

Staff Reports from Town Meetings

- Town Administrators Report
- Assistant Town Administrators Report
- Treasurers Report
- Planning Department Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Town Administrator's Report

March 5, 2019 Town Meeting

02/04 Met with a local artist about purchasing a piece of art and about the possibility of having him paint a mural. The price on the painting is deeply discounted and I will be issuing a purchase order to buy it. The art depicts Lower Ferry Pier with the Amtrak bridge in the background.

02/05 Prepared for and attended Town Meeting

02/07 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session and Budget planning.

02/08 Mayor Ashby, Dianna Battaglia and I met with representatives from MDTA regarding tolls, EZ pass, signage and other topics.

02/11 Dianna Battaglia and I met with residents of Cecil Avenue Extended

02/19 Prepared for and attended the work session

02/21 Met with representatives from Delmarva Power to discuss conversion of street lights to LED in the Beacon Point neighborhood.

02/25 George Smith, Jeff Morton, Jeremy Cregar and I met with GMB representatives to discuss the Preliminary Engineering Report for the Denitrification Filters Project at the Wastewater Plant.

02/25 Mayor Ashby, Dianna Battaglia and I met with Dr. Szumel and Zack Royston of Union Hospital regarding health care services in Perryville, particularly in light the eventual closure of Harford Memorial Hospital.

02/27 I attended a Chesapeake Science and Security Corridor Meeting in Havre de Grace. This meeting was very informative. Its focus is on the impacts and benefits of having APG as a neighbor, so many of the studies that are commissioned look at those impacts and benefits to Harford and Cecil Counties. RESI completed an Economic Impact Analysis of Maryland's Military Installations. The annual Economic Impact of APG on the community (direct, indirect and induced) was measured at \$5.1 billion as of 2016. Bruce England of Susquehanna Workforce Network provided some very informative information on employment/unemployment in Harford and Cecil Counties and the types of jobs that are available. Dave Gula of WILMAPCO informed us that a grant has been applied for to study the link between MARC and SEPTA. EA Engineering provided an overview of Coastal Resiliency in the Northern Chesapeake Bay Region that includes data on Perryville. This particular analysis resulted from the recommendations of the Joint Land Use Study (JLUS) that was commissioned by APG. The next meeting is planned for mid-October.

Other:**Annual Report**

The staff and I are working on the Annual Report. I expect it to be ready by mid-March.

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. The request to MHT to conduct that assessment has been submitted and is expected to take less than 30 days. When we receive the MHT response, there is another form that must be completed and submitted to the State for the Board of Public Works. That form is complete and waiting for MHT's response so that it can be sent out immediately. Construction will begin once all of the needed paperwork, approvals and documentation is received. **UPDATE:** While the MHT written response has not been received as of yet, I did hear from the MHT representative that they have no concerns with the project and the letter is forthcoming.

Communication Company Leases

I reviewed and approved a request from T-Mobile to update the existing equipment on the Pilot water tank. There was no change or expansion in their use of the property, just change-out of existing equipment for newer equipment, which is allowed under the existing lease.

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**

Great Wolf Lodge

Had several meetings and discussions throughout the month finalizing the Terms and Conditions of an Economic Incentive Agreement that is acceptable to both Perryville and Great Wolf Lodge. That agreement has been approved via Ordinance 2019-03. After the Agreement was approved, the focus switched to getting approval of the amendment to the General Development Plan for the CEMUD floating zone. The amendment has been primarily on Dianna Battaglia and P&Z to work on with Great Wolf, but I have remained involved in the discussions.

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 ~~February~~ March or April work session for further discussion.

The next meeting was scheduled for January 21st at Ice House Park to layout the garden area; unfortunately, we had to cancel that meeting due to the weather and will reschedule it. 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 will be 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. **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.

Phase II Little League Field (Trego Field)

- Ralph Ryan and I attended the pre-construction meeting for the Little League field on February 8. Please see Ralph Ryan's Town Engineer's report for more information.
- **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. **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.

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 on their computer software systems inventories. We will continue to work with Commissioner Taylor to complete the plan. Commissioner Taylor and Jerry Robey from Onsite are planning a meeting to move forward with the plan.

Sidewalks on MD222

UPDATE: SHA expects to supplied documents, not necessarily ROW Plats for the ROW's that need to be acquired for the project. We can 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 will likely be requesting 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. More information will follow. Amanda Hickman is providing valuable assistance with the amendment.

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. More information will follow.

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: The website conversion process has started. I expect that within the next 2-3 weeks the new website will be up and running.

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

Assistant Town Administrator Report for the February Town Meeting

EMPLOYMENT

DPW – Crewman I – Held interview on February 7, 2019. The Crewman I position was filled and will be starting on Monday, March 4, 2019.

Police Department vacancy for Crossing Guard and Police Officer are closing Friday, March 1, 2019.

MISCELLANEOUS

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

MEETINGS

February 7, 2019 – Attended Dept. Head Meeting.

February 14, 2019 – Met with a resident on their water bill.

February 21, 2019 – Held Employee Heathy Lunch.

February 22, 2019 – Met with a resident on their water bill.

February 26, 2019 – Met with a resident on their water bill.

**Treasurer's Report
Town of Perryville, Maryland
March 5, 2019**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July, 2018-January, 2019-\$3360.50
 - Total to date: \$ 11,135.50
- **FY 19- Financial Statements**
 - Analyzing various accounts ensuring our financial records stay current and up to date. All assets and liabilities accounts are being analyzed. There will be schedules which will show all activity that comprised the balance in that account.
 - Adjusting journal entries finalizing FY18 were received from the Auditors and entered.
 - Adjustments from FY18 have been carried forward into FY19.
 - Currently preparing all financials up to date.
- **FY 18 Audit**
 - Auditors were on site from August 20-August 31st. At that time, they performed the majority of the audit and internal control testing. They also worked with us on the set ups of the Capital Fund and the Local Impact Fund, which should simplify recordkeeping in the future.
 - Auditors were back on-site November 27 and November 28 to analyze Water and Sewer Fund activity and finalize their field work.
 - Preliminary audit figures were received, at which time we prepared the Management Discussion and Analysis portion of the audit.
 - Extension letters were originally sent to all affected agencies requesting an extension through December 31, 2018. Unfortunately, due to the sudden resignation of a key audit employee of BT & Co. it was mutually agreed to ask the State for an additional extension. This was granted through January 31, 2019.
 - Received Final Audit and distributed to all required agencies.
- **FY20 Budget**
 - Began FY2020 Budget Calculations and Analyses.

Treasurer's Report
Town of Perryville, Maryland
March 5, 2019

- **Loan Payoff**
 - Final payment was made on the 1978 Department of the Agriculture loan on January 31, 2019.

- **Police Seized Funds**
 - Analyzed several years of activity in the Police Seized Fund savings account and gave the Department an itemized schedule of all deposits which comprise the current balance. Sgt. Nitz researched the list and determined which funds had been forfeited over to the Town and which ones needed to be returned to the suspect. As of this time, over \$5,100 has been determined to be forfeited and was transferred to the General Fund checking account and was recognized as revenue.
 - According to State Law, these proceeds may be used to fund certain Police activities such as Safety Equipment and Training.
 - Current Budget Amendment Ordinance being presented is requesting these funds be used to purchase a speed sign.

- **Cash Back Credit Cards**
 - Prepared and sent PNC an Excel spreadsheet listing all of the Town's vendors and other information specifically requested by the bank. PNC will use this spread sheet to compare to their files of vendors already accepting the PNC credit card. This will save us time in our initial set up of the credit card. Initially, the Card will only be utilized by the Finance Department to pay invoices. If the program works smoothly, we may request cards for all Department heads.
 - PNC has approved the Town for a \$150,000 credit line.
 - Our Department contacted the Finance Director of Havre de Grace to review the bill payment procedures they currently have in place to see if they are compatible with our policies. Although some procedures did differ, we were able to obtain several good concepts we will put into place.
 - The scheduled meeting with the PNC Treasury Management Officer was postponed until after the Holidays due to illness on her part.
 - A meeting to finalize agreements has been arranged.

**Treasurer's Report
Town of Perryville, Maryland
March 5, 2019**

Future/Current Projects

- 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.

January 2019 Statistics:

- 234 purchase orders were processed totaling \$407,272.84.
- 119 accounts payable checks were processed totaling \$1,096,809.95.
- 6 A/R invoices totaling \$74,732.26.
- On January 10, 2019, we received **\$103,562.43** for November and on February 1, 2019 we received \$119,666.29 for December. In addition, we received our annual special LIF distribution of \$70,000. Life to date (Sep-10 to Dec-18) slot revenue received \$11,958,657.88.
Received for Fiscal Year 2019 to date- \$766,178.03.

As of Jan 2019				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 167,227.58	\$ 167,227.58
1030	PNC	Payroll - PNC	12,672.82	\$ 12,625.22
1032	PNC	Health Savings Checking - PNC	15,464.62	12,066.50
1033		Connect Your Care Refunded from Org Deposit \$10,800 to Acct 1030 - 10/23/18		
1036	MLGIP	General - MLGIP	5,779,846.01	5,779,846.01
1037	MLGIP	MLGIP Assign Funds		
1038	PNC	Local Impact Fund	753,659.84	753,659.84
1039	MLGIP	MLGIP Facility Reserve Acct	526,291.41	526,291.41
1040	PNC	Community Act. Committee - PNC	27,681.53	27,681.53
1041	MLGIP	MLGIP Local Impact Fund	3,365.80	3,365.80
1042	PNC	Parade - PNC	15,977.18	15,977.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	4,539.24	4,539.24
1050	HOWARD	CDARS - Cash/HOWARD	2,563,771.51	2,563,771.51
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	263.22	263.22
2035	PNC	W&S Savings - PNC	174,034.62	174,034.62
2036	MLGIP	W&S Fund Acct. - MLGIP	200,055.30	200,055.30
3026	PNC	W&S Improvements - PNC	5,029.00	5,029.00
3030	MLGIP	Sewer Improvement Fund - MLGIP	175,764.88	175,764.88
3046	HOWARD	W&S Improvements - HOWARD	470,568.27	470,568.27
9053	MLGIP	MLGIP Capital Project Acct		
		Totals:	\$ 10,900,833.32	\$ 10,897,387.60

3,445.72

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.

In-Transit

P/R State Tax Overpymt

Cathy to do Spread Sheet

In-Transit - Pymt Jan

Deposit for HRA moved
to Health Account

In-Transit

Planning & Zoning Department

February Staff Report – March 5, 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 request for rezoning denied for warehouse; meeting is scheduled to discuss options to move forward.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Enterprise Zone approved; Amendment to General Development Plan submitted for approval March 5th; Great Wolf Resort Preliminary Site Plan submitted for review.
- **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; application for work in tidal wetlands submitted to MDE—replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; will be submitting demolition permit for existing structures; architect working of plans.
- **Condo Building Units 13-18:** foundation pilings have been repaired and ready for building construction; Zoning Certificate issued for installation of steel truss system on existing pilings; 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:** Plans submitted; review pending.

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											
<i>Violation Letters</i>	56	11											
<i>Citations</i>	4	3											
<i>Rental Licenses Issued</i>	117	32											
<i>Other</i>	Total of 676 Rental units registered for 2019 515 Otsego St is now vacant												

Code Enforcement Training:

Landlord-Tenant Board:

- Looking at possible changes to code

Planning Commission: No meeting held in February.

P&Z Meetings/Events:

- 2/1 Meeting at AECOM office for sewer system evaluation.
- 2/6 Met with Paragon Engineers for check of HVAC system at Rodgers Tavern.
- 2/7 Leadership meeting.
- 2/7 meeting to discuss process and next steps with project manager for Tike Lees project.
- 2/8 meeting to discuss Cedar Corner project; meeting with MDTA to discuss community outreach, proposed monument sign on MDTA property at MD222 and Chesapeake Overlook Parkway.
- 2/11 attended meeting with residents on Cecil Avenue regarding next steps.
- 2/14 department meeting.
- 2/22 meeting with Doug Hill regarding possibilities for Woodlands development to move forward.
- 2/27 Greenway meeting.

Other:

- Working on revisions to codes.

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

Grants:

- 501C and revitalization grants awarded.
- Business Development Grant funds still available.
- 1/22 Met with DPW to discuss next steps regarding DNR grant and Community Park project.

Economic & Community Development:

- 2/6 Meeting with Deana from the lunch box food truck to discuss events she would be participating in and the menu for Tap into the Tavern.
- 2/8 Meeting with Maureen (Agriculture Coordinator) from the county to discuss the Farmers Market, and gave her a tour of the Town.
- 2/15 Meeting with the new Branch Manager (Amanda) and (Kurt) the Vice President of PNC bank to discuss partnership/sponsorship for events.
- 2/21 Meeting Meredith at the encore room at Green Turtle, she is the new Marketing manager there and is letting us use the room for our local business meet and greet.
- 2/22 Meeting with the band director at Perryville High to discuss our parade for this year.
- 2/23 Attending a car cruise breakfast to speak about our car cruise at Lower Ferry Festival
- 2/27 Chamber meeting
- 2/28 Local Business Meet and Greet at Greene Turtle

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:

- Continue routine meetings with Director.
- Donations collected bi-monthly.
- 4 upcoming speaker series events planned, tickets to be sold on Eventbrite. Details TBD.
- Fire Marshal inspected building and has issued occupancy limits.

- 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 pre-construction meeting was held and site construction of the Little League Phase II has begun. The final design of the concession building is ongoing with Rocchi Construction. Currently doing site inspections and project management. Working with ARRO consulting for a construction service agreement. 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.

Town Engineer

Engineer: Mr. Ralph Ryan, Jr.

During 2018 the Town Engineer worked on several important projects in Perryville. First, the Police Station Project was completed, also known as Phase I of the Town of Perryville's Site Improvements for Perryville Town Hall. The Town has begun the construction of Phase II, the design/build of the Perryville's Little League ballfield and concession building. The town engineer is the Project Manager and performs some construction inspection activities for Phase II Little League project. Phase III will likely begin in 2019. Ralph is preparing contract documents for the Phase III Town Hall project.

Second, the Town Engineer has finalized the preliminary engineering report for the Town of Perryville's Community Fire Company Station 16 with a Town supplied water tie-in. The preliminary engineering report is for EPA grant opportunities and a MDE grant applications.

Third, some of the Town Engineer projects include preliminary planning and analysis of Cecil Avenue water mains, sidewalks, and paving for future housing developments. The review of construction plans submitted by developers and the inspecting construction projects such as the Royal Farms on MD. 222 was also conducted. Ralph is working alongside SHA to construct sidewalk from St. Marks Church Road to Clayton Street along southbound MD Rt. 222.

In 2018, the Town entered into MDE's Phase II MS4 agreement for a 5 year permit basis, with annual progress reports. The Town hired is assisting KCI, a SWM engineering firm in the necessary work to satisfy the strict and costly MS4 permit requirements. The Town Engineer has taken classes to become a MS4 Certified Stormwater Inspector. Finally, the Town Engineer is developing a Public Education & Outreach program along with a Public Involvement & Participation program to fulfill the MS4 permit requirements.

In 2019, the town will complete Phase II and possibly start Phase III Municipal Complex Project by hiring an architect firm for Town Hall structural design, holding a public informational meeting and bidding out construction. For Otsego Street, he plans to conduct a detailed and

extensive survey of Otsego Street, and to submit construction plans to the county for Otsego Street Reconstruction (perhaps final). The Town Engineer will assist in the Pump Station Sanitary Sewer Force Main upgrades necessary for the Great Wolf development. Other plans assisting the Town with continuing to provide plan review to the Planning Department and civil engineering advice to other town departments as needed.



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*

CHIEF'S REPORT – FEBRUARY 2019

CURRENT PROJECT(s)

Met with the MdTAP Hatem Bridge Commander to work together on projects.

Working on the next phase of photo ID cards for all town employees.

Working with finance on the budget for 2020.

Working with Outreach to prepare for upcoming events in town for the rest of the year.

Waiting on 2 new police vehicles for our fleet.

Advertised for a police officer.

Advertised for a crossing guard.

MONTHLY MEETINGS/TRAINING ATTENDED:

Officers are working traffic enforcement in several of our neighborhoods due to reports of people running stop signs and speeding.

Met with Arrow to supply our officers with new uniforms.

Met with Mayor and Outreach Director on Outreach issues.

Attended to awards banquet for the fire department at Minker Hall.

Met with hospital staff at Harford Memorial Hospital about hospital procedures.

Attended the leadership meeting at townhall.

Attended the Construction Meeting for the new ball field behind town hall.

Met with the local Chamber of Commerce.

Perryville Police Department Monthly Police Report
February, 2019

	Jan	Feb		Year to Date 2019		
ROBBERY	0	0		0		
ASSAULT	1	6		7		
BURGLARY	1	0		1		
THEFT	3	2		5		
Auto Theft	0	0		0		
CDS	9	7		16		
DISORDERLY	2	0		2		
MDOP	3	0		3		
ADULT ARREST	37	16		53		
JUVENILE ARREST	4	1		5		
Referrals to Outreach	0	0		0		
CITATIONS	63	35		98		
WARNINGS	63	76		139		
SEROS	12	5		17		
ACCIDENTS	13	9		22		
52 (Investigated)	2	1		3		
89 (no Investigation)	11	8		19		

February 26, 2019

Perryville Police Department

Outreach Program

Town Report

February 2019

396 3/5

Overall Monthly Attendance: ~~350~~ as of 2/25

Active Members: ~~52~~ 58

Number of New Referrals: 0

Number of New Members: 4

Announcements

This month, Outreach celebrated Black History month. We took a field trip to the Havre De Grace Opera House. There our children watched "Remember the Titans" and learned about significant African American leaders in our history. Jane Bellmyer volunteered her time to do a Valentines day craft with our members. Children painted small cloth candy bags to fill with candy and give to someone they love. This month we meet with and started a partnership with Microsoft. We will be taking our children to private game and learning tutorials in the Microsoft Store in Delaware. We will also be given free training to our staff on all Microsoft products. We received a visit from the Cecil County Board of Education president. He had nothing but great things to say about our program. This month for community service we wrote letters to Veterans of the Armed forces and members helped restock out pantry. Life skills this month focused on critical thinking. This month we received donations from the Legion, Good Shephard, and Tom King.

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 - February 2019

PUBLIC WORKS:

Projects/Other Events:

- N/A

Paving/Sidewalk Repairs:

- Reported potholes around town continue to be temporarily patched.
- Permanent paving/sidewalk repairs will continue in the near future as the weather gets warmer

Water/Sewer/Stormwater:

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices.
- The "Muffin Monster" installation has been completed at the "Front Street" lift station.
- A section of replaced sewer main at the Rte 40/Rte 222 intersection has been lined to increase its durability and prevent future I&I within that section of pipe.
- The valve nut has been replaced on the main valve for the Ingleside Avenue Water Pressure Booster Station and allowed for permanent piping repairs to be made. Residents currently have water service and adequate water pressure. A contractor is set to come in the very near future to make adjustments/repairs to the pressure controls. (tentatively scheduled for 2/28)
- A repaired pump was installed back into the Frenchtown Lift Station.
- Staff met with Neptune Meter representative to acquire proper meter replacement information for water meters that need to be replaced along southbound and northbound I-95 buildings.

Training:

- Employees attended a Town hosted training to obtain hours to water/wastewater licensing.
- DPW committed to host another industry related training on March 19th through MRWA.

Town Events:

- Staff setup and removed tables used during an employee luncheon.

Weather Related Events:

- Staff plowed and salted for two winter weather events.

Vehicle/Equipment Maintenance:

- 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:

- DPW Superintendent and staff continue to work on the Community Park Basketball/Tennis Court resurfacing project as part of grant funding that was received.
- Staff assisted several residents in locating possible outside leaks so that they could make the necessary repairs.
- DPW employees excavated and repaired two broken chemical feed lines at the Waste Water Treatment Plant.
- An employee prospect was interviewed and offered a position. The new employee is set to start on 3/4.

PARKS AND RECREATION:***Projects/Town Events:***

- A contractor grinded several stumps from downed trees to all of for staff to mow more areas along the park roadway.
- 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 two snow storms during February by cleaning walkways around town building so that employees and citizens could access the building safely.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- 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.

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

February, 2019

Wastewater:

Plant Influent Monthly Flow:	32.84 Million Gallons
Plant Effluent Monthly Flow:	31.75 Million Gallons
Veterans Center Monthly Flow:	11.27 Million Gallons

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

Activities:

1. Monthly flows for January and February continue to be elevated (above 1.0 mgd) due to excessive inflow & infiltration from rain events
2. Conducted meeting with GMB engineers to finalize draft preliminary engineering report to MDE for treatment plant denitrification upgrade
3. Excavated and repaired 2" underground chemical line that broke from frozen ground conditions
4. Staff attended multiple training classes
5. Registered to attend the annual Maryland Rural Water Conference
6. Replaced two defective heater elements in raw screening room
7. Sent caustic pump back to vendor for warranty repairs
8. Conducted 1st quarter new NPDES permit testing requirements
9. Renewed LogMeIn annual contract for computer services
10. Sent study plan to MDE for approval of new discharge permit biomonitoring and toxicity testing protocols
11. Jessco Equipment replaced starter on the John Deere loader
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
February, 2019
Page 2

Water:

Plant Raw Water Monthly Flow:	9.6 Million Gallons
Plant Finished Water Flow:	8.7 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

Activities:

1. Scheduled C. Burns training class for MDE certification tests
2. Conducted the first monthly sampling events for cryptosporidium and giardia required by MDE regulations
3. Replaced defective valve and actuator on CIP backwash water tank
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. On January 31st early morning, the river was frozen around the openings to the raw water intake vaults preventing water from entering the vaults. This issue was resolved when the Conowingo dam started releasing water at 9:00 am
7. Two leaks were repaired on the sodium hypochlorite feed piping
8. The new Dodge pickup truck was received from the dealer
9. The 1st quarter TTHM and HAA5 water quality distribution samples met water quality standards
10. A. C Shulties welded a leak on a 3" stainless steel backwash pipe
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers