

Staff Reports from Town Meetings

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Town Administrator's Report

June 4, 2019 Town Meeting

05/07 Completed and submitted the LGIT Loss Control Credit Survey with input from staff. Debbie Laubach is working on the insurance renewal that is due by June 21.

05/07 Prepared for and attended Town Meeting.

05/08 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, impact of and planning for mandated minimum wage increase, plantings to be done in Critical Area, Habitat for Humanity Town work day, Hatem Bridge Cashless Tolling Open Houses, Community Garden and upcoming events. The next meeting is scheduled for **June 6th at 10am** and will include discussion of the Computer Contingency Plan prepared by Commissioner Taylor. If any of the other Board members have a topic of discussion for this meeting please let me know.

05/09 Cathy McCardell, Dianna Battaglia and I met with Jean-Marie Kelly of Union Hospital and Dan Coulter of the Health Department about a Perryville Health Assessment. This is to try and further identify medical service needs in Perryville.

05/10 Met with Ralph Ryan about the Trego Field project.

05/13 Met with a resident about a water bill.

05/14 Mayor Ashby and I met with Dr. Szumel, Zack Royston, Jean-Marie Kelly and Cate Zack at Union Hospital to continue an open dialogue about medical service needs in the community as well as existing services that are available locally.

05/15 Conducted an employee evaluation.

05/21 Prepared for and attended the swearing-in ceremony and the work session.

Other:

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. **UPDATE:** I wrote the draft Request for Bids and contacted a landscaper to design the landscaping around the sign, Ralph is working on the footings design. Once the landscape and footing design work are done, then the project will be bid out.

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 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.

UPDATE: Waiting on next steps as required by the State.

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 that was discussed at the November and December work sessions. As a result of comments at the work sessions, the Pet Waste Code needs some changes. It will be put on a future work session for further discussion. Additionally, the team met on April 20th, 25th and 27th 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, five of which are being used. There is still 1 garden plot open for use. The Spring Plant Exchange was held on May 22 at the Perryville Branch Library. It was headed up by Nancy Strakna, with volunteer assistance from Elizabeth Charleton and it went well. Twenty-one people attended and participated in the event. Nancy provided a write-up and photos for the Sustainable Maryland Certified Website. 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 July 11, 2019 at 5:30 p.m. and it will be held in the Town Hall Meeting Room.** At the July meeting we will begin planning for the Town Sweep event. For more information visit the Green Team page of the Town's website here: <https://www.perryvillemd.org/perryville-green-team>.

Greenway The Greenway meeting was held on May 22 at 10am in the Town Hall Conference Room. The next Greenway meeting is scheduled for July 24 at 10am in the Town Hall Conference Room.

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:** As a result of the discussion of Ordinance 2019-09 Discharges into the Storm Drainage System at the May work session, we need one minor amendment to the ordinance. I expect to have that drafted and ready for vote at a special meeting after the June work session. We have an end of fiscal year status meeting with KCI scheduled for June 11th.

Municipal Complex:

Phase I Police Department is complete and no further updates will be provided.

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.

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 site work design is complete and permitted. The next step is to bid out the design of the building. **UPDATE:** This final phase of the project is on hold while we complete Phase II and prepare a financial plan for the completion of the project.

Opioid Lawsuit

The Retainer Agreement with the Kane Law Group et al has been executed. We are awaiting instructions / request for information from Kane Law group when they are ready to proceed.

PIRD Decision UPDATE

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. All required notices were sent to parties of interest and all required documentation was sent to the court. Mr. Sussman filed a motion to intervene on behalf of the Town of Perryville. A review hearing has been scheduled for September 25, 2019 at 1:30 p.m. at the Circuit Court in Elkton. Perryville has \$50,000 of insurance coverage through LGIT for legal defense costs. The first invoice has been submitted to LGIT for payment.

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 requested 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 requires Resolutions from both Perryville and Cecil County. Amanda Hickman provided valuable assistance with the amendment; she worked with a State representative to prepare the SC Boundary amendment and related resolution. **UPDATE:** The amendment was approved by Perryville and Cecil County is working on their resolution. The State will consider our requested change and hopefully approve the change.

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 and May Work Sessions. 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 June 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. As of the date this report was prepared, May 29th, 31 people have passed the course. The required course completion date is May 31.

VA Main Entrance – Temporary Closure

- Amtrak submitted a request to close Broad Street just beyond Rodgers Tavern so that they could paint the bridge. The request was submitted to staff for comments and was ultimately approved. Due to the Amtrak work, the VA entrance was/is closed from May 20th through June 7th. Notice of the closure has been provided and detour signs have been posted.
- The VAMHCS is going to complete work at the “guard gate” and entrance area. As a result, the main entrance will remain closed until the end of June. I will work with Teri Gividen to ensure that appropriate notices are made.

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

UPCOMING EVENTS

June 7, 2019	Movie Night 8:00 p.m. – 10:00 p.m. at Lower Ferry Park
June 15, 2019	Speaker series at Rodgers Tavern 6:30 pm
June 17 – July 15, 2019	Traveling Exhibit at Rodgers Tavern – “The Many Faces of George Washington”
June 22, 2019	Patriots Day Event at Lower Ferry Park 9 a.m. – 3 p.m. Event canceled by promoter.
July 13, 2019	Diamond in the Rough Triathlon at the Community Park
August 10, 2019	Lower Ferry Festival at Lower Ferry Park 1 p.m. – 6 p.m.

Assistant Town Administrator Report for the June Town Meeting

EMPLOYMENT

MISCELLANEOUS

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

Worked on water/sewer issues.

MEETINGS

May 8, 2019 – Attended Dept. Head Meeting.

May 10, 2019 – Met with Lori on Health Insurance.

May 15, 2019 – Met with Enterprise on Fleet Management.

May 21, 2019 – Attended Town Work Session.

**Treasurer's Report
Town of Perryville, Maryland
June 4, 2019**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July 2018- May 2019-\$5,229.50
 - Total to date: \$ 13,004.50
- **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
 - Budget for FY2020 passed unanimously.
 - Notices sent to all appropriate agencies.
- **Meetings Attended**
 - Attended both Town Hall and Work Sessions, including Special Meeting afterwards.
 - Attended the monthly Department Head meeting.
 - Met with representatives from Enterprise Fleet Management to assess alternative purchasing policies for the Town's vehicles. They gathered information and will be preparing a proposal.
 - Represented Town at annual Cecil County meeting announcing FY2020 appropriations to the various municipalities, including tax differential, tax rebate, and refuse rebate. FY 2020 was to be the last year for the refuse rebate, however, Cecil County is considering extending the rebate into future years.

**Treasurer's Report
Town of Perryville, Maryland
June 4, 2019**

- **Snow Removal Bids**
 - Put out for bids our snow removal requirements for FY20 winter. Awaiting responses.
 - Contract will be for a three year period.
 - Bids will be summarized and will be voted on at the Town Hall meeting.
- **Organization of computer files**
 - Worked on organizing computer files for Finance Dept. Purged files as needed.
- **LGIT Renewal**
 - Reviewed and prepared the Town's annual insurance renewal with LGIT.

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.

April, 2019 Statistics:

- 227 purchase orders were processed totaling \$672,399.62
- Accounts payable checks were processed totaling \$657,440.97
- 9 A/R invoices totaling \$183,500.36.
- On May 13, 2019, we received \$135,993.79 for March, 2019. Life to date (Sep-10 to Mar-19) slot revenue received \$12,313,531.06.
Received for Fiscal Year 2019 to date- \$1,121,051.21.

As of Apr 2019				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 409,265.21	\$ 296,408.66
1030	PNC	Payroll - PNC	(5,101.39)	-12,825.15
1032	PNC	Health Savings Checking - PNC	10,077.12	10,715.43
1033		Connect Your Care Refunded from Org Deposit \$10,800 to Acct 1030 - 10/23/18		
1036	MLGIP	General - MLGIP	5,313,728.41	5,313,728.41
1037	MLGIP	MLGIP Assign Funds		
1038	PNC	Local Impact Fund		
8025	PNC	Local Impact Grant Fund	201,570.83	201,570.83
1039	MLGIP	MLGIP Facility Reserve Acct	529,434.67	529,434.67
1040	PNC	Community Act Committee - PNC	28,387.30	28,387.30
1041	MLGIP	MLGIP Local Impact Fund		
8038	MLGIP	MLGIP Local Impact Grant Fund	3,385.90	3,385.90
1042	PNC	Parade - PNC	15,972.18	15,972.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	5,101.24	5,101.24
1050	HOWARD	CDARS - Cash/HOWARD	2,566,954.23	2,566,954.23
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	233.28	233.28
2035	PNC	W&S Savings - PNC	151,922.67	151,922.67
2036	MLGIP	W&S Fund Acct - MLGIP	201,250.13	201,250.13
3026	PNC	W&S Improvements - PNC	5,041.27	5,041.27
3030	MLGIP	Sewer Improvement Fund - MLGIP	176,814.63	176,814.63
3046	HOWARD	W&S Improvements - HOWARD	470,970.03	470,970.03
9053	MLGIP	MLGIP Capital Project Acct		
		Totals:	\$ 10,091,611.23	\$ 10,025,319.50

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.

(112,854.58) In-Transit P/R cleared bank 5/1/19
45,924.54 P/R State Tax Overprint & P/R in-transit 5/1/19
638.31 In-Transit 5/1/19
Deposit for HRA moved to Health Account
See Bank ID - GL #8025
See Bank ID - GL #8038

Comparison of Local Impact Funds Receipts
FY19 vs FY18

	FY19	FY18
July	117,415.72	125,444.95
August	125,216.01	118,922.40
Sept	119,186.43	112,816.87
Oct	111,131.15	112,780.81
Nov	103,562.43	110,045.80
Dec	119,666.29	154,790.28
Jan	103,988.29	62,807.87
		(FY18 Jan was adjusted for overpayment in Dec)
Special Allocation	70,000.00	70,000.00
Feb	114,891.10	111,872.51
Mar	135,993.79	135,190.06
Subtotal to date	<u>1,121,051.21</u>	<u>1,114,671.55</u>
April		131,480.29
May		129,117.82
June		125,974.06

Planning & Zoning Department

May Staff Report – June 4, 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; notice received the hearing has been scheduled for 1:30 p.m. on Wednesday, September 25, 2019, at the Circuit Court in Elkton.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Amendment to General Development Plan approved; in negotiations with prospective businesses.
- **5th Company Brewing LLC:** New roof installed and exterior painting; architect and engineer are working on redevelopment plans; engineered 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 28th 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; foundation steel require engineer certification before construction start.
- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook; engineers continue with site design: storm water management, water and sewer, circulation road and parking lot, landscaping, subdivision; anticipate subdivision plat review in June.
- **Habitat for Humanity Susquehanna:** organization devoted to building and repairing homes in partnership with qualifying families; purchased 2 lots on Richmond Street; Habitat has entered into an agreement with Cecil School of Technology to purchase the homes they build and the first one was placed at 524 Richmond Street; it was an all-day event on a Saturday in April when the house was moved in sections and placed on the foundation by crane. Volunteers are encouraged to participate with the build Wednesday-Saturday from 8am to 3pm and no experience is required beyond a helping hand, with a great team of construction supervisors to teach you everything you need to know. Volunteers can sign up online at <https://habitatsusq.org/volunteer-with-habitat/construction-volunteers/>.

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	16								
<i>Violation Letters</i>	56	11	31	9	13								
<i>Citations</i>	4	3	5	3	2								
<i>Rental Licenses Issued</i>	117	32	8	5	2								
<i>Other</i>	Total of 698 Rental units registered for 2019												

Code Enforcement Training:

- 3 of 6 Webinars taken for Property Maintenance

Landlord-Tenant Board:

- Looking at possible changes to code.

Planning Commission: No meeting held in May.

P&Z Meetings/Events:

- 5/2 attended Maryland Tourism Coalition seminar held in Chesapeake City; MTC's mission is to connect, educate and represent Maryland's tourism industry.
- 5/8 Leadership meeting; quarterly meeting with Hollywood Casino.
- 5/9 met representatives of Critical Area at the boat ramp; they are in the process of remapping Cecil County's Critical Area boundary line and needed visual inspection of the wetlands area near the boat ramp to determine changes/adjustments; met with representatives from Union Hospital to discuss recent survey results.
- 5/16 participated on a grant review committee for Façade Grants in Chesapeake City.
- 5/16 attended the School of tech meeting with Dr. Lawson
- 5/21 meeting with Critical Area Commission to introduce new planner assigned to our area; to provide assistance in reviewing building permits in the Critical Area, education and guidance on implementing Critical Area requirements.
- 5/22 attended Greenway meeting.
- 5/23 meeting to discuss opportunities for partnerships and creating awareness of AAA.

Other:

- Working on revisions to codes.

Zoning Certificates: 14 certificates approved; 0 for roof mounted solar panels.

Grants:

- 501C and revitalization grants awarded- projects in process.
- Business Development Grant- Final awards made, projects in process.
- Façade grant formally closed with DHCD, all projects complete.
- DNR Grant progress-Courts to begin resurfacing June 1.
- Applied to SHA Parks and Rec. grant for stormwater expenses related to the trail project at the Community Park.

Economic & Community Development:

- 5/1 – Visited the 4th graders at Good Shepherd to give out prizes who participated in the essay contest.
- 5/3 – Opening day of the Farmers Market.
- 5/8 – Quarterly meeting at the Casino.
- 5/17 Met with Sandi and Brian from BGE, gave them a tour of Perryville area and highlighted areas with projects going on or will begin shortly.
- 5/24 – Volunteered at the job site for Habitat for Humanity (Team Building Day).
- 5/28 - Met with Lauri and Bambi from Havre De Grace to discuss partnering for events in the near future.

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

Upcoming Events:

- 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
- 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):

- 5/9 Monthly meeting with Director.
- Donations collected bi-monthly.
- Speaker Series events planned with 3 upcoming; 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
- Scheduled Cecil Chamber meet and greet for 9/5/19
- George Washington Exhibit set to be delivered June 14th, displays re-organized to accommodate.

- 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. Construction of the concession building has started. The site drainage system is completely built. The site should not experience further flooding issues. The SWM for some a few of the ponds needed to be redesigned due to engineering grading errors. These re-engineered ponds should function normal when built now. 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
 - Created a bare bones minimum cost estimate for Cecil Avenue with only pavement and a roadside ditch. No additional utilities such as drainage pipes, water, or sewer.
- 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. Designing the LSHG trail with horizontal and vertical alignments and drainage ditch 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 MAY 2019

CURRENT PROJECT(s)

No u-turn signs were placed at the new Royal Farm Store on Perryville Road. Appears the number of u-turn violations have decreased.

Detective Hoffman is working on ID cards for the town employees. Most departments are complete.

Working with DES on the final stages of replacing our Radio System with Maryland First. Should be issued within a week or two

Construction is still going on at the Cifaldo Building preparing for the move from Otsego Street.

MONTHLY MEETINGS/TRAINING ATTENDED:

Ofc. Kennedy and I attended Take your wheels to school day to show off our police vehicles.

Attended the monthly town hall meeting.

Field Day at the Perryville Elementary School.

Career Day at the Perryville Middle School.

Attended Leadership Meeting at town hall.

New police officer and crossing guard hired.

Met with Tim Shea about the upcoming music fest on June 1st.

Met with the promoters of the Susquehanna River Run.

Qualified with our weapons at the Havre de Grace Police Pistol Range.

Field Day at the Perryville Elementary School.

Perryville Police Department Monthly Police Report
May, 2019

	March	April	May	Year to Date 2019		
ROBBERY	0	0	0	0		
ASSAULT	4	1	6	18		
BURGLARY	1	1	4	7		
THEFT	3	4	3	15		
Auto Theft	0	0	0	0		
CDS	8	6	5	35		
DISORDERLY	0	1	1	4		
MDOP	1	1	0	5		
ADULT ARREST	16	20	18	107		
JUVENILE ARREST	4	4	6	19		
Referrals to Outreach	0	0	0	0		
CITATIONS	29	30	6	163		
WARNINGS	120	395	39	693		
SEROS	6	47	1	91		
ACCIDENTS	5	2	9	38		
52 (Investigated)	1	1	5	10		
89 (no Investigation)	4	1	4	28		

May 29, 2019

Perryville Police Department

Outreach Program

Town Report

May 2019

Overall Monthly Attendance: ~~459~~ 512

Active Members: 34

Number of New Referrals: 0

Number of New Members: 1

Announcements

This Month we were visited by Ms. Jane for a Mother's Day craft in celebration of Mother's Day. We attended Drug Free Cecil's Drug Free Rally. We completed our CATCH program and submitted our grant reimbursements for the program. We celebrated Police Week by sending thank you cards to our officers, lollipops, and thin blueline doughnuts. For Teacher Appreciation week we sent in candy bags for our member's teachers to enjoy. Mold remediation has finally finished at the Cifaldo Center and construction can resume ASAP. We planted our portion of the community garden and cannot wait to see what vegetables it brings us. We are working with Chief Miller and Sargent Nitz to get together a Youth Advisory Council this summer. We already have five applications for the program. We received donations from community volunteers and the legion this month. We are celebrating some of our Senior members graduations this week. We would like to publicly congratulate them for their accomplishments. This upcoming month we will be reaching out to both the Police Department and Fire Department in preparation for National Night Out. National Night Out will be on August 6th.

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 - May 2019

PUBLIC WORKS:

Projects/Other Events:

- DPW employees have replaced some rotted pieces on a historic railroad cart and returned it to be displayed at the Railroad Museum on Broad Street.
- The Cifaldo Community Center remediation has been completed and work continues towards the goal of relocating the Outreach Program.

Paving/Sidewalk Repairs:

- Reported potholes around town continue to be temporarily patched.
- Large sections of Bayscape Drive have been repaired in preparation of an overlay.
- A section of River Road was patched and overlaid.
- Ingleside Avenue (From Cedar Corner Road to Harvest Lane) has been patched and overlaid.

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.
- Contractor is scheduled to continue inspecting wastewater collection lines in the downtown area.

Training:

- Staff has taken online training through LGIT.
- DPW Asst. Sup. attended the annual MRWA Conference. He (Phillip Meekins Jr.) also received the award of "Distribution Specialist of the Year".

Town Events:

- N/A

Weather Related Events:

- N/A

Vehicle/Equipment Maintenance:

- New hoses and other parts were replaced on the Vac Tank so that it will operate more efficiently during water leak events.
- DPW continues grass cutting maintenance around town owned buildings and properties.
- 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 has mowed the steep embankment along Frenchtown Road and is now cutting rough areas of Ice House Park

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 obtained a quote to install a fence along a steep park of embankment near Stump's Point
- Quotes have been received for the Basketball/Tennis Courts resurfacing project and the work is set to begin at the start of June.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- 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

May, 2019

Wastewater:

Plant Influent Monthly Flow:	25.78 Million Gallons
Plant Effluent Monthly Flow:	28.20 Million Gallons
Veterans Center Monthly Flow:	8.63 Million Gallons

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

Activities:

1. Awaiting revised denite filter PER report from GMB Engineers
2. Continue feeding ferric chloride chemical as a test to reduce the amount of aluminum in the effluent discharge
3. A ferric chloride chemical line separated sometime during the night on May 7th and leaked 1,000 gallons of chemical onto the floor and down the drain back to the plant headworks. This caused a kill off of the biological process in the SBR basins.
4. Had 80,000 gallons of mixed liquor seed sludge hauled in from the Aberdeen WWTP to re-seed the SBR biological process
5. Installed a 100 gallon day tank to feed ferric chloride
6. Continue evaluation of new NPDES permit testing requirements
7. Awarded bid to HEPACO, LLC for the removal of reed bed sludge
8. HEPACO, LLC scheduled to begin work on May 29, 2019
9. Lee Foundation completed work installing sluice gates in the chlorine contact tanks
10. G. Smith attended the annual Maryland Rural Water conference
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

May, 2019

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Water:

Plant Raw Water Monthly Flow:	10.4 Million Gallons
Plant Finished Water Flow:	8.5 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

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

Activities:

1. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations
3. Clearing overgrowth off fence line & applying weed killer
4. Working on completing annual Consumer Confidence Report
5. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
6. C. Burns is registered to attend the annual AWWA Short Course
7. Ordered a new valve actuator drive for filter #1 basin drain
8. Repaired two chemical line leaks
9. Monthly housekeeping was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers