Prior years, locked in @ .06550/kWh.
- May 29th – County's Tax Set-off meeting

May 2014 Statistics:

- 153 purchase orders were processed totaling \$278,027.67.
- 136 accounts payable checks were processed totaling \$303,972.34.
- 16 invoices were sent out totaling \$3,358.54.
- Processed cash & equivalent receipts totaling \$274,381.09.
- On May 1st, received March's Slot revenue from Cecil County totaling
\$107,049.07.

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

Zoning Certificates – Processed seven (7) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area.

Meetings – 5/1 participated with Town Walking Day; 5/6 M&C Public Hearing for Zoning Amendment, Work Session; 5/7 Delmarva Power Forester regarding cutting in the 150' ROW along Roundhouse Drive; 5/8 Conference call regarding stormwater for police facility, meeting with VA Healthcare System specialist regarding veteran housing options; 5/13 Staff Meeting; 5/14 meeting with Verizon Wireless for proposed cell tower location; 5/16 department staff meeting; 5/20 arranged CPR/AED training class for employees, attended work session; 5/22 Staff meeting regarding web site setup; 5/28 meeting to discuss process for Highway Corridor Unified Development; 5/29 Lower Ferry Park Public Meeting.

Board of Appeals – No hearing was held in May.

P&Z Meetings – Meeting held 5/19--reviewed and approved Final Site Plan for Perryville Elementary School renovations.

Projects, Reports and Agreements:

- Coordinated review of plans with Town consultant and MDTA on review of pretreatment plan and permit.
- Cecil Transit – Prepared comments regarding bus shelters and appropriate actions needed to implement based on SHA comments.
- Updated information for Public Meeting on Concept Plans for Lower Ferry Park to be held on May 29 at 6:30 in Town Hall. Letters were sent to surrounding property owners and to Owens Landing HOA, placed on website and facebook.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants.
- Continued researching and collecting data for the write up for the Maryland Sustainable Communities Grant application.
- Continue to follow up on Amendment to Zoning Ordinance with Town Staff.
- Received verification of PFA certification for Susquehanna Overlook.
- Reviewed Chapter 40 Dogs and Other Animals with Staff for update.
- Prepared Staff Report for final site plan for Perryville Elemental School.

Code Enforcement

- Wrote 11 violation letters
- Wrote 8 work requests for DPW, abated 3 property violations so far
- Reviewed and updated status of Code Change schedule
- Made follow-up with County regarding storm water ponds
- Continued to meet with CEZOA to discuss/plan the Code Enforcement workshop for MML conference
- Ordered promotional items for MML main street booth
- Updated Chapter 40 and discussed changes with department and Town attorney

- Continued to receive complaints, meet with property owners and conduct site visits
- Attended one staff meeting
- Met with 4th graders at Perryville and Good Shepard with the Mayor to present winners of the “If I were Mayor” essay contest with their t-shirts and prizes.
- Approved 3 new rental applications

Economic Development – I attended the following workshops/webinars in May: MD Energy Administration, Delaware Tourism, MD DHCD online training for new online application, Farmers Market Promotion Program Grant webinar, and a Small Business Administration workshop in Elkton. On May 2, the Perryville Farmers’ Market opened. Eleven vendors have signed up to participate in this year’s Market. I continue to search for a dairy farmer, meat farmer, and a winery. The Town had a booth in the Annual Spring Fling and I manned the booth and worked on the display. I also attended the Perryville Chamber of Commerce luncheon and started working on a grant application for the Farmers’ Market Promotion Program. Continue to reach out to area businesses.

Sewer Capacity Management – Continue to work with URS on 2013 Capacity Analysis Report.

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

Landlord Tenant Board – No meeting held. Current member Jody Seibert has resigned as the Tenant representative due to a move to Harford County. The board now needs a tenant rep., alternative tenant rep. and alternative landlord rep.

ADMINISTRATION REPORT MAY 2014

In Process: Rodgers Tavern

- Sewer Connection Completed
- ADA Bathroom and all bathroom fixtures – June 2014
- Repointing and porch repair – June 2014
- Interior Painting – Summer 2014

Events:

- Good Shepherd Walk May 10th.
- Spring Fling held May 17th.
- 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.
- CPR and AED Training

Statistics:

- There were 65 boat ramp stickers sold. Last one sold 272.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed 6 Deeds.
- Sold out of dog tags.
- 562 late notices mailed out on May 16th

1) Projects

a) Reservoir Road Dam

- i) Draining the reservoir using a PVC siphon configuration on 6 hr shifts. Reservoir draining at approximately 2 inches in depth per work day, at approx. 300 gal/ min. We may need to construct additional siphons, but it will be labor intensive to set up / take down multiple siphons each day. Setting up meeting with dam and environmental / wildlife officials to specify how to deconstruct the dam.

b) Elm Street & Otsego Street

- i) Working on a SWM report to submit to Cecil DPW in order to warrant a waiver to build and service SWM facilities and sequence of construction while maintaining roadway drainage.

c) Town Hall Site

- i) ARRO submitted their concept plans for the Town Hall and Little League to the county and have received county and soil conservation review comments. Currently, there is no adequate drainage outfall for the Town Hall / Police Station site. The existing Town Hall site has very poor drainage and a poor drainage infrastructure. ARRO may have found an acceptable drainage outfall using a RR ditch north of the site and ultimately draining towards Aleta Lane. Will have to commission a survey of the RR ditch to determine if it is a feasible drainage outfall option. The RR ditch is not owned by the Town so drainage easements will be necessary.
- ii) We must set up a meeting with the Perryville Little League to determine the lease area of the new Town Hall site. The Mayor and Commissioners decided that the new Town Hall site should not be subdivided.
- iii) Manns Woodward is planning to conduct soil borings this month around the foundations of the new Police Station.



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 May 2014

Current Projects

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

- Provided support for the Cody Richardson 5K on May 31, 2014.

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

- Joined forces with Cecil Law Enforcement and MSP for the 3rd "Distracted Driving Initiative." May 30, 2014

- Provided support for both the Spring Fling and the 1st Baptist Church Block Party.

- Attended the LEEDS (Law Enforcement Executive Development Seminar) hosted by the Harford County Sheriff's Office and the FBI.

- DNA collection training was completed by all personnel.

Perryville Police Department Monthly Police Report
May, 2014

	A	B	C	D	E	F	G
1							
2							
3		March	April	May	Year to Date 2014		
4	ROBBERY	0	0	1	1		
5	ASSAULT	2	2	3	13		
6	BURGLARY	1	1	2	4		
7	THEFT	9	6	10	36		
8	Auto Theft	0	0	0	1		
9	CDS	3	1	6	12		
10	DISORDERLY	1	0	0	3		
11	MDOP	0	0	2	4		
12	ADULT ARREST	18	12	20	69		
13	JUVENILE ARREST	0	0	0	1		
14	Referrals to Outreach	0	0	0	0		
15	CITATIONS	15	10	10	61		
16	WARNINGS	15	10	10	59		
17	SEROS	1	0	0	2		
18	ACCIDENTS	10	10	10	55		
19	52 (Investigated)	3	0	3	10		
20	89 (no Investigation)	7	10	7	45		
21							
22	Total calls for Service	269	335	304	1504		

May 28, 2014

Perryville Police Department

Outreach Program

Town Report

May 2014

(As of 5/28/14)

Overall Monthly Attendance: 243

Number of New Referrals: 0

Number of New Members: 1

Announcements

The Outreach Program is still currently short staffed and in the process of refilling the administrative assistant position.

The Outreach Program is grateful for being able to participate to two community events this past month! Thank you to everyone who came out to the Spring Fling and FBCP Block Party, they both were a success!

With the guidance of Mrs. Alena Calm, the Outreach Program and our members were able to learn about a successful compost heap and get to work in Perryville's Community Garden. We are excited for another successful growing season!

The Outreach program is looking forward to kick starting summer vacation with our members! Our summer swim program to the Conowingo Pool begins June 17th, and continues every Tuesday and Thursday throughout the summer months!

The Outreach Program's annual Chief Challenge Basketball Tournament and Family event is scheduled for 10 am, Saturday, June 28th, at Trego Park! Basketball tournament participants must have teams of four and be 21 and under. Outreach will also be firing up the grill – providing food, refreshments, a moon bounce, and a slip & slide. This community event provides fun for all ages! Please spread the word! We hope to see you all there!

DPW Report- May 2014

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- Improvements to crosswalks and detectable warning devices will continue in June.

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. They will resume installation in June.

Paving

- The RFP for the patching/paving of Frenchtown Road was advertised in early May. A mandatory meeting was held with possible contractors. Bids are due in on May 30.
- DPW Staff will begin repairing potholes that appeared as a result of the aggressive winter weather. DPW Staff will also begin repairing areas that were damaged as a result of water repairs during the winter season.

Water/Sewer/Stormwater

- The ditch line that was over the sanitary sewer line replacement on Cole Street has settled and isn't allowing proper drainage. The contractor that made the repairs is scheduled to return and address the ditch line.
- New controls and a backup float system has been ordered to replace the antiquated cluster of controls at the Front Street Lift Station. A backup float system will also be installed to offer a second line of defense that currently doesn't exist.
- DPW began upgraded the meters on Starboard Court to RF (Radio Frequency) meters as allowed by the FY 2014 budget plan. More upgrades will be made as the FY 2015 budget allows.
- DPW staff used a camera to inspect the lines on McLhinney Street to locate another leak that was causing issues. The leak was repaired and the drainage line was properly abandoned. The road will be repaired when DPW begins making roadway repairs in June.
- A few manholes in the downtown area were lined to help alleviate minor I and I issues.

Training

- Two DPW employees took the state mandated Water Distribution 1 exam on May 2. They are currently awaiting test results.
- DPW Staff attending and completed CPR and AED Training.

Town Events:

- DPW staff hanged banners to advertise local events such as the Annual Spring Fling Event and the Town's Farmers Market.

Weather Related Events:

- DPW Staff worked throughout the first week of May performing cleanup activities and repairs as results of flooding, etc. from torrential rain event on April 30.
- DPW Staff assisted Parks Staff in removing a floating "minesweeper pig" that was found stuck at Lower Ferry Pier.

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**- 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. A vehicle lift was installed in the DPW building to allow for a more efficient vehicle maintenance program.
- **Building Maintenance** – DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has begun maintaining grass cutting at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW, 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 April, DPW staff picked up yard waste throughout town for all residents who placed items at the curbside for removal.
- **Fire Hydrants/ Extinguishers** –Fire hydrants were flushed April 21st through April 24th as part of the the twice yearly flushing schedule. Dates were advertised in local newspaper, town website, social media and on town bulletin boards. Fire extinguishers are inspected monthly for correct pressure, cracking hoses, or any other issues that may cause the extinguisher to fail.

Month of May report (parks)

- 5/1/2014 cleaned out wood,etc Lower Ferry Pier due to storms
- Cleaned comfort station bathrooms twice a week also boat ramps
- 5/8/2014 replace board on Little League bench t- ball field
- 5/13/2014 replace rotten board on bench next to playground
- 5/15/2014 install new anchors and new picnic tables at
At Ice House Park
- 5/17/2014 Jared worked the Spring Fling
- Sharpen mower blades and maint. On mowers
- Mow all park related areas on a weekly basis
- Lift Station installed at Rodgers Tavern

- Park road VA truck route is now open

Monthly Operating Report

May 2014

Water Treatment:

- **Treated 13.2 million gallons of river water and produced 11.5 million gallons of potable drinking water for the residents and businesses**
- **Larry Frazier and Alan Amos attended the Maryland Rural Water Association conference in Ocean City at the beginning of the month**
- **Larry Frazier and Alan Amos attended a recertification class to keep our Water Sampler license current in Rising Sun.**
- **Purchased a new updated computer, printer and fax machine for the WTP**
- **Larry Frazier and Alan Amos attended a training class at Cecil Community College on May 16 on New NFPA 70 E codes and Electrical Training to keep our licenses current. This class was sponsored by MCET**
- **Operators are working on the Consumer Confidence Report and will have it to the printer within the next week**
- **Larry Frazier and Alan Amos attended a training class on May 28 at Harford Community College on Preliminary Treatment Processes for water and wastewater**

operators to keep our licenses current. This class was sponsored by MCET

Wastewater Treatment:

- Operators treated 30.1 million gallons of raw sewage from which 7.5 million gallons came from the Veterans Administration
- On April 29th through May 2nd the plant had an overflow of wastewater decant water due to the heavy rains and I + I problems throughout the town. The plant only overflowed during the decant cycles and we lost about 50,000 gallons of decant water during this timeframe . The plant is designed to handle 1.65 MGD . During the three day rain storm approximately 10 million gallons of wastewater went through the plant
- Operators spread lime throughout the plant on the ground and reported the spill to MDE
- Operators are working on replacing new diffuser socks in SBR #2.
- Checking animal traps daily at Reed Bed site
- Mow grass mow grass mow grass