

Staff Reports from Town Meetings

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- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Town Administrator's Report

October 1, 2019 Town Meeting

09/02 Prepared for and attended Town Meeting.

09/05 Attended the Cecil County Chamber of Commerce Business Card Exchange that Perryville hosted at Rodgers Tavern. It was a very nice event. I was able to re-connect with existing business partners as well as make new connections.

09/07 Volunteered at Tap into the Tavern. This was a very nice event and I look forward to next year. Amanda Hickman and I were selling tickets at the entrance and we received a lot of positive feedback.

09/11 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, water and sewer door hangers, reservoir, review of town meeting / work session, recovery contingency plan implementation, hazard mitigation plan implementation, active shooter – continue planning – all, iso report from fire co., table top exercise of emergency response plan - hurricane

The next meeting is scheduled for **October 9th at 10am**. If any of the other Board members have a topic of discussion for this meeting please let me know.

09/12 Prepared for and attended the Emergency Response Plan Tabletop Exercise for Hurricanes. It was held at the Police Department Conference Room and included Mayor Ashby, Department Heads and some additional staff, and Chief Willis from the fire company. It was a good meeting and it allowed us to tweak our Plan to be better prepared in the event of a major hurricane. Cathy McCardell followed up the meeting by updating the plan.

09/13 Responded to a 9/5 request from Amy DiPietro regarding a water and wastewater allocation request change for Great Wolf Lodge. I am waiting on a response to that letter.

09/13 Attended the employee picnic – thank you to the Mayor and Commissioners for making this happen.

09/17 Prepared for and attended the Mayor and Commissioner Work Session.

09/19 Attended the Maryland Dept. of Transportation pre-tour meeting at the Cecil County Government building. For Perryville, in addition to ensuring that the State had a copy of the Transportation Priorities letter that was sent to the Secretary in March, there was some discussion about the funding for the sidewalks on MD222 from Clayton Street to St. Marks Church Road. Presently, that project is on hold until and if the State approves Perryville's request to amend the Sustainable Community Boundary. Originally, the Town and County were only to purchase the rights-of-way, but somehow that changed and were informed that we would have to cover some of the construction costs as well unless the project was within the Sustainable Community boundary. Perryville passed a Resolution in May to amend the Sustainable Community boundary. Al Wein is checking on the status of the County's amendment. The representatives from SHA that were present had a different understanding of the funding

requirements for the sidewalks. I followed up the meeting by sending information to Steven Miller of MDOT.

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; Christy Michaud prepared a landscape plan and Ralph Ryan prepared the footings design. the project is ready to be bid. **UPDATE:** Deb Gilbert (formerly Deb Hill) is working on learning the newly overhauled EMaryland Marketplace (EMMA) so that the project can be posted for 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 to go over operations and issues as they arose.

Empower Maryland – Delmarva Power

- The proposal from American Energy Corporation (AEC) has been signed. AEC will apply for the grant through Delmarva's Empower Maryland Grant program. If it is approved, AEC can install 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

The drinking water well at Station 16 is contaminated. The Fire Company requested to connect to the Town's water system. The Mayor and Commissioners approved the request but not the funding to construct the line. A request was submitted to Cecil County to amend the Master Water and Sewer Plan to include Station 16 in Perryville's water service area. The County approved the amendment to the Plan. Ralph Ryan, P.E. prepared a preliminary engineering report for the project and Ralph and I submitted a grant application in January of 2018 to MDE for the project. A Drinking Water Grant for 1/2 of the project cost up to \$140,000 was received from the Maryland Department of the Environment. The project just went through the State Clearinghouse and comments have been received and will be addressed at the appropriate time. An application was submitted on August 27th for a USDA Emergency Community Water Assistance Grant (ECWAG). **UPDATE:**

- As a condition of the USDA ECWAG application, a public notice and public hearing needs to be held for the project within 60 days of the application. Therefore, a notice was published in the Cecil Whig on 9/13 and 9/20 that a public hearing is scheduled for October 1. Additionally, notice of the hearing has been placed in Town Hall, on the Town's website, Facebook and Twitter accounts and the Community Boards.

Green Team

- 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.
- 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.
- 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 Attended the Greenway Meeting on September 25th at 10am. The next Greenway meeting is tentatively scheduled for November 27th at 10am in the Town Hall Conference Room. The Greenway committee applied for and received a grant to pave a section of trail. We are waiting for response to a separate grant application submitted by Amanda Hickman to pay for the stormwater associated with that trail paving before moving forward with the project. If you would like to join the Greenway Committee, please call Town Hall at 410-642-6066 and provide your contact information. We are always looking for new members.

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, Dianna Battaglia, Amanda Hickman and I met with KCI staff on 9/27 to work on the year 1 report to MDE and to work on year 2 requirements.

Municipal Complex:

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

Phase II Little League Field (Trego Field)

- Construction of Phase II of the project is nearing completion. Please see Ralph Ryan's report for more comprehensive information on the status of the project.
- 09/10 Ralph Ryan and I had a conference call with Phil McWilliams about change orders and the schedule.
- Public Works and Parks staff has been watering the mitigation plantings, the plants in the bioretention areas and the sod that was just installed beginning 9/23. **Our thanks to Public Works and Parks for their extra efforts to assist with this 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:

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. **UPDATE:** A Fact Sheet requesting information was sent to the Town. This was completed by Cathy McCardell, Chief Al Miller, Danielle Hemling and me and returned to the attorneys on Sept. 20th.

PIRD Decision

On March 11th, Perryville received notice that a Judicial Review of the Planned Infill Redevelopment District (PIRD) decision made by the Board at the February Town Meeting was filed with the Circuit Court for Cecil County on March 6. 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. **UPDATE:** The hearing was held on Sept. 25th and as of this writing (9/26), the Judge has not issued a decision. However, he stated that he would do so within a few days of the hearing, so we expect to receive his decision very soon.

Property Dispute Issue

8/27 MPIA request was submitted by Mr. Maggiore

9/4 Email sent to staff requesting that they check to see if they have any documents responsive to the request. (note: I was out of the office when the request was sent in and I returned on 9/3)

9/10 All staff responded to the email by Sept. 10

9/10 The MPIA response was sent to Mr. Maggiore, in part via email and a disc with files was also mailed on the same day.

9/10 Met with Mr. Charles Maggiore

9/10 Fred Sussman (via phone), staff and I met to discuss the issue

9/17 Participated in discussion with Mayor and Commissioners consulting with legal counsel

9/18 Cathy McCardell and I met with Mr. Maggiore and Mr. Lowery

9/26 Cathy McCardell and I met with another County resident about the reservoir

Road Dedication

Worked with consultants AECOM and Mr. Sussman, Esq., staff Dianna Battaglia and Aaron Ashford, and Amy DiPietro of MRA to ensure that everything that needs to be done to take over Chesapeake Overlook Parkway as a town road is done properly. This includes punch list repairs, deed, plat, legal description and other related agreements and documents.

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. 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. **UPDATE:** This topic was discussed at the Maryland Dept. of Transportation Pre-Tour meeting. Please see the 9/19 note on page 1 of this report for information about the discussion and follow up.

Small Wireless Facilities Ordinance NO UPDATE

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. 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

- Active Shooter Training - 15 employees attended ALICE training on September 18. All but 4 employees have taken either ALICE or CRASE training. We are looking for another source to get the training for those four employees.
- Four employees took a total of 13 training courses through the LGIT online training portal during the month of September.

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

UPCOMING EVENTS

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

Assistant Town Administrator Report for the October Town Meeting

EMPLOYMENT

Code Enforcement Officer started on September 3, 2019.

WWTP Operator III started on September 3, 2019.

The parks position is still opened.

We have posted the Public Works Crewman I in house.

MISCELLANEOUS

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

Working with IT, Onsite Computers, to get faster internet and purchasing space on the Cloud for Edmunds system.

MEETINGS

September 11, 2019 – Attended Dept. Head Meeting.

September 12, 2019 – Attended the Table Top Exercise

September 13, 2019 – Attended the Employee Picnic. Thank you, Mayor & Commissioners, for the Picnic.

September 17, 2019 – Attended the Work Session.

September 18, 2019 – Attended ALICE Training at Cecil County.

September 18, 2019 – Denise and I met with Mr. Maggiore and Mr. Lowery about the Reservoir. Information about this meeting is in Town Property under Reservoir.

September 26, 2019 – Denise and I met with a County resident about the Tractor Trailers on Reservoir Road and about the Reservoir.

**Treasurer's Report
Town of Perryville, Maryland
October 1, 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-September 2019 -\$4950.95
 - Total to date: \$ 19,479.45
- **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**
 - The Auditors completed their on-site audit at the end of August.
 - We are currently working on the draft of the MD & A.
 - 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**
 - Attended the Tabletop emergency response exercise.
 - Participated in ALICE training.
- **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.

Current/Future Projects

- Work with the Police Department to establish the best method of disposing of old furniture and equipment.

**Treasurer's Report
Town of Perryville, Maryland
October 1, 2019**

- 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.

August 2019 Statistics:

- 234 purchase orders were processed totaling \$447,250.52
- 109 Accounts payable checks were processed totaling \$420,924.54
- 15 A/R invoices totaling \$16,635.17
- We have received the LIF funds for July 2019. Life to date (Sep-10 to Jul-19) slot revenue received \$12,809,612.77
Received for Fiscal Year 2020 to date- \$124,174.94

Planning & Zoning Department

September Staff Report – October 1, 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; developing phasing sequence. CURRENT STATUS: Engineer is working on plans for the project.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Cecil Co issued Final Notice letter of unsafe conditions on the parcel that was formerly Bob's 3 Cs; property owner has submitted Zoning Certificate 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 and was approved by the Planning Commission; allows developer to move forward with plan.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Amendment to General Development Plan approved; in negotiations with prospective businesses. CURRENT STATUS: roadway improvements to be done, cost estimate and LOC provided to move forward with dedication as a town roadway.
- **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: bank approved and plans are being finalized.
- **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: demolition of the existing house planned for end of August; anticipate rebuilding of docks/piers to start in November.
- **Owens Marina:** purchase complete; CURRENT STATUS: 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: building construction has started with placement of the 1st floor decking; Elevation Certificate received as compliant to floodplain regulations.
- **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: Final Site Plan submittal in October for review and approval by legislative board; continue 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: 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: as-built plans pending.

- **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:** Storm water plans have been submitted to Cecil County for review and approval of concept.

Code Enforcement:

Amanda Paoletti was hired as the Town's Code Enforcement Officer and started work September 3rd.

Amanda worked for Cecil County Planning and Zoning for 11 years, where she was the Forest Conservation Coordinator as well as the approving authority on Major Site Plans. After leaving the County she moved to Virginia where she was hired as a Planner II for Accomack County. There she oversaw plans review as well as code compliance, largely dealing with Confined Feeding Operations (CFOs – Poultry).

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			18				
<i>Violation Letters</i>	56	11	31	9	13	15		3	17				
<i>Citations</i>	4	3	5	3	2	3			3				
<i>Rental Licenses Issued</i>	117	32	8	5	2	3			2				
<i>Other</i>													

Landlord-Tenant Board:

- Flyers have been posted to notify the public that the Town is actively seeking volunteers for the landlord-tenant board.

Cecil Cares

- In cooperation with the County, the Town is Sponsoring a "Clean up Heather Lane" event on October 5th as part of the "Cecil Cares" program. This project aims to clean up some of the litter at the bottom parking lot of Heather Lane. Not only will this make the area more appealing to potential tenants of the vacant restaurant, but it will also count towards education requirements for the Towns storm water management program.

Planning Commission: Meeting held September 16th, approved concept plan for 68 Heather Lane to move forward with the proposed mixed-use layout of residential and commercial.

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:

- 9/6 met property owner/engineers at Chesapeake Overlook Parkway for evaluation of punch list related to the necessary improvements prior to road dedication.
- 9/11 leadership meeting; LSHG meeting.
- 9/11 MHAA Grant workshop
- 9/12 participated with the tabletop exercise with emergency personnel.

- 9/13 employee picnic.
- 9/17 WARO trail workshop
- 9/18 attended ALICE training at Cecil County Administration office.
- 9/20 attended Maryland Department of Planning directors meeting in Crownsville.
- 9/24 webinar for Census 2020 for information related to new construction program.
- 9/25 judicial hearing at Cecil County Circuit Court for the proposed warehouse location at the former outlets.
- 9/25 Greenway meeting
- 9/26 attended Cecil County Transportation Coordination Council meeting; quarterly meeting at Hollywood Casino Perryville.
- 9/28 attended the speaker series at Rodgers Tavern.

Other:

- Continue to research and review for revisions to Town codes.
- Recent legislation (HB1350/SB1006) requires local jurisdictions that experience nuisance flooding to develop a Nuisance Flood Plan; deadline pushed to October 1, 2012; defined as "flooding that leads to public inconveniences such as road closures. It is increasingly common as coastal sea levels rise."

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, applications being received
- DNR Grant progress-Courts project complete; will pick-up with Trail portion in October
- Awarded LSHG mini grant for Rodgers Tavern exhibit space

Economic & Community Development:

- 9/7 – Tap into the Tavern-Made the front page of the Whig! 200 general admission tickets sold, detailed expense report provided upon request. No incidents to report.
- 9/10 – Meeting with Havre De grace to discuss partnering for events
- 9/10 – Activity Committee Meeting
- 9/18 – Alice Training
- 9/20 - Meeting and Tour with Havre De Grace to discuss events
- 9/26 – Quarterly meeting at Casino

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

Upcoming Events:

- 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 3- Deck the Tavern 11-3pm
- 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.
- Website completed. www.rodgerstavern.com
- Held Cecil County Chamber meet and Greet 9/5/19- 30 in attendance
- George Washington Exhibit has been returned. Jennifer will research other available exhibits as there was increased attendance during this special event.
- A wedding ceremony was held 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 nearly 100% complete. Final inspections are needed for the building and field. Old concession buildings are demolished, old site must be stabilized before county inspection. Ballfield sod currently being installed and watered.

Curb & Gutter – 100%

Spread in-field mix - 100%.

Fencing – 99%

Paving and walkways – 100%

Structures – 100%

Remaining Bioretention – 100%

Landscaping – 98% (Sod installation)

CMU Walls – 100%

Trusses – 100%

Roofing/Siding – 100%

Interior Framing – 100%

Windows & Doors – 100%

Mech, plumbing, electric rough-in – 100%

Inspection – 100%

Wall close-in – 100%

Wall finish – 100%

Paint – 100%

Plumbing & electrical trim out – 100%

Final cleaning and floor sealing – 100%

Final Inspections – 90%

- 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.
 - Continuing to work with USDA and MDE for grant 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 microbioretenion 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 SEPTEMBER 2019

CURRENT PROJECT(s)

Received a grant from LGIT for \$5,000 for police body armour.

The town tested the field lights at the new ball field.

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:

Swore in new Perryville Police Officer at Town Hall.

Promoted Detective Dale Hoffman to Police Corporal.

Officer attended the Tap into the Tavern event at Rodgers Tavern.

Lt. Budnick and I met with the Town Administrator about the dam.

Attended the Hurricane Table-Top at the police department.

Attended the town picnic.

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

Attended the Fishing with the Fuzz tournament at Ice House Park.

Met with residents from Rustic Court about issues they are having.

Perryville Police Department Monthly Police Report
September, 2019

	July	August	September	Year to Date 2019		
ROBBERY	0	0	0	1		
ASSAULT	1	1	1	28		
BURGLARY	3	0	1	13		
THEFT	4	6	5	35		
Auto Theft	0	0	0	0		
CDS	6	13	4	69		
DISORDERLY	0	0	1	6		
MDOP	1	0	0	6		
ADULT ARREST	24	32	15	200		
JUVENILE ARREST	1	0	2	24		
Referrals to Outreach	0	0	0	0		
CITATIONS	87	101	31	382		
WARNINGS	158	88	78	1,017		
SEROS	20	15	20	146		
ACCIDENTS	5	3	8	55		
52 (Investigated)	2	1	3	16		
89 (no Investigation)	3	2	5	39		

September 24, 2019

Perryville Police Department

Outreach Program

Town Report

September 2019

Overall Monthly Attendance: 496 (as of 9/23/19. Finalized number ⁷⁰⁰~~496~~)

Active Members: 53 (as of 9/23/19. Finalized number ⁷⁰~~160~~)

Number of New Referrals: 0 (as of 9/23/19. Finalized number ²~~160~~)

Number of New Members: 12 (as of 9/23/19. Finalized number ¹⁷~~160~~)

Total number of meals provided: 368 (as of 9/23/19. Finalized number ⁵⁰⁰~~160~~)

Announcements

Similar to August, Outreach had an exciting, fun filled schedule this month! Members started the month strong by attending a team building day trip at North Bay Adventure Camp. Here, members learned to work together to accomplish various challenges and as a reward for their hard work, were able to experience several of the adventure courses North Bay offers including the zip line and the ropes course. Officer Warner joined our members on this trip and everyone had a great time. This month also marked our first annual Fishing with the Fuzz event. Members of the community spent the morning fishing with police officers and other officials including our mayor and Cecil County State Attorney, James Dellmyer. With gracious donations from the C.C. Lip Rippers and community support, the event was very successful. We look forward to repeating this event in years to come.

In addition to these awesome events, our members also participated in various activities at Outreach. This month, Ms. Jane was kind enough to come visit us again and provide members with a new craft. With her, members made colorful steppingstones to brighten up their homes. We were also visited by Nancy Murphy who did a leaf rubbing activity with our members. It really helped put us in the mood for fall and we are very grateful for their continued support. Other in-house activities included basketball tournaments, life skills classes on decision making and respectful relationships, community service projects such as adopt-a-highway, and more!

With the holiday season around the corner, Outreach has also been working with other community members to ensure preparations go smoothly. We began working with Healthies who has graciously offered their facility as a drop off location for Thanksgiving goods. We are also happy to announce that Impact Martial Arts will be hosting a fundraiser event for us, as well as Perryville's National Honor Society. Additionally, we have received donations from Ms. Marilyn and the American Legion to help supply nightly meals to our growing membership base.

October is going to be filled with various trips, events, and spooky activities so to stay updated, 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 - September 2019

PUBLIC WORKS:

Projects/Other Events:

- DPW Staff continue to water the new bio retention ponds that have been installed for the Little League project on a daily basis.
- DPW has set up sprinklers to water the new sod at the Little League Field Project. Staff has been turning the sprinklers on and off as needed to keep the said watered.

Paving/Sidewalk Repairs:

- The Cecil Avenue Extended area of Cecil Avenue has received needed patching in preparation for maintenance during the winter. An unpaved section at the end of this area was also overlaid with asphalt
- .

Water/Sewer/Stormwater:

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices.
- The correct impeller was installed on pump #3 at the Front Street Pump Station. The station now has 3 pumps in operation.

Training:

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Employees attended "ALICE" Training.
- Superintendent attended a table top exercise on Hurricane preparedness.

Town Events:

- Employees setup for the annual "Tap in to the Tavern" event at Rodgers Tavern.

Weather Related Events:

- N/A.

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.
- DPW will be advertising for an empty employment position in the near future.

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.
- Applications are being reviewed as part of the process to fill an empty employment position.

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.

- Employees attended "ALICE" Training.

Rodgers Tavern/Lower Ferry Pier:

- Employees worked during and cleaned up after the annual "Tap into the Tavern" event at Rodgers Tavern.

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

September, 2019

Wastewater:

Plant Influent Monthly Flow:	20.55 Million Gallons
Plant Effluent Monthly Flow:	18.52 Million Gallons
Veterans Center Monthly Flow:	8.55 Million Gallons

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

Activities:

1. Started performing additional stream and effluent monitoring for hardness, dissolved organic carbon and pH for MDE to re-evaluate the proposed NPDES permit effluent aluminum limit
2. Raw Pump #1 variable frequency drive has failed, ordered a new one
3. Started changing out the 500 hundred SBR air diffuser socks
4. Requested budget change order to purchase new scada system software
5. Scheduled vacations occurred
6. Replaced SBR #2influent defective valve positioner
7. Ordered new blower air filters
8. Attended Emergency Response Plan (ERP) meeting
9. Provided SOP's to add to ERP for water/wastewater plants for blizzards or Hurricane events
10. New hire attended ALICE training (active shooter training)
11. Working on re-securing hanging electrical piping under SBR catwalk
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants

Monthly Operating Report

September, 2019

Page 2

Water:

Plant Raw Water Monthly Flow:	9.1 Million Gallons
Plant Finished Water Flow:	8.0 Million Gallons
Plant Backwash Water:	1.5 Million Gallons

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

Activities:

1. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations
2. Bi-annual SOC samples were collected and sent to lab for analysis
3. Ordered one new valve auto actuator
4. W.G. Malden performed annual calibration of the flow meters
5. DPW replaced the shingles on the storage shed
6. A.C. Schultes replaced a leaking 6 foot section of 4" stainless steel piping leaking at various weld joints
7. Powered washed and painted the exterior of the floc tanks
8. Cleaning overgrowth off fence line and spraying with weed killer
9. New air dryer for discharge side of air compressors was installed
10. SUEZ (GE) resolved issues with the scada system not allowing plant to startup on 9-21-19
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers