

Staff Reports from Town Meetings

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Town Administrator's Report

September 3, 2019 Town Meeting

08/06 Prepared for and attended Town Meeting.

08/07 Held a Leadership Meeting with Department Heads. The following topics were discussed:

- Departmental Reports
- Review of Town Meeting / work session
- Implementation of the Recovery Contingency Plan -The staff reviewed the plan and their comments were incorporated and an updated plan distributed; the next step is to implement.
- Continued Planning for Active Shooter Preparedness – We are putting a basic plan into place while we work on a more detailed plan.
- Tabletop Exercise of the Emergency Response Plan – A Hurricane Preparedness exercise will take place on **Sept. 12th at 3pm in the Town Hall Meeting Room.**
- upcoming events

The next meeting is scheduled for **September 11th at 10am**. If any of the other Board members have a topic of discussion for this meeting please let me know.

08/08 Attended a staff coordination meeting for connection fee collection, meter installation and billing

08/15 Prepared for and attended a meeting with residents of Cecil Avenue Extended. Mayor Ashby, Commissioner Linkey, Aaron Ashford, Dianna Battaglia, and Ralph Ryan also attended the meeting. We discussed what needs to be done now that Cecil Avenue Extended has been declared a town road and what the town's future plans are for road improvements.

08/20 Prepared for and attended the Mayor and Commissioner 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. I wrote the draft Request for Bids and contacted a landscaper to design the landscaping around the sign, Ralph prepared the footings design. The landscaping design is almost complete. A concept design and plan list were provided, but the Town requested a change to the orientation of the sign. Once the amended landscape design is done, we will be ready to bid this project. **NO UPDATE:** The revised landscape design has been received and the project is ready to be bid.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to Maryland Public Information Act Requests. 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.

Empower Maryland – Delmarva Power

- Tunde Asere the Program Manager for the Energy Efficient Communities Program has been helping the Town through the processes to get Empower Maryland Grants (his predecessor Agbesi Akpedonu had been very helpful too).
- Brian Sharpe, DPW Crewperson, attended a 2-day Building Re-Tuning Course at Cecil College. The course cost was \$700, but under the Energy Efficient Communities Program, the town applied for a grant reimbursement to cover the cost of the training (100%).
- Aaron Ashford met with a representative from American Energy Corporation (AEC) to get a proposal for Perryville Town Hall LED Lighting. We plan to work with AEC for another Empower Maryland Grant for the lighting. A brief summary of the benefits of the LED Lighting is shown below:

<u>PAYMENT TERMS:</u>	Price =	\$11,881
100% DEPOSIT to Start = \$1,973	Incentive =	\$9,968
	Net Cost =	\$1,973
	Annual Savings =	\$1,097/yr
	Simple Payback =	1.8 - YEARS

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:**

- Ralph and I put a significant amount of work into an application for grant funding through the USDA. We also consulted with Debbie Laubach for financial information for the application and Dianna Battaglia as Flood Plain Manager for the Town. The funding program is called Emergency Community Water Assistance Grants (ECWAG). Rasheeda Onasanya and Charlene of USDA have been extremely helpful as we worked through the cumbersome application process.
- Ralph Ryan, Dianna Battaglia and I also completed and submitted forms to MDE to start the State Clearinghouse process for the grant funding through MDE. MDE confirmed via a letter that the Clearinghouse process has started for the project.

Green Team The team met on August 14, 2019 at 5:30 p.m.

- The Green Team is in the process of planning a Town Sweep Event and creating a sub-committee called **Keep It Clean (K.I.C.) Perryville**. The Town Sweep will bring the community together to pick up litter and trash from the streets and it will be the kick-off for K.I.C. Perryville. K.I.C. Perryville is a group of citizens that regularly clean up Perryville. **The date for Town Sweep is Saturday, November 2nd**. We plan to clean up Broad Street, Aiken Avenue, Roundhouse Drive and Otsego Street. We will meet at 9:00 a.m. at Lower Ferry Park to get street assignments. The clean-up will go from 9:00 a.m. – noon. And then lunch will be provided at noon at Lower Ferry Park. Pre-registration will be available, but if you don't pre-register, you can register in-person at Lower Ferry Park beginning at 8:30 a.m. on Nov. 2.
- Town Sweep and future K.I.C. Perryville participants will be provided with gloves, bags and hi-vis green t-shirts with our new logo on the front. Here is the new logo:



- Battery Recycling Boxes have been received. You can now recycle your batteries at Perryville Town Hall in the main office lobby, and in the meeting room on meeting nights. A press release is forthcoming.
- Perryville was the recipient of a **Keep Maryland Beautiful – Margaret Rosch Jones Grant**. The Grant is covering \$1,250 of the costs associated with the Battery Recycling Boxes and the Town Sweep Event. Our thanks to KMB for providing us funding to help us to meet our goals!

Our next Perryville Green Team meeting is scheduled for **Wednesday, October 9th at 5:30 p.m.** in the Perryville Town Hall Meeting Room (515 Broad Street, Perryville – park behind the building and enter through the ADA ramp door). We are looking for more people to join us on this team. For more information visit the Green Team page of the Town's website here: <https://www.perryvillemd.org/perryville-green-team>.

Greenway NO UPDATE Prepared for and attended the Greenway Meeting on July 24th at 10am. The next Greenway meeting is tentatively scheduled for September 25th 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:**

- Here is the link to the Town's webpage for stormwater management: <https://www.perryvillemd.org/stormwater-management>. Atlantic Broadband set up extension 5000 on our phone system so that we now have a Stormwater Management Hotline for the public to call after hours to report stormwater concerns and illicit discharges. The main phone message has been updated to reflect the new extension.
- Commissioner Reich, Ralph Ryan and I attended CWEA training for MS4 at the Bel Air Armory on the 13th of August.
- Aaron Ashford met with KCI representatives to start the Storm Water Pollution Prevention Plan (SWPPP) for the Public Works Building.

Mosquito Spraying – NO UPDATE

The Town of Perryville is participating in the Mosquito spraying program in July and August of 2019. The spraying takes place on Wednesday mornings just after midnight. This information has been advertised on Perryville's website, social media accounts and community boards. For more information including information about the mosquito control program and how to be exempted from spraying, please visit the State's website: <https://mda.maryland.gov>, from there, select Plants/Pests at the top of the screen and then Mosquito Control on the left side of the screen.

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.
- 08/09 Attended a meeting with Commissioner Linkey, Ralph Ryan and Darrel Allen of Rocchi Construction regarding the L.L. Field project.
- 08/12 Attended a meeting with Commissioner Linkey, Ralph Ryan, Darrel Allen, John Albanese, Mike Knell, and Harry McMillan regarding the L.L. Field project. Followed up with an email to Phil McWilliams of Rocchi asking for prices on the requested changes. It looks like the project will come in an **estimated \$15,000 over budget** (I am still waiting on cost estimated).
- 08/23 Ralph and I had a conference call with ARRO regarding the L.L. Field Construction Project.

Town Hall Phase III – NO UPDATE – Project on Hold

- 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. 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 – NO UPDATE

The Retainer Agreement with the Kane Law Group et al has been executed. Mr. Kane will be sending us a fact sheet to complete in the near future. Other than that, he said that the lawsuit is progressing quickly.

PIRD Decision NO 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 and LGIT has paid that invoice. On June 20th the petitioner's attorney, Maureen Danos, filed a "Memorandum in Support of Applicants' Petition for Judicial Review" with the Court. Mr. Sussman has reviewed the document and will be preparing a response.

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. 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. **UPDATE:** 08/19 Ralph Ryan and I participated in a conference call with State Highway and Cecil County Government representatives regarding the sidewalks on MD222. The project is on hold until the State approves the amendment to the Sustainable Communities Plan Boundaries for Perryville and Cecil County. If the amendment is approved, then the Town/County will only need to fund Right-Of-Way acquisition costs and not any of the construction costs. Both the Town and County budgeted for R-O-W acquisition costs, but not construction costs.

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:** This ordinance was discussed at the July work session. Resulting from that discussion, the following requests were made to Mr. Sussman for updates to the ordinance to be prepared for the Sept. work session:

- Make sure that this ordinance is updated to deal with the new FCC regulations (18-133).
- The Board does not want small cell facilities to be in residential areas, particularly in alleys and 'paper roads' that are behind homes.
- The Board recognizes that small cell facilities need to be in the Town Center (TC) zoning district, which is a mix of residential and commercial properties. They requested that those facilities be required by the ordinance to blend into their surroundings.

Training

NO UPDATE 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, we are down to 8 employees that still need to take the training.

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

UPCOMING EVENTS

See the Planning and Zoning Department Report for a comprehensive list of Upcoming Events.

Assistant Town Administrator Report for the September Town Meeting

EMPLOYMENT

We have filled the WWTP job and the employee is starting September 3, 2019.

We have hired a new Officer. He started on August 19, 2019.

We have interviewed and hired for the Code Enforcement Officer position.

We have advertised for the parks department opening.

MISCELLANEOUS

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

Worked on water/sewer issues.

MEETINGS

August 7, 2019 – Attended Dept. Head Meeting.

August 26, 2019 – Attended the Ribbon Cutting Ceremony for Outreach's new building.

August 27, 2019 – Ethics Committee Meeting.

**Treasurer's Report
Town of Perryville, Maryland
September 3, 2019**

-Projects:

- **Boat Ramp Honor Box**

- April-June 2017 Collections from Honor Box- \$1439.00
- July, 2017 -June, 2018 - \$6336.00
- July 2018- June 2019-\$6,753.50
- July-August 2019 -\$3536.95
- Total to date: \$ 18,065.45

- **FY 20- Financial Statements**

- Currently preparing all financials up to date. Will make changes for adjustments for FY19 and rollovers to FY20 as needed after audit.

- **FY 19 -Audit**

- Auditors were on site for two weeks and conducted substantive tests of transactions and account balances and analytical review procedures. The points mentioned in last years Management letter had been addressed by the Finance staff this year and corrected.
- A letter of recommendations, based on the FY19 audit will be sent shortly. (if applicable)
- The auditors are scheduled to deliver a draft of the audited financial statements by September 30, 2019 and the final audit by October 31, 2019.

- **Meetings Attended**

- I talked to a representative from Granite Telecommunications to discuss options with their plans for land phone lines and internet. This would affect the lines for both the Water and Sewer Plants. Granite would be a second party vendor using the existing phone lines. Approximate annual savings would be \$1,300.
- Currently in the process of converting our cell phones over to another Verizon plan. Saving would be approximately \$200 month and new plan would include additional features.

- **Organization of computer files**

- Continued working on organizing computer files for Finance Dept. Purged files as needed.

- **Personnel training**

- Continued training Deb Hill in the Senior Accounting Clerk position. Crossed trained her in preparation of some of the auditors requested spreadsheets.

**Treasurer's Report
Town of Perryville, Maryland
September 3, 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.

July, 2019 Statistics:

- 197 purchase orders were processed totaling \$1,195,076.74
- 154 Accounts payable checks were processed totaling \$1,078,681.77
- 21 A/R invoices totaling \$171,912.59
- We have received the LIF funds for May and June 2019. Life to date (Sep-10 to Jun-19) slot revenue received \$12,685,437.83.
Received for Fiscal Year 2019 to date- \$1,492,957.98. **Original FY19 budget forecasted \$1,400,000 (excluding rollover of prior year funds.)**

Planning & Zoning Department

August Staff Report – September 3, 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. CURRENT STATUS: Dwight Thomey is working through issues with the owner of Fairgreen Apartments.
- **Frenchman Land:** Site ready for construction; owner has indicated he will be moving dirt to be able to move forward with construction. CURRENT STATUS: No update.
- **Cedar Corner:** Property purchased by Michael Palmisano; owner is working on plans for property development; developing phasing sequence. CURRENT STATUS: No update.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Pushing for demolition of the old bar site; Cecil Co issued Final Notice letter of unsafe conditions and property owner has indicated to the county it is their intention to obtain required permits for demolition.
- **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. CURRENT STATUS: Owner/developer has submitted an alternative "Concept Plan B" for the site, to be reviewed and discussed by the Planning Commission.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Amendment to General Development Plan approved; in negotiations with prospective businesses. CURRENT STATUS: No update.
- **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. CURRENT STATUS: kitchen/brewing equipment has been ordered.
- **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. CURRENT STATUS: No update.
- **Owens Marina:** Auction that was scheduled for March 28th was cancelled; owner of Tiki Lee's made an agreement with the bank. CURRENT STATUS: Settlement completed; no plans have been submitted.
- **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. CURRENT STATUS: Steel girders require compliance inspection; building construction has started with placement of the 1st floor decking.
- **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; meeting held with architects, construction team and town and county departments to review the grading/building construction permit process. CURRENT STATUS: Preliminary Subdivision Plat approved by the Planning Commission at August 19 meeting; site plan continues to move through the process with anticipated ground breaking and construction start mid-December to February pending all approvals obtained.
- **Habitat for Humanity Susquehanna:** organization devoted to building and repairing homes in partnership with qualifying families; purchased 2 lots on Richmond Street; 524 Richmond Street complete and home dedication held July 17th. CURRENT STATUS: Home complete and U&O issued. 526 Richmond Street home construction planned for 2020.
- **98 Mill Creek Road:** continue to process property owner's request for water connection; plans reviewed, Agreement finalized to include plans; coordination with Cecil County. CURRENT STATUS: From Mrs. Ruff in 8/21 email: *"Well, our first weekend on town water was all I could have hoped for and more :)"*

- **Richmond Hills at Charles Street:** Concept Plan for proposed 22 single family dwellings approved by the Planning Commission to proceed to Cecil County for technical advisory review and storm water. CURRENT STATUS: No update.

Code Enforcement:

Issues and complaints are addressed as needed by the P&Z Department. The open position was advertised with a number of qualified applications received. CURRENT STATUS: 3 interviews were held August 27th.

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	5							
<i>Violation Letters</i>	56	11	31	9	13	15		3					
<i>Citations</i>	4	3	5	3	2	3							
<i>Rental Licenses Issued</i>	117	32	8	5	2	3							
<i>Other</i>	Total of 701 Rental units registered for 2019												

Landlord-Tenant Board:

- Researching/reviewing possible changes to code.

Planning Commission: Meeting held August 19th; approved preliminary subdivision request for Chesapeake Overlook.

Planning Commission and Board of Appeals Members: Maryland Planning Commissioners Association will hold its 36th annual conference in Aberdeen on Wednesday and Thursday, November 6-7. The theme for this year is Meeting the Trends, Embracing the Future, and the agenda will be filled with sessions on timely topics that Maryland's citizen planning boards currently and will continue to face. Speaker sessions will include strategies to address emerging trends in the areas of housing, redevelopment, and public engagement. Members are encouraged to attend and registration is required. Please contact P&Z staff.

P&Z Meetings/Events:

- 8/6 participated with the planning committee for the annual employee picnic; met engineers on site at Chesapeake Overlook Parkway for evaluation of road conditions and necessary improvements prior to road dedication.
- 8/7 attended the Leadership meeting
- 8/8 interoffice discussion of new water/sewer connection process
- 8/12 discussion/updates of DNR trail project; inspection of 524 Richmond Street prior to U&O
- 8/14 attended Main Street Quarterly meeting in OC
- 8/15 attended meeting with residents of Cecil Avenue Extended to establish moving forward with road improvements
- 8/20 inspection of 616 Richmond Street renovations prior to U&O; attended work session

Other:

- Continue to research and review for revisions to Town codes.

Zoning Certificates: 5 certificates approved; 1 for roof mounted solar panels.

Grants:

- 501C and revitalization- Grants open for fy20, applications being received
- Business Development- Grant round open for fy20
- DNR Grant progress-Courts project complete; will pickup with Trail portion in October

Economic & Community Development:

- 8/6 – Economic Development meeting at the county office
- 8/11 – Lower Ferry Festival
- 8/23 - Meeting with Danielle from Outreach about partnering for Halloween

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

Upcoming Events:

- September 5 – Cecil County Chamber of Commerce Meet and Greet
- 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
- 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:

- Donations collected bi-monthly.
- Speaker Series events planned with 2 upcoming; tickets available on Eventbrite.
- Tap into The Tavern-tickets are selling.
- Website completed. www.rodgerstavern.com
- Scheduled Cecil Chamber meet and greet for 9/5/19.
- George Washington Exhibit has been returned. Jennifer will research other available exhibits as there was increased attendance during this special event.
- A wedding ceremony is scheduled for September 14th.

- 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.
 - Current devising strategies for Public Education & Outreach and Public Involvement & Participation to implement for the annual report due in October.
- No New Updates Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
- Town Hall Site & Little League
 - Little League site construction of Phase II is ongoing. Currently still doing site inspections and project management. Acquiring the necessary paperwork and permits from the county to demolish the old LL. concession building. Due to change order delays, the project should be completed around mid-September. Ballfield Sod could be installation likely after mid-September.

Curb & Gutter – 100%

Spread in-field mix - 99%.

Fencing – 90%

Paving and walkways – 100%

Structures – 100%

Remaining Bioretention – 100%

Landscaping – 70% (Sod installation)

Final Cleaning – 0%

CMU Walls – 100%

Trusses – 100%

Roofing/Siding – 100%

Interior Framing – 100%

Windows & Doors – 98%

Mech, plumbing, electric rough-in – 100%

Inspection – 80%

Wall close-in – 100%

Wall finish – 98%

Paint – 98%

Plumbing & electrical trim out – 90%

Final cleaning and floor sealing – 0%

Final Inspections – 0%

- 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.
- Fire House Station 16 Water Tie-in
 - Starting the Design of the water main via boring operations and working with the Fire Company and MDE.
 - Submitted grant application to USDA for federal assistance.
- 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** 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
 - Designed the LSHG trail with horizontal and vertical alignments and drainage ditch area analysis. Designed the SWM of the LSHG trail using bioswales and microbioretention basins and submitting to county for approval.



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 AUGUST 2019

CURRENT PROJECT(s)

Michael Reno a retired Baltimore City Police Officer has joined the ranks of the Perryville Police Department.

Detective Hoffman has completed 95% of ID's for the town.

Officers have received the new police radios and advise they are working great.

The Outreach Program has moved to their new location on Susquehanna Ave.

New patrol vehicles were ordered for the police department.

Preparing for the Susquehanna River Run - scheduled for September 28th, 2019.

MONTHLY MEETINGS/TRAINING ATTENDED:

Lt. Budnick attended the monthly meeting at town hall.

Officers assisted with traffic at the Lower Ferry Festival.

Lt. Budnick and I attended the HERC/LEPC meeting in Elkton.

Officer Leas attended the police/fire display at the Perryville Library.

Spoke to a local business about sponsoring a self-defense class for women and seniors.

Assisted the North East Police Department with their Triathlon.

Lt. Budnick attended the Ribbon Cutting Ceremony at the new Outreach building.

Perryville Police Department Monthly Police Report
August, 2019

	June	July	August	Year to Date 2019		
ROBBERY	1	0	0	1		
ASSAULT	6	1	1	26		
BURGLARY	3	3	0	12		
THEFT	5	4	6	30		
Auto Theft	2	0	0	0		
CDS	11	6	13	65		
DISORDERLY	1	0	0	5		
MDOP	0	1	0	6		
ADULT ARREST	22	24	32	185		
JUVENILE ARREST	2	1	0	22		
Referrals to Outreach	0	0	0	0		
CITATIONS	47	87	101	351		
WARNINGS	111	158	88	939		
SEROS	2	20	15	126		
ACCIDENTS	1	5	3	47		
52 (Investigated)	0	2	1	13		
89 (no Investigation)	1	3	2	34		

August 28, 2019

Perryville Police Department

Outreach Program

Town Report

August 2019

Overall Monthly Attendance: 463

Active Members: 61

Number of New Referrals: 0

Number of New Members: 9

Announcements

We had an extremely busy, fun, and exciting month over at the Outreach Program. Our junior staff completed their summer work program, funded by the Susquehanna Workforce Network, and we miss them terribly. They all worked so hard throughout the program and we are extremely thankful for the Susquehanna Workforce Network for providing the opportunity for some of our members to get real life work experience. This summer, as we have in the past, we were lucky enough to work with Cecil County Schools. They provided us with free breakfast and lunch for not only our members, but community members as well. We are forever grateful for their support and look forward to working with them again in the near future. Our members completed various community service projects throughout the summer. This month specifically, our members weeded and collected vegetables from the community garden, weeded the Perryville Elementary School garden, wrote letters to a police officers, and colored letters for service men and woman. Furthermore, some of our members volunteered their time for another nonprofit organization by the name of Cuz We Care. This organization helps families throughout Maryland by providing funeral expenses to families who have unexpectedly lost a child. Our members took this opportunity and flourished with it, to which we are so proud. To reward our members for all of their hard work we took them to Hershey Park, The National Aquarium, and Kilby Cream this month. Additionally, this month, we hosted several events. First, we celebrated National Night Out along with our Police Department and Fire Department. This year we had record attendance and we are eagerly excited to begin the planning for next year. Thank you to everyone who came out, volunteered, and supported us with this event. We also hosted our first annual Stuff a Police Card event. At this occasion, community members had the chance to stuff a police car full of school supplies. We met our goal and then some. With all the donated items, we were able to supply our members and other Perryville students with school supplies. Adding to our busy month, we hosted many summer themed activities at our new home. These include, slip n' slide Fridays, mafia Mondays, crafts with Ms. Jane, water balloon tosses, flag football, and backyard basketball tournaments. We also partook in the summer reading program hosted by the

Cecil County Library. Weekly, the bookmobile arrived at Outreach and members were given the chance to receive a book they would like to read throughout the week. Three of our members received prizes for their excellence in reading. We plan to end this month with an "end of summer" party, to which we hold every year. Here we will grill up some burgers and hotdogs, listen to music, complete crafts with Ms. Jane, and continue celebrating the great summer we had. Finally, we wrapped our summer up with the official opening and ribbon cutting of the new and improved Outreach Program. We would like to thank the Mayor, Commissioners, and Chief Miller for their outstanding support throughout the renovations and move. Also, specifically Aaron Ashford and his crew and Chris Thompson and his crew for the beauty that is our new home. If you have not yet, please come visit and see what a beautiful job all involved have done. Furthermore, everyone who had lend a hand in making this program grow and flourish into what it is today, thank you.

Please go over to Facebook and give our page a like: facebook.com/PPDOP. There you can find our monthly schedule, events, and any activities we are currently up to.

DPW Report - August 2019

PUBLIC WORKS:

Projects/Other Events:

- DPW stained sidewalk, installed 2 signs and security cameras at the new Outreach Location to finish up the last few items of the "Outreach Relocation Project".
- DPW Staff continue to water the new bio retention ponds that have been installed for the Little League project on a daily basis.

Paving/Sidewalk Repairs:

- A few failing sections of roadway throughout town were patched.
- A section of sidewalk along Broad Street that was sinking has been corrected.

Water/Sewer/Stormwater:

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices.
- A contractor continued inspecting wastewater collection lines in the downtown area. The inspection is complete and we are waiting on the final report to begin making needed repairs/improvements.
- The correct impeller arrived for the #3 pump at Front Street pump station. The final installation of that pump should take place in the near future.

Training:

- Employees continue to take online safety training through the Local Government Insurance Trust.
- An employee attended a "Building Retuning" training at Cecil College. Training teaches employees how to make buildings more energy efficient.

Town Events:

- Employees set up and cleaned up for the "Lower Ferry Festival"
- Employees installed a banner for the upcoming "Tap in to the Tavern" event at the end of Lower Ferry Pier.

Weather Related Events:

- Employees reported for minor issues during a storm event.

Vehicle/Equipment Maintenance:

- Employees continue 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.
- DPW staff continues working extended hours for the remainder of the summer. The new hours will be from 6:00 a.m. until 4:30 p.m., Monday - Friday.

PARKS AND RECREATION:

Projects/Town Events:

- The staff is continuing to look into options for replacing the backboards at the Community Park since the courts have been resurfaced.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Staff has continues 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:

- Employees continue taking online safety training through the Local Government Insurance Trust.

Rodgers Tavern/Lower Ferry Pier:

- N/A

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

August, 2019

Wastewater:

Plant Influent Monthly Flow:	23.20 Million Gallons
Plant Effluent Monthly Flow:	21.31 Million Gallons
Veterans Center Monthly Flow:	9.71 Million Gallons

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

Activities:

1. Received response letter from MDE requesting the Town perform additional stream and effluent monitoring for hardness, dissolved organic carbon and pH to re-evaluate the proposed NPDES permit effluent aluminum limit
2. Repair shop replaced the motor leak seal in raw sewage pump #1
3. Adjusted both SBR decant weir closing settings to obtain better seal
4. Marinos Industrial Electric corrected corroded wire problem with raw sewage pump #3
5. Scheduled vacations occurred
6. Amtrak completed the removal of the trees behind the raw pump station and screening building
7. Researched funding options to replace scada system quoted at \$45,000 from Marinos Industrial Electric
8. Job offer was made and accepted for the WTP/WWTP open position
9. Scheduled new hire required first day training
10. Resolved multiple scada issues during the month
11. Influent, effluent and VA flow meters annual calibration was completed
12. Ordered various backup/spare SBR control parts
13. Monthly tank cleaning was performed
14. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
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Water:

Plant Raw Water Monthly Flow:	11.6 Million Gallons
Plant Finished Water Flow:	10.3 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations
2. Annual power washing of the raw water intake screens and inspection of the vaults was completed by Walker Diving
3. Based on the most recent four cleaning events of the raw intake screens and vaults, I recommended to the Town Administrator to budget this work every two years
4. Installed three new turbidity meters to replace existing discontinued units
5. Annual maintenance of both air compressors was completed by Quincy Compressor Service Co
6. Preparing to have contractor replace a leaking 6 foot section of 4" stainless steel piping leaking at various weld joints
7. 2PSC completed annual supervac out of the raw pump station water vault and recycle reject tanks
8. Replaced a 3" section of PVC piping to the CIP tank that burst overnight on August 3rd
9. Ordered new air dryer for discharge side of air compressors
10. Monthly housekeeping was performed
11. Scheduled preventive maintenance was performed
12. Tested all emergency lighting & monthly check of fire extinguishers