

Staff Reports from Town Meetings

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Town Administrator's Report

April 2, 2019 Town Meeting

03/01 Posted the Reed Bed Cleanout Bid opportunity on the State Department of General Services (eMaryland Marketplace) website for George Smith. 03/22 posted the full RFP to the site. The bids are due on April 15.

03/05 Met with Dianna Battaglia and Deb Hill regarding a repeat code enforcement violation

03/05 Cathy McCardell, Tara Blevins and I met with a resident regarding water and sewer billing

03/05 Prepared for and attended Town Meeting

03/06 Met with Commissioner Taylor and Jerry Robey (Onsite Computers) regarding the Computer Contingency Plan prep.

03/07 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, web site update, Cecil County Master Sewer and Water Plan, Budget planning, Sewer System Upgrades, the Sustainable Communities Plan amendment, and upcoming events.

03/07 Mayor Ashby, Commissioner Reich and later Commissioner Linkey (no quorum), Cathy McCardell, Aaron Ashford and I met with residents of Beacon Point regarding their water bill concerns.

03/08 Met with a representative of Opti and of KCI regarding a project that could potentially mitigate 20 acres of impervious surface in the Town of Perryville. More information will follow in the budget process.

03/12 Met with Aaron Ashford and George Smith to discuss if a permanent water booster pump station is needed at the casino tank. After much discussion, consideration and consultation with an engineer, it was decided that we do not need a permanent water booster pump, but that we should buy an appropriately sized pump that would be used at the casino tank when needed as well as at other locations.

03/12 Prepared for and attended the budget work session.

03/13 Met with SHA representatives James Bolado and Fred McGuigan in follow up to resident concerns about U-turns on MD222 and opposing traffic using the Franklin Street turn lane. SHA advised that they will install 'no U-turn signs' on southbound MD222 to deter traffic from making U-turns after leaving the new Royal Farms store. The also advised that they will install; thermoplastic isosceles triangles and 'do not block intersection' signs to deter oncoming traffic from using the Franklin Street turn lane.

03/14 Met with a resident on a variety of topics.

03/19 Prepared for and attended the work session.

03/21 Met with Aaron Ashford, Phil Meekins, and Danielle Hemling at the Outreach regarding basement flooding. As of 03/25 the water has drained from the basement, ServPro has been called to handle the cleanup, an insurance claim has been filed and we are working on having a structural analysis done.

03/22 Prepared the Transportation Priorities letter for Mayor Ashby's signature.

03/22 Met with George Smith at the wastewater plant regarding a sanitary sewer overflow (SSO). The plant was hydraulically overloaded from the excessive rain and as a result approximately 200,000 gallons of wastewater overflowed. An unknown amount of that wastewater went into Mill Creek. Appropriate notifications were made to MDE and the Health Department. The required public notifications were made and signage posted. And testing of the water in Mill Creek, both upstream and downstream has commenced. Additionally, steps were taken to clean up and remediate the spill.

03/23 On 03/16 and 03/23 Invasive Species lectures given by Christy Michaud were held at the Perryville Branch Library. The Charlestown and Perryville Green Teams sponsored the lectures. Two more are scheduled for 03/30 and 04/06. I was able to attend the lecture on 03/23 and it was very informative. Christy provided a power point presentation, videos and handouts with information on the topic. Next week's discussion is about invasive insects including the spotted lanternfly. I would really encourage people to attend this meeting.

03/25 Met with Chief Miller and Lt. Budnick regarding police budget requests for the FY20 budget and other general police related matters.

03/26 Deb Laubach and I attended a LGIT policy renewal work shop at the North East Town Hall.

03/27 Attended the Regional Greenway meeting held at Rodgers Tavern.

Other:

Annual Report

The staff and I are working on the Annual Report. The draft report is ready and it should be complete within the next week or so.

Bond Bill

A Bond Bill was applied for and approved by that State of Maryland for the Town to construct a Pennsylvania Railroad Monument Sign. The Bond Bill Grant Agreement, as revised, was approved by the Board, signed and sent to the State for full execution. We are waiting for the final agreement to be executed and returned to the Town so that we can construct the sign. There are additional forms to be completed for the Bond Bill. One of the forms involves getting confirmation from Maryland Historical Trust (MHT) that the project will have no adverse effects on historic properties. **UPDATE:** The request to MHT to conduct that assessment was mailed to MHT on January 31 and the response was received from MHT on March 3. MHT determined

that the “proposed project will have no effect on historic properties, including historic structures and archeological sites.” Additionally, we will not be required to have a perpetual preservation easement on the property. Once the MHT response was received, the grant application, lobbying affidavit and MHT concurrence was sent to the Department of General Services for the next phase of project approval.

Budget

Prepared the FY20 Budget Requests for Mayor and Commissioners and General Services Departments and assisted with the Administration Department budget. Met with Debbie a few times during the month to discuss budget. Met with some of the Department Heads to discuss their budget requests. Attended the budget work sessions held on March 12 and 26.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had discussions with residents and property owners. Proof read minutes to meetings. Reviewed and approved p.o.'s for greater than \$5,000. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

Fire Company – Station 16 water tie-in

In January 2018, the Town submitted an application to MDE for a Drinking Water Grant. In May, MDE provided its Intended Use Plan (IUP) for the federally funded Revolving Loan Fund (RLF). The IUP also included information about the grant applications. This project will be considered for State Grants for FY20, which work under a different time table. The project is to be included in the request for next year's State budget that will be considered by the General Assembly that meets in 2019. If the budget passes, the project will need to go to the Board of Public Works for approval and sometime next Spring (Spring of 2019) we will know whether or not it is funded. Also, a meeting was held on Friday, March 9, 2018 at 2:30 p.m. in the Town Hall Meeting Room to meet with fire company officials and a representative from USDA (by phone) to discuss possible funding options through USDA. In follow up to that meeting, USDA sent information on possible funding programs. Ralph Ryan and I met on March 26th to review the applications. The applications are very involved and complex and I recommend, should these sources of funding be considered, that a consultant is hired to complete the applications. Staff will seek prices from consulting firms to find out how much this will cost. Perryville received a notice from USDA that this project may work well with the ECWAG funding. Previously staff looked at USDA funding options and found that a consultant would need to be hired to assist as the process is quite complicated. We will review the ECWAG to see if this is something that can be done in-house or if it too would require assistance. PRIOR UPDATE: Ralph Ryan and I met on July 27th with Kristie Calaman, Ed Ryan and Phil Schaub of the fire company to review the status of the funding applications and decide on a path forward with a possible submission to USDA for the ECWAG grant. The fire company is having Fire House Grants take the lead on the ECWAG grant. February 2019 update, \$140,000 is in the Governor's Capital Budget for this

project in the Water Supply Financial Assistance Program. Now it is up to the legislature to consider and hopefully approve the funding. **NO UPDATE**

Green Team Updated a Pet Waste Code received from another municipality for Perryville use. Submitted it to Fred Sussman for review and comment. Mr. Sussman provided the review and a few changes and we have a draft Pet Waste Code for discussion at the next work session per the Action Plan. **UPDATE** As a result of the November and December work session comments, the Pet Waste Code may need some changes. It will be put on the April work session for further discussion. Additionally, the team met on Saturday, March 9th at Ice House Park to layout the garden area. After walking the property, we determined that the ideal location for the garden is land that is just south of the boat ramp comfort station. There is money in the parks budget to get the garden started this year and we will be scheduling a Green Team work day to start on that once garden rules are established, supplies are ordered and the land is tilled. New Green Team members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

Greenway A Regional Greenway meeting was held on March 27th 2:00 p.m. at Rodgers Tavern.

MS4 – Municipal Separate Storm Sewer System Permit

We received notice on April 26th that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Perryville has contracted with KCI to perform many of the requirements of the permit. **NO UPDATE:** KCI completed Task 5 by providing a Good Housekeeping Plan for use at the locations identified in the RFP under budget by \$3750. Next year we will need to budget for a Stormwater Pollution Prevention Plan (SWPPP) for the public works shop. The SWPPP is much more significant and costlier to produce than a Good Housekeeping plan. Though Task 5 came in underbudget, it's not enough to cover the cost of a SWPPP, therefore, I have approved a contract amendment with KCI to use funds remaining in Task 5 Pollution Prevention Plan to complete Task 2 MS4 Mapping. Perryville estimated 300 structures to be mapped, but KCI identified 576 structures once in the field. The increase in cost for mapping is due to the significant difference in actual versus anticipated structures to map. Additionally, I have approved an amendment to the contract of \$3200 to convert 2014 baseline impervious mapping to the earlier year of 2005, which will benefit Perryville by reducing the acreage of impervious area to be mitigated. The overall increase to the contract is at \$3200 and is within the budget for MS4.

Municipal Complex:

Phase I Police Department is complete UPDATE

- We received notice from Cecil County that tree plantings related to this project still needed to be done. This was not part of the contract with North Point Builders and the Town is required to get this done. Ralph is getting quotes from landscaping companies to complete this work. Additionally, Cecil County inspected the stormwater facilities that were built as part of the PD project. The County followed

up the inspection with a letter stating some basic maintenance needed to be done. That also is in process.

Phase II Little League Field (Trego Field)

- Construction continues on Phase II of the project. Please see Ralph Ryan's report for more comprehensive information on the status of the project.
- **Encroachment NO UPDATE:** One property owner has moved his fence to his property line. We are working with the neighboring property owner to do the same. Contact has been made with the second property owner and a site visit with the owner was conducted.

Town Hall Phase III

- Phase III of the Municipal Complex project is the construction of a new Town Hall. During FY17, we contracted for a needs assessment, which has been done. The next step is to bid out the design of the building. **NO UPDATE:** Ralph Ryan has prepared a Request for Proposals for building design. Ralph did a good job putting the RFP together. I reviewed it and had a few minor comments. Though the RFP is ready and we have money in the budget, I recommend we wait on the design. There is a high likelihood that the General Fund will be loaning the Sewer Fund money to cover the cost of sewer mains, sewer lines and pumping station improvements causing the Town Hall project to be delayed. If we went ahead with the design now, it's likely that codes will change when we are ready to construct and some elements of the design will need to be redone. Please let me know if you would like to discuss this at a work session.

PIRD Decision

On March 11th, Perryville received notice that a Judicial Review of the Planned Infill Redevelopment District (PIRD) decision made by the Board at the February Town Meeting was filed with the Circuit Court for Cecil County on March 6. Mr. Sussman advised that:

- Perryville staff had to immediately provide notice of the Judicial Review to all Parties of Interest (everyone that provided written comments or testimony at the meetings). This was done.
- Transcripts of the October public hearing and December meeting had to be prepared. This is in process. We have contracted with a court reporter to prepare the transcripts. The petitioners were required to pay for this to be done.
- The transcripts and official record must be submitted to the Circuit Court within 60 days.
- The Mayor and Commissioners need to decide Whether the Town wants to seek to participate in the judicial review proceeding. We will be consulting with the Town Attorney on this topic at a closed session after the Town Meeting.

Recovery Contingency Plan

Commissioner Taylor is providing guidance to staff on writing and implementing a Recovery Contingency Plan. The first step is to have the staff inventory their systems and determine how

quickly each needs to be back up and running should an emergency failure occur. I expect the inventories to be provided by staff this week. **UPDATE:** Staff continues to work with Commissioner Taylor to complete the plan. Commissioner Taylor and Jerry Robey from Onsite met on March 6 to discuss what Perryville already has in place and to move forward with preparing the plan.

Sidewalks on MD222

SHA supplied documents, but not actual ROW Plats for the ROW's that need to be acquired for the project. We need to meet with the Beacon Point HOA again and with Patterson Funeral Home owners to discuss and negotiate the ROW. We found out on January 25th that the Town and County will need to provide 25% of the construction costs (in addition to the ROW costs) under the current funding sources. Al Wein and I had a conference call with John Delaney of SHA to discuss the change in funding requirements. As a result, and in order to get better funding, we plan to request a change to the Sustainable Community Boundary for Perryville. This will help accomplish the sidewalk project and other projects within the amended boundary. The amendment will require Resolutions from both Perryville and Cecil County.

UPDATE: Amanda Hickman is providing valuable assistance with the amendment; she is working with a State representative to prepare the SC Boundary amendment and related resolution. The amendment is expected to be ready for discussion at the April work session.

Small Wireless Facilities Ordinance

Fred Sussman is working on a small wireless facilities ordinance for Perryville. He was working on this for other clients and asked if Perryville needed one. I told him to move forward with it since without an ordinance, Perryville will have little control of small wireless facility installations within Town rights-of-way. The first draft ordinance will be ready for the April Work Session for discussion.

Web Site Updates

Commissioner Linkey, Amanda Hickman, Cathy McCardell, Dianna Battaglia and I are working with a CivicPlus web designer for updates to the web site. We have accepted the design of the home screen and will be moving on to the next step which is to mock up a generic department page to show us how the look and feel carries through to the subpages for our review.

UPDATE: Since the conversion of the site began, I have had many email communications with Miriam Gross of CivicPlus to answer questions as needed to ensure a smooth conversion process. The website conversion process is essentially complete. We need to migrate the information that we have posted to the old website during the conversion time and then the new site can go live.

NOTE: Please read the Staff Reports for more detailed information or additional Department level information.

Assistant Town Administrator Report for the April Town Meeting

EMPLOYMENT

The Crewman I position was filled and will be starting on Monday, March 4, 2019.

Interviews for crossing guard will be held April 11, 2019 and Police Officers will be on April 18, 2019.

MISCELLANEOUS

Processed 2 payrolls Completed all tax payments, retirement payments and A/P checks.

Worked on water/sewer issues.

MEETINGS

March 5, 2019 – Met with resident on their water bill.

March 7, 2019 – Attended Dept. Head Meeting.

March 7, 2019 – Attended a meeting with Beacon Point HOA.

March 14, 2019 – Met with a resident's from Owens Landing Condos.

March 26, 2019 – Attended a Budget Meeting.

**Treasurer's Report
Town of Perryville, Maryland
April 2, 2019**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July, 2018-March, 2019-\$3575.50
 - Total to date: \$ 11,350.50
- **FY 19- Financial Statements**
 - Currently preparing all financials up to date.
- **FY20 Budget**
 - Did preliminary calculations of fixed expenses (utilities, insurance, etc.) prior to disbursing budget preparation sheets to department heads.
 - Met with all department heads to go over their budget requests.
 - Prepared tentative budget based on their requests
 - Updated schedules after each Budget meeting.
- **Meetings Attended**
 - Attended both Town Hall and Work Sessions
 - Attended two Budget Work Sessions
 - Attended the annual LGIT renewal update meeting.
 - Attended the monthly Department Head meeting.
- **Cash Back Credit Cards**
 - Held a scheduled conference call meeting with the PNC Treasury Management Officer to receive training on the implementation of the new cash back cards.

Future/Current Projects

**Treasurer's Report
Town of Perryville, Maryland
April 2, 2019**

- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.
- Devise a simpler method to allocate salary and benefits from support departments to other departments.

February, 2019 Statistics:

- 220 purchase orders were processed totaling \$2,143,650.23.
- 109 accounts payable checks were processed totaling \$324,622.18
- 12 A/R invoices totaling \$2,256.84.
- On March 8, 2019, we received **\$103,988.29** for January 2019. Life to date (Sep-10 to Jan-19) slot revenue received \$12,062,646.17.
Received for Fiscal Year 2019 to date- \$870,166.32.

As of Feb 2019				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 266,191.59	\$ 266,191.59
1030	PNC	Payroll - PNC	10,874.21	\$ 10,826.01
1032	PNC	Health Savings Checking - PNC	12,066.50	6,149.43
1033	1st Catby	Connect Your Care Refunded from Org Deposit \$10,800 to Acct 1030 - 10/23/18		
1036	MLGIP	General - MLGIP	\$5,541,782.22	\$5,541,782.22
1037	MLGIP	MLGIP Assign Funds		
1038	PNC	Local Impact Fund	874,094.42	\$11,805.35
1039	MLGIP	MLGIP Facility Reserve Acct	\$26,291.41	\$27,365.19
1040	PNC	Community Act. Committee - PNC	27,855.94	27,855.94
1041	MLGIP	MLGIP Local Impact Fund	3,365.80	(499,690.11)
1042	PNC	Parade - PNC	15,977.18	15,977.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	4,890.24	4,890.24
1050	HOWARD	CDARS - Cash/HOWARD	2,564,860.45	2,564,860.45
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	253.24	(284,308.83)
2035	PNC	W&S Savings - PNC	372,031.56	372,031.56
2036	MLGIP	W&S Fund Acct - MLGIP	200,055.30	200,463.47
3026	PNC	W&S Improvements - PNC	5,032.85	5,032.85
3030	MLGIP	Sewer Improvement Fund - MLGIP	175,764.88	176,123.49
3046	HOWARD	W&S Improvements - HOWARD	470,694.63	470,694.63
9053	MLGIP	MLGIP Capital Project Acct		384,562.75
		Totals:	\$ 11,076,702.91	\$ 10,207,233.40

unreconciled
reconciled
No statement

REVIEWED BY:

My signature above verifies the following:

All funds in "noninterest-bearing" transaction accounts are insured in full.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/17.

(470,139)	In-Transit
(13,917.07)	PR - State Tax Overprint Waiting for Catby's HRA spread sheet
	Deposit for HRA moved to Health Account
(830,000.45)	In-Transit Auditor Adj
(1,070.75)	In-Transit Feb Interest
(924,055.61)	In-Transit Auditor Adj & Feb Interest
(234,932.60)	In-Transit Auditor Adj
305.17	In-Transit Feb Interest
(858.61)	In-Transit Feb Interest
(224,233.35)	In-Transit Auditor Adj
869,469.51	

Planning & Zoning Department

March Staff Report – April 2, 2019 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer is working with to complete the Dedication Agreement for the road; working to resolve title issues to move forward; communication between their attorney and Town attorney.
- **Frenchman Land:** Site ready for construction; owner has indicated he will be moving dirt to be able to move forward with construction; negotiating with a prospective client.
- **Cedar Corner:** Property purchased by Michael Palmisano; owner is working on plans for property development; developing phasing sequence.
- **Woodlands:** Owners researching prospects; recent meeting discussed opportunities.
- **Former Perryville Outlet property:** Applicant has filed a Petition for Judicial Review regarding their rezoning denial, package to be submitted to court of all background info. In the meantime the property owner and developer have scheduled a meeting to discuss alternative development options for the site.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Amendment to General Development Plan approved; Great Wolf Resort Preliminary Site Plan reviewed by Planning Commission with recommendation to approve; proceeding with site design at county for storm water management.
- **5th Company Brewing LLC:** Property owner in process of replacing roof and structural integrity of the building; architect and engineer are working on redevelopment plans.
- **Tiki Lee's Perryville:** Owner is working on overall construction plans to include a public marina, restaurant and bar; demolition permit submitted; MDE approval received: replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; waterway work to start early April; architect working on building plans and site development.
- **Condo Building Units 13-18:** foundation pilings have been repaired and ready for building construction; installation of steel truss system on existing pilings complete; building plans reviewed by Perryville Fire Company; zoning certificates for building and units approved; to proceed to Cecil County for building permits.
- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook; General Development Plan was approved March 5th to proceed with submittal; Planning Commission Public Hearing held March 18th for Preliminary Site Plan-recommendation to approve.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	3	3	5										
<i>Violation Letters</i>	56	11	31										
<i>Citations</i>	4	3	5										
<i>Rental Licenses Issued</i>	117	32	8										
<i>Other</i>	Total of 688 Rental units registered for 2019												

Code Enforcement Training:

- 3/21 Attended CEZOA meeting in Berwyn Heights.

Landlord-Tenant Board:

- Looking at possible changes to code.

Planning Commission: March 18th public hearing reviewed Great Wolf Lodge Preliminary Site Plan with recommendation for approval to Mayor and Commissioners.

P&Z Meetings/Events:

- 3/7 Leadership meeting.
- 3/7 Grant review committee meeting.
- 3/8 meeting with owner of the former outlets site to discuss options for development.
- 3/8 meeting to discuss plans for development of the waterfront marina, dock and restaurant.
- 3/12 meeting with engineer regarding Cedar Corner.
- 3/13 meeting with engineer regarding potential for residential development.
- 3/20 attended 2019 Builder Mart, the largest, one-day building industry trade show in Maryland, premier home builder, developer and remodeler industry event with national, regional and local vendors.
- 3/27 CDBG grant seminar.
- 3/27 regional Greenway meeting held at Rodgers Tavern.

Other:

- **Reed Learning Center:** Visit our local daycare to tour the facility with the owner, Rhonda Reed. She is doing an awesome job with the children in her care by creating an active, learning experience in a whimsical setting. Parents are on a waiting list because of her reputation and Rhonda receives many calls from military families looking for the best place to call home in Perryville.
- Working on revisions to codes.

Zoning Certificates: 7 certificates approved; 0 for roof mounted solar panels.

Grants:

- 501C and revitalization grants awarded- projects in process.
- Business Development Grant- received and reviewed applications.
- DNR Grant progress-Obtained survey for park trail work and received 3 quotes for courts.
- Applied to MHAA capital grant for solar lights at Lower Ferry Park.

Economic & Community Development:

- 3/8 – Visited the local elementary schools with the Mayor to talk to the kids about the upcoming essays for If I Were Mayor contest.
- 3/11 Meeting with a couple electricians down at Lower Ferry Park to discuss possibility of adding electric at the park.
- 3/14 Meeting with Mike Gilley about doing video and marketing for our Farmers Market.
- 3/21 Meeting with Jessica Garcia about helping with marketing with certain events.
- 3/22 MEDA training at Loyola.
- 3/26 Meeting at Perryville elementary school, meeting at the Legion.
- 3/27 CDBG meeting.
- 3/28 MEDA event in Hyattsville.

Farmers Market/Community Events: continue to network with surrounding businesses to promote participation.

Upcoming Events:

- **6/7/19 – Movie Night – Ralph Breaks the Internet – 8pm**

- 8/10/19 – Lower Ferry Festival
- 9/7/19 – Tap into the Tavern
- 10/11/19 – Movie Night
- 10/25/19 – Halloween Party
- 12/7/19 – Christmas in the Park

Training:

Website: Continue to update and keep current the information posted for related departments.

Rodgers Tavern:

- 3/14 Monthly meeting with Director
- Donations collected bi-monthly.
- 4 upcoming speaker series events planned, tickets available on Eventbrite.
- Fire Marshal inspected building and has issued occupancy limits.
- Exterior pole lights have been corrected.
- Obtained quotes for ADA lift for accessibility.
- Tap into The Tavern-tickets have begun to sell
- Website completed. www.rodgerstavern.com
- Scheduled Cecil Chamber meet and greet for 9/5/19

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
- **No New Updates** Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The environmental engineering firm GTA is once again interested in upgrading the reservoir stream with various improvements for their client's stream mitigation projects.
- Town Hall Site & Little League
 - Little League site construction of Phase II is ongoing. The final design of the concession building is ongoing with Rocchi Construction. Currently doing site inspections and project management. Site Drainage, sanitary sewer, and water services are currently being constructed by Rocchi. Unfortunately, a heavy rain storm flooded the site before a drainage system could be constructed causing property damage. Rocchi Construction are working as fast as possible to construct the extensive infrastructure to prevent further flooding. A few illicit private facilities from Otsego Street property owners were discovered discharging into Town sewer systems and were removed by the Town. Property owners are responsible for the costs and construction to properly connect discharge. In the event an illicit discharge is discovered, the Town will notify the owner and the illicit discharge will be capped. The Town will not be held responsible by the offending property owners for any/all adverse effects resultant from the capping of the illicit discharge. An agreement for the project's Phase III should be arranged with home owners adjacent to the Town Hall along Broad Street, as their back yard facilities (fences & sheds) encroach upon Town property and interfere with Town Hall improvement plans.
- Otsego Street
 - **NO NEW UPDATES** - Developing the construction plans for Otsego Street. The Otsego Street project has now expanded the scope of improvements, extending from Roundhouse Drive to Aiken Ave. A topographic survey must be completed along Otsego Street if the Town expects the project to move forward. I would like a very detailed survey along the more "urban" areas of Otsego Street in order to better protect the owners' property. Several private properties along Otsego Street have private storm drain systems directly tied into the Town's storm system. Permanent agreements, easements, and SWM facilities will need to be established and designed in order to re-build these private storm drains going into Otsego Street. I will commission a detailed survey for Otsego Street.
- **No New Updates** Fire House Station 16 Water Tie-in
 - A 2-inch PVC line is proposed to service the fire house. A preliminary engineering report is proposing a 2-inch directional bore layout or a 2-inch direct bury for the project. A PER is required to apply for Federal funding grants. MDE grant funding for the project may not be forth coming due to heavy competition from other projects.
 - Evaluating alternative grant applications for the Station 16 project. Gave all engineering and grant information to Station 16 fire house staff.
- Sprint & AT&T

- **NO NEW UPDATES** - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
- **NO NEW UPDATES** - AT&T is proposing new conduit and substation near Perryville's Ice House Park.
- MD 222 Sidewalk Construction
 - **NO NEW UPDATES** - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
- Cecil Avenue
 - **NO NEW UPDATES** - Updated the construction cost estimates for Cecil Avenue for the Planning Dept.
- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. I will compile a cost estimate for the necessary items and repairs. McGuirk Construction reviewed the inspection report and noted that repairs to the stream wall along the bridge will be costly due to the location.



Perryville Police Department

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

***Allen Miller**
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

***Robert R. Ashby, Jr.**
Mayor*

MONTHLY REPORT FOR March 2019

CURRENT PROJECT(s)

Working on placing speed limit warning signs in town.

Detectives are working on ID cards for the town employees.

Working with DES on the final stages of replacing our Radio System with Maryland First.

Working with Outreach to prepare for their move to a new location in town.

Preparing for the Alice training at our local elementary and middle schools.

MONTHLY MEETINGS/TRAINING ATTENDED:

Read books to the children at the Elementary School in Perryville.

Attended the monthly Town Hall meeting.

Met with the residents at Perry Villa and taught fraud classes.

Put 2 newly designed police vehicles in service.

Met with school board members in Elkton about school safety issues.

Met with representatives who showed us their new FLIR system.

Mount Airy Police toured the Perryville Police Department.

Met and discussed budget issues with our financial director.

Lt. Budnick attended the HERC meeting in Elkton.

Attended the Perryville High School Red Man Drill.

Perryville Police Department Monthly Police Report
March, 2019

	Jan	Feb	March	Year to Date 2019		
ROBBERY	0	0	0	0		
ASSAULT	1	6	4	11		
BURGLARY	1	0	1	2		
THEFT	3	2	3	8		
Auto Theft	0	0	0	0		
CDS	9	7	8	24		
DISORDERLY	2	0	0	2		
MDOP	3	0	1	4		
ADULT ARREST	37	16	16	69		
JUVENILE ARREST	4	1	4	9		
Referrals to Outreach	0	0	0	0		
CITATIONS	63	35	29	127		
WARNINGS	63	76	120	259		
SEROS	12	5	6	23		
ACCIDENTS	13	9	5	27		
52 (Investigated)	2	1	1	4		
89 (no Investigation)	11	8	4	23		

March 28, 2019

Perryville Police Department

Outreach Program

Town Report

March 2019

Overall Monthly Attendance: 417

Active Members: 58

Number of New Referrals: 0

Number of New Members: 2

Announcements

This month, thanks to our newly formed partnership with Microsoft, our children were able to enjoy a coding field trip at the Christiana Mall. We were also able to enjoy a free trip to the blast game donated by Gianni Tumminello. The Blast graciously invited us to participate in the pre-game parade on the field! We also met the players after the game; they gave us free Blast bags and signed them. Jane Bellmyer visited us again this month to do a St. Patrick's Day craft with our members. She helped us make Leprechaun traps which our kids really enjoyed. Our staff participated in Read Across America at the Elementary School. We read our favorite Dr. Seuss books. We have recently started working with our Police Department Officers to get our new Youth Advisory Council going this summer. Unfortunately, we ended our month with a disastrous flood in our basement, which forced us out of our home. Luckily the United Methodist Church graciously opened their doors at Hope's Place for us. We cannot thank them enough for their hospitality. We will continue to serve our youth at Hope's Place until our more permanent location has been renovated. However, we have suspended Saturday hours until we are in our new space. Renovations started this week on the Cifaldo building which will be our new home. Servpro is currently working on cleaning out our existing basement on Otsego street and we are having an engineer come and look at the building on April 1st. A claim has been submitted to insurance for the damage done to the old Outreach building.

Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

DPW Report - March 2019

PUBLIC WORKS:

Projects/Other Events:

- N/A

Paving/Sidewalk Repairs:

- Reported potholes around town continue to be temporarily patched.
- Permanent paving repairs will continue in the near future as the weather gets warmer.
- A new section of sidewalk was installed along Roundhouse Drive in the area of Lower Ferry Park.

Water/Sewer/Stormwater:

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices.
- Staff continues meeting with Neptune Meter representatives to acquire proper meter replacement information for larger water meters or meters that have accessibility issues in preparation for replacing the meters to obtain more accurate and timely readings.
- A repaired "Muffin Monster" was re-installed at the Owens Condos pump station.

Training:

- Employees attended a Town hosted training regarding flushing and distribution sampling on March 19th.
- 3 Employees attended and received "Sampler Certification" through MDE.

Town Events:

- N/A

Weather Related Events:

- Staff plowed and salted for a winter weather event on March 1st.
- DPW staff worked during a heavy rain event that caused flooding to areas around town.

Vehicle/Equipment Maintenance:

- DPW has been cleaning up and performing needed maintenance to snow equipment so that it can be stored for the spring and summer seasons.
- DPW has performed pre-season maintenance on all of the lawn mowers and equipment for the upcoming spring and summer seasons.
- The Public Works Department continues the responsibility of maintaining the Town owned vehicles, including Police Vehicles. This will allow for a savings throughout the Police Department's vehicle repair budget as well as all other vehicle repair budgets.

Other:

- Staff continued to attempt to help several residents in locating possible water leaks so that they could make the necessary repairs. The leaks are being detected by the new ultrasonic and positive displacement meters that are being installed.
- A new employee, Jared Burns, started working for the Department of Public Works on March 4.
- Staff made some outside repairs to the Cifaldo Center in anticipation of the Outreach Program being relocated. Some inside issues were starting to be addressed until it became a more urgent matter and a contractor has now taken over making all needed repairs.

PARKS AND RECREATION:

Projects/Town Events:

- A contractor cut down several leaning and/or dead trees to make travel along the park roadway safer for pedestrian/vehicular traffic.
- Staff continues removing smaller trees that are leaning over the park roadway to increase safety to vehicles and pedestrians that make use of that area.
- Staff assisted with a snow storm on March 1st.

Paving/Sidewalk Repairs:

- A PO has been issued for a contractor to make permanent repairs to the roadway within the Community Park.

Maintenance:

- Staff has spread new playground mulch around the play area at the Community Park.
- Employees have begun spreading mulch along trees and shrubs on Roundhouse Drive (walking trail)
- Mowers have been serviced and needed repairs are being made in preparation for the upcoming warmer seasons.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.
- Staff mows the Community Park, Lower Ferry Park, Rodgers Tavern, Ice House Park and the Canning House Run Trail on a weekly basis.

Training:

- An employee has obtained materials to pursue re-obtaining a Maryland Pesticide Spraying License and continues to study. She plans on taking the test in the upcoming months.

Rodgers Tavern/Lower Ferry Pier:

- The bubbler system continues to be operational in order to prevent freezing issues along the floating section of Lower Ferry Pier. (The system will be removed and stored during April)
- Staff is working on getting quotes to use grant money for resurfacing the basketball and tennis courts at the Community Park.
- Staff is still obtaining quotes to make repairs to a broken finger pier on Lower Ferry Pier.
- Parks employees removed overgrown shrubs to make the Rodgers Tavern Property more aesthetically pleasing.

Daily Events: (Both Departments)

- **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, Community Park 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.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month (2 days each event, 4 days total for 2 employees each day) for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

March, 2019

Wastewater:

Plant Influent Monthly Flow:	32.72 Million Gallons
Plant Effluent Monthly Flow:	34.73 Million Gallons
Veterans Center Monthly Flow:	10.12 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of February, 2019 and March, 2019 with the March lab results received to-date.

Activities:

1. Monthly flows for February and March continue to be elevated (above 1.0 mgd) due to excessive inflow & infiltration from rain events
2. Preliminary engineering report was forwarded to MDE for treatment plant denitrification upgrade
3. The SBR treatment units overflowed on the morning of March 22nd due to severe rain event causing the facility to exceed the hydraulic maximum flow design of 3.3 mgd
4. Staff attended multiple training classes
5. Performing ferric chloride chemical tests to reduce the amount of aluminum in the effluent discharge
6. SBR #1 inlet air valve failed, ordering new valve
7. Concrete splitter box conveying flow from SBR's to E.Q. tanks is leaking, grouting leaking areas with hydraulic cement
8. Continue evaluation of new NPDES permit testing requirements
9. Pulling SBR blower #2 to exchange for rebuilt blower
10. Advertised sealed bids for the removal of reed bed sludge
11. Replaced raw pump #3 readout PLC
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguishers
15. Building housekeeping was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
March, 2019
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Water:

Plant Raw Water Monthly Flow:	9.9 Million Gallons
Plant Finished Water Flow:	9.2 Million Gallons
Plant Backwash Water:	0.7 Million Gallons

Plant in compliance with MDE regulations for the month of February, 2019 and March, 2019 with the March lab results received to-date.

Activities:

1. Prepared draft for upcoming budget session
2. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations
3. Flushed all chemical lines
4. Staff attended multiple training classes
5. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
6. A.C Schultes re-installed rebuilt high lift distribution pump and motor
7. Registered for attendance of the annual Maryland Rural Water conference
8. Had a spray in bed liner installed for the new Dodge pickup truck
9. Monthly housekeeping was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers