

## **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**

### **May 7, 2019 Town Meeting**

04/02 Met with Jeff Wentz of Sabra and Associates about possible engineering work to be done for the Town of Perryville.

04/02 Prepared for and attended Town Meeting.

04/04 Met with Joe Snee, Esq. and John Kane, Esq. regarding Perryville potentially participating in a lawsuit against Purdue Pharma for damages related to opioid addictions.

04/08 Ralph Ryan and I met with residents of Otsego Street and with Danielle Hemling of Outreach about changes to the stormwater plans for the Trego Field project that will impact the shared driveway. Also met with other residents to discuss various aspects of the project.

04/09 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, web site update, the Sustainable Communities Plan amendment, and upcoming events.

04/09 Met with a resident about a water bill.

04/15 Met with George Smith at 2:30 p.m. to open bids for the Reed Bed Cleanout project. Two bids were received and we opted for the one that would provide the best benefit to the Town, which is HEPACO. George's recommendation was that "Although HEPACO is the higher cost bidder, by hand cutting and removing the reeds first then utilizing a super vac truck to remove the sludge, this offers the best possible solution to not disturb the bed underdrain system. An added advantage of the proposed method of reed and sludge removal is the reed root balls may remain in place so the reeds may not have to be re-established." This was the second time this project was bid. The first time resulted in one bid received 5/7/18 in the amount of \$354,000. That price far exceeded our budget of \$186,681. While we hope to clean out all of the sludge, but in this second bid round, Perryville requested a daily rate so that we could stop when we get to the amount of the budget.

04/16 Prepared for and attended the work session.

04/18 Attended the MML Harford-Cecil Chapter meeting and dinner

04/26 There was a major water main break on MD222. Posted notices and updates from 6am throughout the day regarding the road closure and water service interruption.

04/30 Mayor Ashby and I met with Teri Gividen of the VA to discuss a variety of inter-governmental issues between the VA and Town.

### **Other:**

### **Annual Report**

The Annual Report is done, distributed to the departments and Board members. There are some additional printed copies available in Town Hall. It has also been posted on the Town's website.

### **Bond Bill**

A Bond Bill was applied for and approved by the 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 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. On April 24<sup>th</sup>, Amanda Hickman and I attended the Board of Public Works Meeting in Annapolis. Though we did not provide any testimony, the Bond Bill was approved. The next step will be procurement and construction.

### **Budget**

Met with Debbie a few times during the month to discuss budget. I also reviewed and commented on the draft budget prepared by the Finance Department. Attended the budget work sessions held on April 4. Attended the Constant Yield Tax Rate Hearing held on April 17<sup>th</sup> and the Budget Hearing held on April 23<sup>rd</sup>.

### **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 UPDATE**

In January 2018, the Town submitted an application to MDE for a Drinking Water Grant for \$280,000. In May 2018, MDE provided its Intended Use Plan (IUP) for the federally funded Revolving Loan Fund (RLF). The IUP also included information about the grant applications, which included this project request. The Governor included the project in his Capital budget request for FY 20 in the amount of \$140,000. The State approved the \$140,000 in the Governor's Capital Budget for the Station 16 Water Tie-In Project during the 2019 General Assembly. I have been in touch with the Fire Department Personnel to let them know this and suggest another source of funding to cover some of the budget short-fall for the project.

**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 a future work session for further discussion. Additionally, the team met on April 20<sup>th</sup>, 25<sup>th</sup> and 27<sup>th</sup> to build the raised bed gardens for the Community Garden (with the supplies provided by the Town of Perryville). The garden is located next to the Boat Ramp comfort station at 501 Roundhouse Drive. There are 6 garden plots at the garden. One has officially been claimed and three others are reserved for Green Team members. There are still 2 garden plots open for use. New Green Team members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team. **The date of the next meeting is TBD.** For more information visit the Green Team page of the Town's website here: <https://www.perryvillemd.org/perryville-green-team>.

**Greenway** The next Greenway meeting is scheduled for May 22 at 10am in the Town Hall Conference Room.

#### **MS4 – Municipal Separate Storm Sewer System Permit**

We received notice on April 26<sup>th</sup> 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:** Bruce Thompson of KCI will be attending the May work session to provide an overview of the Ordinance 2019-09 Discharges into the Storm Drainage System that is being introduced tonight. He will also provide some insight into the MS4 permit and its impact on the Town. KCI has also set up a SharePoint that allows Perryville to access all of our files related to the MS4 permit in one location.

#### **Municipal Complex:**

##### **Phase I Police Department is complete**

- 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. **UPDATE** The trees have been planted and Cecil County has inspected and accepted the plantings. The landscaping agreement will be eligible for partial release this September and full release in September of 2020 pending a 75% survival rate of the trees. The trees do have watering bags and the parks staff is monitoring them. If needed, deer fencing will be installed. Additionally, staff did clean up the stormwater bioretention areas around the PD and have the contractor extend the silt fence as needed so the County was satisfied with those actions as well.

##### **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 UPDATE:** The encroachments have been removed.

### **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 UPDATE**

On March 11<sup>th</sup>, 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 **UPDATES IN CAPITALS & BOLD:**

- Perryville staff immediately provided notice of the Judicial Review to all Parties of Interest (everyone that provided written comments or testimony at the meetings).
- Perryville contracted with a court reporter to prepare the transcripts of the October public hearing and December meeting. The petitioner paid the cost to have the transcripts prepared.
- The transcripts and official record were submitted on May 3<sup>rd</sup> to the Circuit Court, which is within the required 60 days.
- The Mayor and Commissioners requested that Fred Sussman, Esq. file a motion to intervene in the case on behalf of the Town of Perryville, which he did.

### **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. 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.

**UPDATE:** On 04/23 Commissioner Taylor prepared and provided a Draft IS Contingency Plan. I have reviewed it and offered a few minor suggestions, but I think it's a good plan that will be helpful to the Town for recovery of emergencies that impact the information systems.

### **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 25<sup>th</sup> 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. 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. **UPDATE:** The amendment was discussed at the April work session and is scheduled for vote at the May Town Meeting.

### **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. **UPDATE:** The first draft ordinance was discussed at the April Work Session. Since the ordinance is very involved, the Mayor and Commissioners are going to review a few sections at a time to make sure that what gets passed is what Perryville really needs. This will be on the May Work Session for continued discussion and review.

### **Training**

All staff has been required to take (or re-take if previously completed) Illegal Harassment in the Workplace training. This training is on the LGIT Online Campus. It is important that staff and supervisors are made aware of proper versus improper workplace interactions. And, how to handle situations if they do occur. So far, 18 people have passed the course, 3 are in progress and the rest have not yet started. The required course completion date is May 31.

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

## **Assistant Town Administrator Report for the May Town Meeting**

### **EMPLOYMENT**

The crossing guard position was filled and the employee started on April 29, 2019. We held interviews for police officer on April 18, 2019 and are working on filling that position.

### **MISCELLANEOUS**

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

Worked on water/sewer issues.

### **MEETINGS**

April 9, 2019 – Attended Dept. Head Meeting.

April 10, 2019 – Attended a Safety Meeting.

April 16, 2019 – Attended training for AED/CPR

April 17, 2019 – Attended a Budget Meeting.

**Treasurer's Report  
Town of Perryville, Maryland  
May 7, 2019**

**-Projects:**

- **Boat Ramp Honor Box**

- April-June 2017 Collections from Honor Box- \$1439.00
- July, 2017 -June, 2018 - \$6336.00
- July, 2018- April, 2019-\$4097.50
- Total to date: \$ 11872.50

- **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.
- Ensured Town followed all State requirements for notifications to the public of proposed tax rate increase.
- Introduced FY2020 Budget and Resolution for Local Impact Budget Changes

- **Meetings Attended**

- Attended both Town Hall and Work Sessions, including Special Meeting afterwards.
- Attended two Budget Work Sessions
- Attended Public Hearing for proposed rate increase.
- Attended Public Meeting for Introduction of FY2020 Budget.
- Attended the monthly Department Head meeting.
- Met with representatives from Johnson Controls to review their free energy cost savings proposals. Forwarded report to our Engineer and the Waste Water department head.

- **Chemical Bids**

- Put out for bid our Chemical requirements for FY20. Presented results to Water and Waste Water for review.
- Bids were summarized and will be voted on at the Town Hall meeting.

**Treasurer's Report  
Town of Perryville, Maryland  
May 7, 2019**

**Current/Future 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.
- Devise a simpler method to allocate salary and benefits from support departments to other departments.

**March, 2019 Statistics:**

- 244 purchase orders were processed totaling \$561,043.80
- accounts payable checks were processed totaling \$464,878.70
- 6 A/R invoices totaling \$849.30.
- On March 29, 2019, we received \$114,891.10 for February, 2019. Life to date (Sep-10 to Feb-19) slot revenue received \$12,177,537.27.  
Received for Fiscal Year 2019 to date- \$985,057.42.

## Planning & Zoning Department

### April Staff Report – May 7, 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.
- **Cedar Corner:** Property purchased by Michael Palmisano; owner is working on plans for property development; developing phasing sequence.
- **Woodlands:** Owners researching prospects; working on plans for demolition of existing building and inquiring about possible fire training opportunity.
- **Former Perryville Outlet property:** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; property owner and developer are willing 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; in negotiations with prospective businesses.
- **5<sup>th</sup> Company Brewing LLC:** New roof installed; architect and engineer are working on redevelopment plans; meeting held with local artist interested in painting a mural on building; negotiations favorable for coffee shop in portion of the building; in the process of exterior paint; plan submittal pending for microbrewery/restaurant.
- **Tiki Lee's Perryville:** Owner is working on overall construction plans to include a public marina, restaurant and bar; demolition permit submitted; MDE permit approval: replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; waterway work to start soon; architect working on building plans and site development.
- **Owens Marina:** Auction that was scheduled for March 28<sup>th</sup> was cancelled; owner of Tiki Lee's made an agreement with the bank.
- **Condo Building Units 13-18:** foundation pilings have been repaired and steel truss system installed; building plans submitted for building permits; building contractor has been hired with completion anticipated in 12-15 months.
- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook; Planning Commission Public Hearing held March 18<sup>th</sup> with recommendation to approve; MRA has submitted letter requesting fast track process at the County; site design at county for storm water management; anticipate subdivision plat review in June.

#### 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	28									
<i>Violation Letters</i>	56	11	31	9									
<i>Citations</i>	4	3	5	3									
<i>Rental Licenses Issued</i>	117	32	8	5									
<i>Other</i>	Total of 696 Rental units registered for 2019												

#### Code Enforcement Training:

- 4/18 Attended Fair Housing Symposium in Bowie

**Landlord-Tenant Board:**

- Looking at possible changes to code.

**Planning Commission:** April 15<sup>th</sup> meeting held for general discussion and status of current projects.

**P&Z Meetings/Events:**

- 4/1 meeting at County Permits & Inspections to discuss permit process.
- 4/8 meeting with engineer to discuss development potential of various sites.
- 4/9 Leadership meeting.
- 4/11 meeting at the County with owners of proposed warehouse facility for development options at the site.
- 4/15 staff department meeting.
- 4/26 attended County/Towns coordination meeting.

**Other:**

- 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:**

- 4/5 –Met with Carissa, who is special events coordinator at Perry Point Campus about partnering for events.
- 4/10 Meeting with Jessica about business strategy and marketing events at Rodgers Tavern.
- 4/17 Chamber Wrap up Breakfast, events taking place in 2019
- 4/16 Visited Calvert Farms and Sunset Meadow Farm to discuss opening day for Farmers Market
- 4/18 Went to Perryville Elementary School to give out gifts for those who participated in essay contest for If I were Mayor.
- 4/25 Our 1<sup>st</sup> Activity Committee meeting, to talk about upcoming events and volunteers
- 4/26 County quarterly meeting
- 4/28-30 MEDA Annual Conference

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

**Upcoming Events:**

- April 27 – River Sweep 8:30 registration, 9:00-12:00 rain or shine
- April 27 – Rodgers Tavern “Food Lore: Muskrat, Scrapple and More” 6:30 p.m.
- May 3 – Farmers Market opening day with music
- May 4 – Kayak Anglers Fishing Tournament at Community Park 5:30am
- May 10 & 11 – Church event at Lower Ferry Park
- May 14 – Election Day

- May 18 – Girls on the Run 5K at Community Park 8:00am
- June 1 – Music Fest at Hollywood Casino 1:00pm
- June 7 – Movie Night – Ralph Breaks the Internet 8:00pm
- June 15 – Rodgers Tavern “Tavern Fare” 6:30pm
- June 22 – Patriots Day at Lower Ferry Park 9:00-3:00pm
- July 13 – Diamond in the Rough Triathlon 7:30am
- August 10 – Lower Ferry Festival 1:00-6:00pm
- September 7 – Tap into the Tavern 3:00-7:00pm
- September 28 – Susquehanna River Bridge Running Festival 5:00am
- September 28 – Rodgers Tavern “Early Maryland Spirited Drinks” 6:30pm
- August 10 – Lower Ferry Festival 1:00-6:00pm
- September 7 – Tap Into The Tavern 3:00-7:00pm
- October 11 – Movie Night at Lower Ferry Park
- October 25 – Halloween Party – 5-7pm
- November 16 – Rodgers Tavern “Familiar Favorites & Forgotten Foods: Collecting Maryland's Recipes” 6:30pm
- December 7 – Christmas in the Park 2:00-6:00pm

**Training:**

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

**Rodgers Tavern (see attached Quarterly Report):**

- 4/11 Monthly meeting with Director
- Donations collected bi-monthly.
- 4 upcoming speaker series events planned, tickets available on Eventbrite.
- 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](http://www.rodgerstavern.com)
- Scheduled Cecil Chamber meet and greet for 9/5/19

**Rodgers Tavern – Jennifer Pitts, Director**

**Quarterly Report – May 7, 2019 Town Meeting**

Here's a summary of what I've been working on from February to today. I think that this is a comprehensive list and I haven't missed anything.

**Meetings and events:**

- 2/5 RTM Status Meeting
- 3/14 RTM Status Meeting
- 4/11 RTM Status Meeting
- 3/27 Lower Susquehanna Greenway Meeting @ RTM
- 4/27 Speaker Series- Foodlore: Muskrat, Scrapple and More

**Leveraged membership in museum professional organizations to attend free continuing education lectures:**

- 4/10 Webinar: Best Practices for Board Service, Part 1
- 4/18 Webinar: Developing an Education Plan
- 4/24 Webinar: Best Practices for Board Service, Part 2

Finalize a ticketed Speaker Series for 2019 centered on culinary history. Series currently advertised on the Museum's facebook page, online calendar of events for Maryland tourism, Cecil County Chamber of Commerce, the Cecil Whig, Town of Perryville, Eventbrite, and the Baltimore Sun.

- Ed Okonowicz, "Foodlore: Muskrat, Scrapple and More", April 27, 2019
- Susan McLellan Plaisted, "Tavern Fare", June 15, 2019
- Joyce White, culinary historian "Early Maryland Spirited Drinks" (with a tasting of historic recipes), September 28, 2019
- Kara Harris, "Familiar Favorites and Forgotten Foods: Collecting Maryland's Recipes", November 16, 2019

Secured loan of the traveling exhibit "The Many Faces of George Washington" from the Gilder Lehrman Institute of American History, produced with Mount Vernon. Exhibit will run from June 17, 2019-July 15, 2019. Created preliminary exhibit installation plan. Preparing the museum for the exhibit is scheduled for May 24th – June 7th.

RTM became a participant in the National Park Service's "Passport to Your National Parks Program" for the Washington-Rochambeau Revolutionary Route National Historic Trail and the Star-Spangled Banner National Historic Trail. As of April 2019, RTM is one of two affiliated sites for the Washington-Rochambeau Trail and one of twelve affiliated sites for the Star-Spangled Banner Trail in Maryland.

Finished preliminary assessment of current display cases with the recommendation to:

- Remove four of the seven display cases that do not meet basic museum standards for safely displaying artifacts. Place artifacts currently on display in storage or move to safer display cases.
- Ordered appropriate storage materials for those artifacts to be placed in storage.
- Upgrade the display case environment for the Pinkney silver by ordering equipment to monitor temperature and humidity, stabilize humidity levels, and reduce the rate of tarnishing caused by atmospheric pollutants.

Began reorganizing collection storage room

Began developing the museum's first collections policy. A collections policy is one of the core documents needed for a well-managed museum outlining:

- What the museum will or will not collect
- How artifacts are collected
- Loans to and from the museum, unclaimed loans
- Care of collections
- Records management
- Insurance
- Ethics
- Disposition of artifacts that no longer meet the museum's mission

Created excel spreadsheet to track museum budget expenditures cross referenced with Town purchase orders.

- 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. Currently still doing site inspections and project management. Building permits for the LL concession building have been acquired. Construction of the building is to commence the week of May 1<sup>st</sup>. An old ash tree near the concession building unfortunately needs to be removed due to damage from nearby construction activities. This tree was already in poor health and would further interfere with the concession stand building construction. It was decided to remove the ash tree. The site drainage system is 95% built. The site should not experience further flooding issues. All areas of previous poor drainage now have drainage infrastructure. Poor subgrade soil has been discovered along 1/3 of the proposed basketball court's layout, and approximately 1/3 of the proposed parking lot along Martino Way. It is also suspected that the subgrade soil along the proposed road and parking lot located near the LL's center and left field is also compromised. This poor subgrade soil would be inadequate for use as a pavement foundation and must be replaced with suitable soil. Not replacing the soil will significantly compromise the lifespan of the new pavement. The project is on schedule for complete with no delays.
- 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.
- Perry Point – LSHG Trail
  - Received survey topo of LSHG trail location for ultimate future SWM & construction plans of a walking/bike trail. Begun design of LSHG trail with horizontal and vertical alignments and drainage area analysis.



# ***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 APRIL 2019**

### **CURRENT PROJECT(s)**

No U-TURN signs were placed at the new Royal Farm Store on Perryville Road.

Detective Hoffman is working on ID cards for 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:**

Sgt. Nitz gave a tour of the police department to a local cub scout troop.

Attended the monthly town hall meeting.

Met with the Board about the budget for the police department.

Two new police vehicles were put into service.

Interviewed and hired a crossing guard for the town.

Interviewed applicants for the police officer position in town.

Officers assisted Restore Church with their Easter Egg Hunt at the Perryville Middle School.

Two police departments called to discuss the design of our police department.

Detective Warner worked the Drug Take Back Program at the Police Department.

Lt. Budnick and Sgt. Nitz attended train the trainer at DES for the new radio system.

## Perryville Police Department Monthly Police Report

### April, 2019

	Feb	March	April	Year to Date 2019		
ROBBERY	0	0	0	0		
ASSAULT	6	4	1	12		
BURGLARY	0	1	1	3		
THEFT	2	3	4	12		
Auto Theft	0	0	0	0		
CDS	7	8	6	30		
DISORDERLY	0	0	1	3		
MDOP	0	1	1	5		
ADULT ARREST	16	16	20	89		
JUVENILE ARREST	1	4	4	13		
Referrals to Outreach	0	0	0	0		
CITATIONS	35	29	30	157		
WARNINGS	76	120	395	654		
SEROS	5	6	47	90		
ACCIDENTS	9	5	2	29		
52 (Investigated)	1	1	1	5		
89 (no Investigation)	8	4	1	24		

April 30, 2019

# Perryville Police Department

## Outreach Program

### Town Report

April 2019

Overall Monthly Attendance: 388 as of 4/28 427 as of 4/30/19

Active Members: 39 42

Number of New Referrals: 0

Number of New Members: 0

### Announcements

This month had its up and downs for Outreach. We spent some time at the United Methodist Church as both of our buildings were under construction this month. Thanks, to the hard work of many contractors and our DPW Department we were able to get our building on Otsego St up and running again. We will start mold remediation on the building on Elm St. May 13<sup>th</sup>. We have partnered with the Elementary school to start an afternoon transportation program for our members. We hope to implement the program at the middle school as well. We participated in River Sweep this month! This is an annual tradition for us, and we enjoy it very much. Jane Bellmyer visited us again this month to do a salt painting project with our members. We had an Easter party on Saturday where we dyed eggs and made snacks. Our staff participated in Read Across America at the Elementary School. We took our older members on a field trip to the go cart track. They had a blast and so did our staff. As usual all members were required to do community service and have good attendance in the program. We had two movies and pizza nights this month with our members. We watched Thor and Despicable Me 3. We received donation this month from our members, Local Girls Scouts, Perryville United Methodist Church, and some very special residents.

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 - April 2019

## **PUBLIC WORKS:**

### ***Projects/Other Events:***

- DPW employees are replacing some rotted pieces on a historic railroad cart per the request of the Railroad Museum.

### ***Paving/Sidewalk Repairs:***

- Reported potholes around town continue to be temporarily patched.

### ***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.
- Staff read meters for quarterly billing.
- Contractor inspected wastewater collection lines Frenchtown Road/Susquehanna Avenue area.
- Staff made repairs to a water main break on Harford Street.
- A water main break was addressed on Rte 222 in between Clayton Street and the Bridge.

### ***Training:***

- A DPW employee has taken the Distribution Operator Certification exam and is awaiting results.

### ***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 resumed grass cutting maintenance around town owned buildings.
- 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.
- Staff received quotes to mediate issues pertaining to the Community Center in preparation of relocating the Outreach Program.
- The backstop at Trego Field was removed so that the project could move forward

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

- 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 the Annual Riversweep Event.
- A new park sign was framed and placed at the Tapp Parkway/Ikea Way intersection. This sign replaces a sign that was damaged during high winds..

***Paving/Sidewalk Repairs:***

- N/A.

***Maintenance:***

- Staff has spread needed athletic sand in the volleyball courts at the Community Park.
- Staff has resumed the mowing of Park properties throughout town.
- 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:***

- Staff has obtained quotes to use grant money for resurfacing the basketball and tennis courts at the Community Park. The work should begin shortly
- Staff is still obtaining quotes to make repairs to a broken finger pier on Lower Ferry Pier. (A company has looked at the site and will be sending a quote shortly)

### ***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**

### **April, 2019**

#### **Wastewater:**

Plant Influent Monthly Flow:	24.64 Million Gallons
Plant Effluent Monthly Flow:	20.61 Million Gallons
Veterans Center Monthly Flow:	6.07 Million Gallons

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

#### **Activities:**

1. Preliminary engineering report comments were received from MDE for treatment plant denitrification upgrade
2. G. Smith had a teleconference with GMB engineers regarding MDE PER denite filter comments
3. Started feeding ferric chloride chemical as a test to reduce the amount of aluminum in the effluent discharge
4. SBR #1 inlet air valve was replaced by EESCO Equipment Co.
5. Completed installation of potable drinking water meter on 8" line
6. Continue evaluation of new NPDES permit testing requirements
7. Will be pulling SBR blower #3 to exchange for rebuilt blower
8. Received two (2) sealed bids for the removal of reed bed sludge
9. Lee Foundation working on removing old chlorine contact tank sluice gates for replacement
10. G. Smith will be attending the annual Maryland Rural Water conference beginning May 6th
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Building housekeeping was performed

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **April, 2019**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	10.7 Million Gallons
Plant Finished Water Flow:	9.5 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

#### **Activities:**

1. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations
3. Staffing and operating water plant at night during distribution system flushing
4. L. Frazier & J. Fain attended Safe Drinking Water Acts & Regulations training class
5. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
6. Prepped and repainted finished water line at sodium hypochlorite injection point
7. L. Frazier will be attending the annual Maryland Rural Water conference beginning May 6th
8. Monthly housekeeping was performed
9. Scheduled preventive maintenance was performed
10. Tested all emergency lighting & monthly check of fire extinguishers