

Staff Reports from Town Meetings

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Town Administrator's Report

November 5, 2019 Town Meeting

10/01 Prepared for and attended Town Meeting.

10/09 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, review of town meeting / work session, Employee of the Quarter nominations, Town Sweep planning and assistance, Perry Point changes (entrance/smoking), LED lighting project for Town Hall, and Monument Sign.

The next meeting is scheduled for **November 6 at 2pm**. If any of the other Board members have a topic of discussion for this meeting please let me know.

10/9 Met with Commissioner Snelling, Cathy McCardell, Debbie Laubach, Tara Blevins and Ralph Ryan to discuss coordination with Commissioner Snelling for his board member assignment.

10/10 Met with Kevin Pampuch, Dianna Battaglia and Aaron Ashford to review the 30% design plans for the sewer improvement project.

10/11 Attended the MDOT Secretary's Tour meeting at the Cecil County Government Building on behalf of Mayor Ashby and shared Town transportation priorities for State roads.

10/13 – 10/15 Attended the Fall MML Conference in Cambridge. I took the following seminars at the conference: Advanced Public Finance (academy graduate course), Navigating Small Cells, Social Media and the Law, Shaping Space for Civic Life, Hot Button Legal Issues, Small Town Forum, Improving Bike & Pedestrian Infrastructure. The information I learned from the conference has been shared with other staff. Thank you for the opportunity to attend the conference and to learn and grow in my career.

10/16 Kevin Pampuch, Aaron Ashford, Dianna Battaglia and I met with residents to discuss the impact of the sewer improvement project on their properties.

10/17 Toured the old Outreach building with Commissioner Linkey and Aaron Ashford to see the repairs needed.

10/22 Cathy McCardell and I met with Chief Miller to go over crime trends and policing in town.

10/23 Mayor Ashby, Dianna Battaglia and I participated in a meeting with Great Wolf Resorts and multiple agencies to review the draft plans for the project in an effort to understand local requirements and to smooth the design and construction process.

10/24 Dianna Battaglia and I attended the Cecil County Growth and Development Symposium in Chesapeake City where we made valuable contacts for future development opportunities.

10/28 Met with Kristine Quillen and Lauren Tank of Perryville Elementary School to discuss the "Our Community" unit for Pre-K. The Town will be helping with this unit by providing information about the community and with an in-school community service project.

10/28 Met with a property owner about the impact of the sewer improvement project on his property.

10/31 Jennifer Pitts (Rodgers Tavern Museum Director) and I participated in an interview with Ed of Parker Philips regarding the Heritage Area. Parker Philips has been hired by MHAA to conduct an Economic Impact Study of Maryland's Heritage Areas. LSHG is going to do a more in-depth study of the LSHG area by measuring the impact of operations and tourism as well as crafting a narrative about our heritage area.

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 posted the bid on EMaryland Marketplace (EMMA). It has also been put in the newspaper, and on the Town's website under 'Bids/RFP's'. The bids are due on December 5th at 2pm. Once received and evaluated, the State needs to approve the selected bidder before the contract can be awarded. It looks like the project will be constructed in the Spring.

Daily work

Reviewed and approved department head leave slips and time sheets. Prepared and gave an employee evaluation. 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

American Energy Corporation (AEC) installed LED lights in Town Hall. The project was funded mostly by a grant from Empower Maryland (83.4% of the total cost). Due to an estimated annual savings of \$1,097 in energy costs, the Town expects to receive the payback on its share of the project in 1.8 years. **I thank Aaron Ashford for working with AEC to evaluate the building and apply for the grant.**

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:** A public hearing was held on the USDA application as required. Right now, we are just waiting to find out if the USDA funding has been approved.

Green Team

- The Green Team planned and held a Town Sweep Event and created a sub-committee called **Keep It Clean (K.I.C.) Perryville**. The Town Sweep was intended to bring the community together to pick up litter and trash from the streets and to be the kick-off for K.I.C. Perryville. K.I.C. Perryville is a group of citizens that regularly clean up Perryville. **The Town Sweep was held on Saturday, November 2nd.**
- Town Sweep was sponsored by: Keep Maryland Beautiful – Margaret Rosch Jones Grant, Ercole's Pizza, Cecil County Government and Sustainable Maryland Certified.
- 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.

Our next Perryville Green Team meeting is scheduled for **Wednesday, January 8th 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>. KCI completed the Year 1 report and it has been submitted to MDE. The report and other information about stormwater management is available on the website.
- During the month of October, KCI submitted the Draft SWPPP for the Public Works Shop, and the IDDE Program to the Town.
- During November and December KCI staff will be walking the streams in town to do an assessment of watershed health. They will be collecting data regarding stream bank erosion, forest health and

stormwater systems. They may be on private property when walking the streams. Private property owners that will be affected have been notified via first class mail. KCI staff will display proper identification and the field work does not require any disturbance to the landscape. If you have any questions about this assessment, please call me (Denise Breder) at 410-642-6066 ext. 2005.

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 has reached Substantial Completion. The contractor is working on the punch list. The Town will install the dugout benches, partial fencing at the basketball court and striping on the court, window protection on the building and netting near the property line to protect private properties from damage. The Town will also move the bleachers into place. Please see Ralph Ryan's report for more comprehensive information on the status of the 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. **NO 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 was held on September 25, 2019 at the Circuit Court in Elkton. The Circuit Court affirmed the Town's decision. LGIT covered the cost of Perryville's legal defense in this case.

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

UPDATE: I have a meeting scheduled with the surveyor for mid-November. Unfortunately, his schedule is very busy and this was the quickest meeting I could get.

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. **UPDATE:** The conditional dedication of the road was accepted by the Mayor and Commissioners at the October Town Meeting. Once all of the conditions are met (as mentioned above), then Mayor Ashby can execute the deed for the road.

Sidewalks on MD222

This project is to construct sidewalks on the west side of MD222 from Clayton Street to St. Marks Church Road. Both the Town of Perryville and Cecil County Governments needed to amend the Sustainable Community Boundary to ensure full construction funding of the project. The Town approved the boundary change. Cecil County is considering the boundary change at the November 5 Council Meeting. Once the boundary amendment is approved by both Town and County then the State will consider the application to amend the boundary. 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. ROW exhibits have been received from MD-SHA so Perryville can negotiate the ROW with the property owners (Patterson's Funeral Home and Beacon Point HOA).

Small Wireless Facilities Ordinance 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.

Mr. Sussman has addressed the comments and this will be on the November work session for further discussion.

Training

- Three employees took a total of 5 training courses through the LGIT online training portal during the month of October.
- Active Shooter Training - **NO UPDATE** 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.
- I took an ICMA training entitled "Promoting Trust in a Divisive World".

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 November Town Meeting

EMPLOYMENT

The parks position is still opened.

Public Works Crewman position is still opened.

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 to support our Information Systems Contingency Plan.

Made necessary changes to the Emergency Manual after our table top exercise last month. A copy will be sent out to the Mayor & Commissioners and the Department Heads.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 13 deeds, 2 dump trailer rentals, 72 heavy trash calls and 6 park pavilion rentals.

The fall newsletter was prepared and mailed out.

Town Clerk

Processed work session minutes and town meeting minutes. Prepares the agenda and materials through Board Docs. Schedules meetings and responds to requests for the Mayor and Commissioners.

Water/Sewer

Tara mailed out the Water/Sewer bills on October 15, 2019 and are due November 15, 2019. The Department of Public Works have been replacing meters. Tara has been entering all the information for those new meters in the billing system. So far, all meters have been replaced in the townhouse development in Chesapeake Landing and all homes from the Department Public Works shop along Frenchtown Road and the townhouse development on Rustic Court. Along with some that have been replaced throughout town. We have replaced 104 meters since May. Tara is processing water/sewer bill inquiries from residents.

MEETINGS

October 1, 2019 – Attended Town Meeting

October 2, 2019 – Attended an HR peer group with Cecil County. We will meet quarterly to discuss issues or provide answers for human resource topics that may come about.

October 9, 2019 – Attended Dept. Head Meeting.

October 9, 2019 – Attended a meeting with Commissioner Snelling.

October 10, 2019 – Attended a safety committee meeting. The safety committee meets quarterly.

October 17, 2019 – Toured APG with Harford County Economic Development.

October 22, 2019 – Attended a meeting with Denise and the Chief.

**Treasurer's Report
Town of Perryville, Maryland
November 5, 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 -\$5,399.95
- Total to date: \$ 19,928.45

- **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 completed the MD & A presentation for inclusion in the financial reports.
- A letter of recommendations based on the FY19 audit will be sent shortly. (if applicable)
- The auditors sent a draft of the audited financial statements mid-October. Final version should be here by October 31, 2019.
- The Uniform Financial Report (UFR) was received and reviewed. It was transmitted to the Department of Legislative Services.

- **Meetings Attended**

- Met with Commissioner Snelling to discuss the duties and responsibilities of our department.
- Met with Enterprise Fleet services along with Aaron Ashford and Chief Miller to review their department needs in regards to vehicle requisition.

- **GovDeals**

- Submitted our first item onto GovDeals. This is an online auction site similar to Municibid. However, it appears as if GovDeals has many more participants than them. We will compare results for future use.

- **PNC Cash Back Credit Card**

- Activated PNC cash back credit card for the Town. We will start working with our various vendors so that we can pay as many as possible through this system.

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

- **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.
 - All of the Finance staff enrolled in Continuing Education programs offered free through the Library. All of the classes taken will enhance our various computer program skills, e.g., different levels of Microsoft Office

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.

September, 2019 Statistics:

- 212 purchase orders were processed totaling \$599,642.22
- 92 Accounts payable checks were processed totaling \$518,001.90
- 6 A/R invoices totaling \$26,032.83
- We have received the LIF funds for July 2019. Life to date (Sep-10 to Jul-19) slot revenue received \$12,931,189.34
Received for Fiscal Year 2020 to date- \$245,751.51

Planning & Zoning Department

October Staff Report – November 5, 2019 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer is working to complete the Dedication Agreement for the road; working to resolve title issues to move forward. CURRENT STATUS: No update.
- **Frenchman Land:** Site ready for construction; owner has indicated he will be moving dirt to be able to move forward with construction. CURRENT STATUS: Dirt has been removed.
- **Cedar Corner:** Property purchased by Michael Palmisano; developing phasing sequence and engineer working on plans. CURRENT STATUS: No update.
- **Woodlands:** Owners researching prospects for development of the site. 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. CURRENT STATUS: Letter of authorization signed by the property owner is required before permits can be issued.
- **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; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. CURRENT STATUS: Some developers have expressed interest in the site with meetings to be scheduled.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Amendment to General Development Plan approved; in negotiations with prospective businesses; moving forward with dedication as a Town road. CURRENT STATUS: The owner is negotiating with various 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; plans to be finalized. CURRENT STATUS: No updates.
- **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; house has been demolished. CURRENT STATUS: Anticipate rebuilding of docks/piers to start in November.
- **Owens Marina:** purchase complete; owner submitted a request for Service of Alcohol at a restaurant to be located on piers at the former fish market site. CURRENT STATUS: Board of Appeals hearing scheduled for October 28th.
- **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; building construction underway. CURRENT STATUS: Framing and sheathing installed to top floor.
- **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; Final Site Plan under review; stormwater plans approved at Cecil County; architectural plans at 30%. CURRENT STATUS: Anticipate grading permit in November, building contractor bid process in January with construction start in March 2020.
- **Habitat for Humanity Susquehanna:** organization devoted to building and repairing homes in partnership with qualifying families; 524 Richmond Street complete; 526 Richmond Street to be constructed as handicap accessible; construction start planned for 2020. CURRENT STATUS: No update.

- **98 Mill Creek Road:** continue to process property owner's request for water connection; plans reviewed, Agreement finalized to include plans. 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:

| 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 | 5 | | | |
| <i>Violation Letters</i> | 56 | 11 | 31 | 9 | 13 | 15 | | 3 | 17 | 17 | | | |
| <i>Citations</i> | 4 | 3 | 5 | 3 | 2 | 3 | | | 3 | 1 | | | |
| <i>Rental Licenses Issued</i> | 117 | 32 | 8 | 5 | 2 | 3 | | | 2 | 5 | | | |
| <i>Other</i> | | | | | | | | | | | | | |

Landlord-Tenant Board:

- We have received two applications for parties interested in becoming part of the Landlord-Tenant Board.

Cecil Cares

- The Cecil Cares project took place at the lower lot of Heather Lane on October 5th. Seven volunteers showed up to help remove trash from the lower parking lot. 11 tires, 15 gallons of oil, and a dumpster load of trash was removed. Code Enforcement will be keeping an eye on the property to ensure that the property stays in compliance with the Code of Perryville.

Training

- Amanda Paoletti attended CEZOA training regarding Lead Paint on October 18, 2019 in Salisbury, Maryland. After the training, Amanda discovered that roughly ¼ of rentals in Perryville have failed to register with the Maryland Department of the Environment. These properties will be required to register with MDE within 3 months of their rental license renewal.

Planning Commission: Meeting held October 21st, recommended approval to the Board of Appeals for the request for Service of Alcohol as an accessory to a restaurant located at 12 River Road.

Board of Appeals: Hearing scheduled for October 28th to hear the following: 1. Chesapeake Feline request for 3-year extension and to operate 4 days/week; 2. request for Service of Alcohol as an accessory to a restaurant located at 12 River Road.

Maryland Planning Commissioners Association: 36th annual conference in Aberdeen November 6-7. 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. Board members are encouraged to attend and registration is required. Please contact P&Z staff if interested.

P&Z Meetings/Events:

- 10/2 met property owners to discuss redevelopment plans for marina
- 10/5 participated with Cecil Cares 2019 incentive with trash cleanup at Heather Lane
- 10/8 met with Cecil County DPW to discuss MS4 requirements

- 10/9 Leadership meeting; attended Green Team meeting
- 10/10 discussion with AECOM regarding current status of infrastructure improvements process
- 10/11 met with BGE about the Pay It Forward program
- 10/18 attended the County and Towns coordination meeting; met with property owner to discuss development options for his site
- 10/23 attended meeting with various representatives pertaining to the permitting process and related inspections for GWL
- 10/24 attended Cecil County Growth and Development symposium in Chesapeake City

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, 2020; 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; 0 for roof mounted solar panels.

Grants:

- 501C and revitalization- FY20 first round recommendations made
- Business Development- FY20 first round recommendations made
- DNR Grant progress-Courts project complete; trail portion submitted to county for review of stormwater
- Awarded LSHG mini grant for Rodgers Tavern exhibit space

Economic & Community Development:

- 10/4 – Visited Local Businesses with the Mayor
- 10/9 – Manufacturers Appreciation Luncheon
- 10/11 – Outdoor Movie Night
- 10/12 – Ribbon Cutting for Orchid Day Spa
- 10/18 – County and Town coordination meeting
- 10/25 – Halloween Boo Bash
- 10/28 – Meeting with Macgregor’s to discuss Christmas event

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

Upcoming Events:

- **November 16 – Rodgers Tavern “Familiar Favorites & Forgotten Foods: Collecting Maryland's Recipes” 6:30pm**
- **November 23- Deck the Tavern 11-3pm**
- **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.
- 1 remaining Speaker Series event for 2019, tickets available on Eventbrite.
- Deck the Tavern scheduled for November 23rd

- 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. The punch list created and approved by the Town and Rocchi is still pending. 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 – 100% (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. 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 OCTOBER 2019

CURRENT PROJECT(s)

Working with the Police Outreach Program to "wrap" the Outreach's vehicle.

Met with Mr. Wall from Plaza ford about our police vehicle.

Met with uniform representatives for replacement uniforms.

Spoke to Aberdeen Police about police vehicle leasing.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended the monthly meeting at town hall.

Qualified at the Havre de Grace Police Range.

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

Attended the leadership meeting at town hall.

Met with the Town Administrator and Asst. Town Administrator to discuss town business.

Attended the Appeals Meeting at town hall at the request of Mayor Ashby.

Met with the Deb from finance about the leasing of police vehicles.

COMMUNITY ACTIVITY/ACTIONS:

Working with the community to provide a self defense class to seniors in our town.

Perryville Police attended the Perryville Elementary School police/fire display.

Attended coffee with a cop at the Legion in town, great turnout.

Officer participated, provided security for the citizens that attended the Halloween Bash at Lower Ferry Park. Special thanks to Officers Reno, Kennedy, Leas and Cpl. Hoffman for their participation.

Chief Miller opened the Police Department for the Drug Take Back day on Saturday 10/26.

Met with the Mayor, Sgt. Nitz and the Director of Outreach in reference to an upcoming fund raiser.

Put extra patrols out in town for Halloween, trick or treat night.

Perryville Police Department Monthly Police Report
October, 2019

| | August | September | October | Year to Date 2019 | | |
|-----------------------|--------|-----------|---------|----------------------|--|--|
| ROBBERY | 0 | 0 | 0 | 1 | | |
| ASSAULT | 1 | 1 | 4 | 32 | | |
| BURGLARY | 0 | 1 | 0 | 13 | | |
| THEFT | 6 | 5 | 3 | 38 | | |
| Auto Theft | 0 | 0 | 0 | 0 | | |
| CDS | 13 | 4 | 8 | 77 | | |
| DISORDERLY | 0 | 1 | 1 | 7 | | |
| MDOP | 0 | 0 | 2 | 8 | | |
| ADULT ARREST | 32 | 15 | 24 | 224 | | |
| JUVENILE ARREST | 0 | 2 | 2 | 26 | | |
| Referrals to Outreach | 0 | 0 | 0 | 0 | | |
| CITATIONS | 101 | 31 | 29 | 411 | | |
| WARNINGS | 88 | 78 | 92 | 1,109 | | |
| SEROS | 15 | 20 | 5 | 151 | | |
| ACCIDENTS | 3 | 8 | 8 | 65 | | |
| 52 (Investigated) | 1 | 3 | 0 | 16 | | |
| 89 (no Investigation) | 2 | 5 | 10 | 49 | | |
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October 29, 2019

Perryville Police Department

Outreach Program

Town Report

October 2019

Overall Monthly Attendance: 959 (as of 10/31/19)

Active Members: 95 (as of 10/31/19)

Number of New Referrals: 0 (as of 10/31/19)

Number of New Members: 6 (as of 10/31/19)

Total number of meals provided: 598 (as of 10/31/19)

Announcements

Outreach truly embraced the spooky season this October by participating in many fall themed activities and trips. As a reward for all the great work done last month, our older members were taken to Legends of the Fog. Here they shared many laughs as they made their way through various haunted attractions with OP staff and Officer Warner. The kids had a great time and made a lot of fun memories. We also continued our tradition of taking our younger members to Milburn Orchards for pumpkin picking and apple cider. Here, members got to play and explore the various attractions Milburn has to offer.

Along with these fun-filled trips, members also participated in various Halloween themed activities. From skeleton relay races to crafting Halloween masks and monsters, the kids did it all. We were lucky enough to be visited by Ms. Jane who painted pumpkin magnets with us. The most memorable activity however had to be the scarecrow making. This month, we partnered with the Town of Perryville to help host the annual Halloween Boo Bash. Those who attended enjoyed pumpkin picking, trunk or treat, a game truck, hay maze, and more! Our members helped with the event by making scarecrows to line the hayride route. They worked on them for days, even working in the rain at one point. We are so grateful for their participation. Thanks to the hard work of Billy, Amanda, and all the volunteers, the event was a success.

Following the theme of October, we were given lots of "treats" this month from members of the community. We received donations from Ms. Marilyn and Good Sheppard Church, Tammy Woodard, the American Legion, Principio United Methodist Church, Perryville Lion's Club, Lynn Tumminello, Mayor Ashby, Denise Breder, as well as other anonymous donors. We have also been lucky enough to have the daily support of volunteers. Dashawn Marks, Justin Wilson, Lynn Tumminello, and Tammy Woodard have been working with us and we are forever grateful for their support. With the increase in our membership base, any extra assistance is appreciated, and we have been happy to welcome them into our family.

It is our hope that November is also filled with this much giving. Remember that we are accepting food donations for Thanksgiving meals, as well as dinner assistance requests. To stay updated on all activities, events, and donation information, 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 - October 2019

PUBLIC WORKS:

Projects/Other Events:

- DPW has watered the sod at the Little League Project as needed. Now that the weather has turned cooler and rain is more frequent, the manual watering is no longer needed.

Paving/Sidewalk Repairs:

- A contractor replaced sidewalk on Rte 222 as a result of a fire hydrant replacement.
- A contractor replaced a section of sidewalk at the Rte 222 and Rte 40 intersection that was removed as a result of a wastewater line collapse.

Water/Sewer/Stormwater:

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices. The townhomes at Chesapeake Landing have been completely converted as well as all of the Frenchtown Crossing community.
- DPW Superintendent (along with other Town Employees) met with engineers and directly affected homeowners regarding the upcoming force main replacement project.
- A 2" compound meter has been upgraded to a 2" Mach 10 (ultrasonic) Meter at IKEA.
- A 2" meter at the Relax Inn has been upgraded to a 2" R900 Meter.
- Staff is scheduling hydrant flushing to begin the second week of November.

Training:

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Superintendent attended a "Damage Prevention" Conference.

Town Events:

- Employees setup for, and worked, during the annual "Halloween Party" at Lower Ferry Park

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- Summer equipment is being serviced and will be stored for the winter as the winter weather equipment is being prepared for upcoming snow/weather events.
- Employees have completed 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:

- The old outreach building has had its water shut off and the building has been winterized for the upcoming cold seasons.
- 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 has resumed working the regular 7:00 a.m. to 3:30 p.m., M-F work schedule. Staff will be working extended hours again in the upcoming Spring/Summer months.
- 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.
- Staff assisted with the setup and operation of the Annual Halloween Party.

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

October, 2019

Wastewater:

| | |
|-------------------------------|-----------------------|
| Plant Influent Monthly Flow: | 21.13 Million Gallons |
| Plant Effluent Monthly Flow: | 18.40 Million Gallons |
| Veterans Center Monthly Flow: | 6.79 Million Gallons |

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

Activities:

1. Continue 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 – testing to be completed the end of November, 2019
2. Completed fourth quarter storm water monitoring requirements
3. 350 of the 500 hundred SBR air diffuser socks have been changed out – awaiting back ordered socks to arrive from supplier
4. Preparing to perform bi-annual cleaning of the chlorine contact tanks
5. Submitted new contract to Commissioners to vote on with MDE to proceed with Denite filter upgrade
6. Purchase order issued to vendor to rebuild SBR #1influent valve positioner - routine preventive maintenance task
7. Serviced the portable diesel pump
8. Attended Town workshop meeting to explain funding for plant denite filter upgrade
9. Received updated Town Emergency Response Plan
10. B. Hamilton completed required new hire LGIT online training
11. John Deere loader starter was replaced under warranty
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
October, 2019
Page 2

Water:

| | |
|-------------------------------|----------------------|
| Plant Raw Water Monthly Flow: | 10.9 Million Gallons |
| Plant Finished Water Flow: | 10.0 Million Gallons |
| Plant Backwash Water: | 1.7 Million Gallons |

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

Activities:

1. Continue monthly sampling events for cryptosporidium and giardia required by MDE regulations –will complete in January 2020
2. Ordered replacement valves and actuators for membrane train #3
3. Replaced two chlorine plastic chemical lines due to leaks
4. Anti-ratcheting devices were serviced on both raw water pumps
5. Ordered a new permeate pump to stock as backup unit
6. A.C. Schultes to replace defective motor bearing on distribution pump 203 under warranty
7. Installed two new “no entry” signs at the raw water intakes required by the Coast Guard
8. Continue cleaning overgrowth off fence line and spraying with weed killer
9. Installed a new fence gate to access the river at the rear of the plant
10. Ordered various misc. spare parts
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers