

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Assistant Town Administrators Report
- Treasurers Report
- Planning Department Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

## Town Administrator's Report

### December 3, 2019 Town Meeting

11/05 Prepared for and attended Town Meeting.

11/06 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, review of town meeting / work session, KCI Watershed Assessment, Active Shooter Response Planning Committee, Sustainable Community Boundary Amendment, Great Wolf Resorts Water and Sewer Plans, and Events with Road Closures.

The next meeting is scheduled for **December 4, 2019 at 10am**. If any of the other Board members have a topic of discussion for this meeting please let me know.

11/06 Met with the Pre-K classes at Perryville Elementary School to assist with their Community Unit.

11/07 Aaron Ashford and I attended the pre-bid meeting for the Pennsylvania Railroad Monument Sign construction at Lower Ferry Park. No contractors attended, but it is a fairly straight forward project and it was not a mandatory meeting.

11/13 Mayor Ashby and I met with the Little League President to discuss the new Trego Field.

11/15 Mayor Ashby and I met with Senator Jason Gallion and Mike Kalinski to discuss a variety of topics that the Town could use State assistance with.

11/18 Met with Debbie Laubach to review financial statements (this is after audit adjusting entries were done).

11/19 Prepared for and attended the Town Work Session.

11/20 Attended the Regional Greenway Meeting held at the Paw Paw Museum in Port Deposit. Provided a brief update to the group about Perryville's initiatives as they relate to tourism in the heritage area.

11/21 Chris Rogers, Kevin Pampuch, Dianna Battaglia, and I met with representatives from Delmarva about getting an easement for work to be done on Delmarva property for the sewer improvement project. **Perryville will be required to get an appraisal done, have metes and bounds and legal description prepared for the easement area and make an application to Delmarva Power in order to get this done.**

11/25 Met with the Pre-K classes at Perryville Elementary School to help them fill stockings for soldiers. This was the final participation by the Town for the Pre-K Community Unit.

11/25 Mayor Ashby, Dianna Battaglia and I met with a developer.

11/26 Conducted an Exit Interview with Amanda Hickman.

11/26 Dianna Battaglia, Debbie Laubach and I met with Amanda Hickman to go over the work that she has done for the Town for grants (both grants that Perryville has received and grants

that Perryville gives) so that we can be prepared to manage those grants now that she has left for other employment.

11/27 Prepared for and attended the Perryville Greenway Committee meeting.

11/27 Met with Ralph Ryan about the Town Hall Municipal Complex Phase II (Trego Field) project in an effort to close this out and turn it over to the Little League.

11/27 Met with Debbie Laubach to go over her review of the Local Impact Funds.

## **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. 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 5<sup>th</sup> 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. **UPDATE:** No bidders attended the (non-mandatory) pre-bid meeting. One question was received about who takes responsibility for the plants.

### **Daily work**

Reviewed and approved department head leave slips and time sheets. Responded to Three (3) Maryland Public Information Act Requests. Responded to inquiries from the press. Had discussions with residents and property owners. Proof read minutes to meetings. Prepared Staff Reports for work session / town meeting. 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.

### **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 27<sup>th</sup> for a USDA Emergency Community Water Assistance Grant (ECWAG). 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. **UPDATE:** The public hearing minutes and the State Clearinghouse Approval letter were sent to USDA. USDA has not approved the funding as of yet, but if it is approved it will hopefully become available in the first

quarter of the fiscal year. Ralph Ryan submitted the Force Account Statement for Engineering to MDE as required.

#### **Green Team**

- 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 8<sup>th</sup> 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 25<sup>th</sup> at 10am. The next Greenway meeting is scheduled for November 27<sup>th</sup> at 10am at Rodgers Tavern. The Greenway committee applied for and received a grant to pave a section of trail. Unfortunately, the grant application to cover the stormwater portion of the project was not funded. Therefore, either the Town will need to fund the stormwater or we will need to re-scope the project. Right now, we are reviewing the project scope. 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 26<sup>th</sup> that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Perryville has contracted with KCI to perform many of the requirements of the permit. **NO 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 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) – NO UPDATE**

- 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. 20<sup>th</sup>.

#### **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

11/14 Ralph Ryan and I met with MDE Dam Safety Division regarding the dam on Reservoir Road. MDE made it clear that the Town is responsible to keep the reservoir level low to keep the pressure off of the dam. The dam is considered a "Significant Hazard Dam" and MDE is prepared to fully enforce maintenance requirements.

11/15 Cathy McCardell and I met with a Northern Bay to discuss finishing the survey of the Town's property on Reservoir Road. Northern Bay is working on a price quote to finish the work.

11/15 Mr. Maggiore called and stated that he is "tired of plugging up the dam" and that he does "not want the reservoir drained". MDE is aware of Mr. Maggiore's statements.

#### **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. **NO 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 approved the boundary change at the November 5 Council Meeting. Now that both government agencies have approved the boundary changes, the application to amend the boundary has been submitted to DHCD. DHCD had one additional question. Pending DHCD acceptance of the application they will review the request in December. If the Sustainable Community Boundary 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. Fred Sussman is working on the Temporary Construction Easements and the permanent easements / fee simple purchases for the project. Once he provides the legal language, we will meet with the affected property owners (Patterson Funeral Homes and the Beacon Point HOA). The HOA will need to vote on the request for the easements/ fee simple purchases. ROW exhibits have been received from MD-SHA so Perryville can negotiate the ROW with the property owners, however, the exhibits are not sufficient to act as exhibits to the agreements that Mr. Sussman is drafting. MD-SHA has been notified that the easements will need to include metes and bounds of the easement / purchase areas and legal descriptions. It will be up to SHA to provide those and we are waiting on SHA to get back to use with the revised exhibits.

### **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~~ December work session for further discussion.

## **Training**

- Three employees each completed one course on the LGIT training module.
- 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.

## **Upcoming**

12/4 Leadership Meeting, 12/5 Meeting with Frenchtown Crossing HOA, 12/5 Bids due for construction of Pennsylvania Railroad Monument Sign, 12/7 volunteering at Christmas in the Park, 12/9 Meeting with Fairgreen, 12/11 Meeting with T-Mobile, 12/13 Christmas and Holiday Party, 12/18 Meeting with MES, 12/21-01/01 out of the office.

**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 December Town Meeting**

### **EMPLOYMENT**

The parks position closed on November 22, 2019. We will be setting up interviews.

Public Works Crewman position closed on November 22, 2019. We will be setting up interviews.

### **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.

Copies of the Emergency Manual have been completed and 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 8 deeds, 1 dump trailer rentals, 62 heavy trash calls and 3 park pavilion rentals.

### **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 504 late notices for Water/Sewer bills on November 18, 2019 and are due on December 10, 2019. Door hangers will go out on December 11, 2019 and shut offs on December 17, 2019.

Tara is processing water/sewer bill inquiries from residents.

**MEETINGS**

November 6, 2019 – Attended Dept. Head Meeting.

November 14, 2019 – Attended the Appreciation Lunch provided by the Safety Committee.  
Also, attended retirement meeting at the lunch.

November 15, 2019 – Attended a meeting with Faren and Denise.

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

**-Projects:**

- **Boat Ramp Honor Box**
  - April-June 2017 Collections from Honor Box- \$1439.00
  - July, 2017 -June, 2018 - \$6336.00
  - July 2018- June 2019-\$6,753.50
  - July-October 2019 -\$5,774.95
  - Total to date: \$ 20,303.45
  
- **FY 20- Financial Statements**
  - Brought all Financial Statements up to date including adjustments rolled forward from FY19 audit
  - Reviewing all receipt activity for the prior two years to confirm all revenue originally not in Town's budget is now recognized. e.g. Local Impact Funds.
  - Began a more aggressive investment plan to maximize interest earned on our collateralized savings accounts.
  
- **FY 19 -Audit**
  - Timothy Sawyer from Barbacane, Thornton and Company presented an overview of the FY19 audit.
  
- **Meetings Attended**
  - Met with Enterprise Fleet Services again to review their proposal for vehicle requisition for the Board.
  
- **PNC Cash Back Credit Card**
  - Working with various vendors so that we can pay as many as possible through this system.
  
- **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 job duties.
  - All the Finance staff enrolled in Continuing Education programs offered free through the Library. All the classes taken will enhance our various computer program skills, e.g., different levels of Microsoft Office

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

**Current/Future Projects**

- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.
- Devise a simpler method to allocate salary and benefits from support departments to other departments.

**October , 2019 Statistics:**

- 237 purchase orders were processed totaling \$368,710.15
- 117 Accounts payable checks were processed totaling \$347,104.75
- 7 A/R invoices totaling \$1,406,076.83
- We have received the LIF funds for September, 2019 in the amount of \$113,514.24. Life to date (Sep-10 to Sept-19) slot revenue received \$13,044,703.58.  
Received for Fiscal Year 2020 to date- \$359,265.75

As of Oct 2019				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 332,848.69	\$ 332,890.63
1030	PNC	Payroll - PNC	28,408.17	\$ 28,408.17
1032	PNC	Health Savings Check	4,699.81	4,699.81
1036	MLGIP	General - MLGIP	4,918,970.50	4,918,970.50
1037	MLGIP	MLGIP Assign Funds		
1039	MLGIP	MLGIP Facility Reser	91,951.86	91,951.86
1040	PNC	Community Act. Com	29,247.84	29,247.84
1042	PNC	Parade - PNC	15,977.18	15,977.18
1045	HOWARD	Perryville Police Asset	8,411.94	8,411.94
1050	HOWARD	CDARS - Cash/HOW	2,574,470.15	2,574,470.15
1051	HOWARD	Grants (Revitalization	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	173.40	173.40
2035	PNC	W&S Savings - PNC	395,791.57	395,791.57
2036	MLGIP	W&S Fund Acct - ML	155,721.64	155,721.64
3030	MLGIP	Sewer Improvement F	192,697.83	192,697.83
3026	PNC	W&S Improvements -	5,062.94	5,062.94
3046	HOWARD	W&S Improvements -	471,801.73	471,801.73
8025	PNC	Local Impact Grant Fu	439,589.65	439,589.60
8038	MLGIP	MLGIP Local Impact	3,425.49	3,425.49
9053	MLGIP	MLGIP Capital Project	529,029.82	529,029.82
		Totals:	\$ 10,202,900.70	\$ 10,202,942.59

\$40.00 deposited on 11/4  
41.94 diff of \$1.94

(0.05)

unreconciled  
reconciled  
No statement

REVIEWED BY:

My signature above verifies the following:

All funds in "noninterest-bearing" transaction accounts are insured in full.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/17.

## Planning & Zoning Department

### November Staff Report – December 3, 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: Meeting is scheduled with engineer to discuss.
- **Frenchman Land:** Site ready for construction and dirt pile has been moved. CURRENT STATUS: Property owner still searching for tenant.
- **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 for demolition permits; pending. CURRENT STATUS: Property owner has received inquiries from a couple of businesses.
- **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: Property owner will be submitting another concept plan for redevelopment of an approved use-by-right in the C-2 zone.
- **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.
- **5<sup>th</sup> 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: Waiting for plans to be submitted for review by the Planning Commission.
- **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: Community outreach in progress to ensure support from surrounding residents; no plans have been submitted.
- **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; outreach meeting held with residents for future plans. 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; building construction underway. CURRENT STATUS: Roof trusses in place.
- **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: Subdivision Plat has been recorded; working through final approvals.
- **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	0		
<i>Violation Letters</i>	56	11	31	9	13	15		3	17	17	10		
<i>Citations</i>	4	3	5	3	2	3			3	1	0		
<i>Rental Licenses Issued</i>	117	32	8	5	2	3			2	5	205		
<i>Other</i>													

**Planning Commission:** No meeting was held in November.

**Board of Appeals:** Meeting held November 25 to review and sign the Legal Opinion prepared for Chesapeake Feline's request for extension for 3 years and to operate 4 days/week.

**P&Z Meetings/Events:**

- 11/2 participated with Keep It Clean Perryville
- 11/6 meeting to discuss partnership opportunities
- 11/7 attended the Maryland Association of Floodplain and Stormwater Management Conference (credits from attendance apply towards continuing floodplain certification)
- 11/13 attended LSHG meeting; meeting with developer
- 11/19 meeting with property owners to discuss redevelopment plans
- 11/21 meeting with property owner/engineer to discuss another concept plan for use-by-right in C-2 zone
- 11/21 participated in meeting with Delmarva for the sewer improvement project
- 11/21 attended the community outreach meeting by the marina property owners to discuss future plans for redevelopment
- 11/23 "Deck The Tavern" 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, 2020; defined as "flooding that leads to public inconveniences such as road closures. It is increasingly common as coastal sea levels rise."

**Zoning Certificates:** 10 certificates approved; 0 for roof mounted solar panels.

**Grants:**

- 501C and revitalization- FY20 first round grants approved
- Business Development- FY20 first round grants approved
- DNR Grant progress-Courts project complete; trail portion submitted to county for review of stormwater

- Awarded LSHG mini grant for Rodgers Tavern exhibit space
- Awarded MHT grant for archeology study at Rodgers Tavern

**Economic & Community Development:**

- 11/4 – Visited Local Businesses to discuss upcoming Business meeting
- 11/5 – Meeting at Macgregor's to discuss partnering for events
- 11/6 – Meeting at Perryville fire company to discuss Christmas in the Park
- 11/8 – Meeting to discuss events for calendar year 2020
- 11/14 – Local Business meeting at Greene Turtle
- 11/15 – Meeting with Danielle from Outreach to discuss event on Dec. 7th
- 11/26 – Meeting at Perryville firehouse to finish planning for Christmas event

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

**Upcoming Events:**

- **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.
- See attached Quarterly Report.

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## RODGERS TAVERN MUSEUM REPORT MEMORANDUM

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**TO:** DIANNA BATTAGLIA  
**FROM:** JENNIFER PITTS  
**SUBJECT:** AUGUST - NOVEMBER 2019 QUARTERLY REPORT  
**DATE:** NOVEMBER 25, 2019

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### MEETINGS AND EVENTS:

8/10/19 Lower Ferry Festival  
9/3/19 Non-capital Grant application submitted to the Maryland Historical Trust  
9/4/19 Archaeological Society of the Northern Chesapeake meeting  
9/5/19 RTM Status Meeting  
9/5/19 Hosted Cecil County Chamber of Commerce Business Card Exchange  
9/17/19 Washington Rochambeau Revolutionary Route National Historic Trail partner meeting at the Havre de Grace Maritime Museum  
9/28/19 Speaker Series: Early Maryland Spirited Drinks  
10/25/19 Town Halloween Party  
10/31/19 Lower Susquehanna Heritage Area Mini-grant meeting with Amanda Hickman and Dianna Battaglia  
10/31/19 Maryland Heritage Area Authority Economic Impact Interview with Denise Breder MHAA consultant  
11/16/19 Speaker Series: Familiar Favorites and Forgotten Foods: Collecting Maryland's Forgotten Foods  
7/25/19 School field trip: Perryville Elementary School

### ACTIVITIES:

1. Many Faces of George Washington exhibit closed and returned to the Gilder-Lehrman on August 19, 2019. With the help of Diana and Amanda special exhibit hours were established for Thursday 12-5, Friday 3-6, Saturday 10-5, Sunday 12-5. Over 100 visitors and 1 school group were able to view the exhibit.
2. The Museum opened to the public during the Lower Ferry Festival on 8/10/19. An estimated 85 people visited the museum.

3. The Museum hosted the Cecil County Chamber of Commerce Business Card Exchange. An estimated 26 business representatives attended the event.
4. The Museum applied for and received two grants:
  - Non-Capital Grant from the Maryland Historical Trust to conduct a non-invasive archaeological resource survey and create a GIS database. This grant builds on recommendations from a 2014 archaeological report.
  - Mini-grant from the Lower Susquehanna Heritage Area for museum exhibit enhancements.
5. Leveraged professional contacts to acquire an environmental monitoring system for the Museum at no cost to the Town. The Museum will be able to monitor temperature and humidity levels, 24 hours a day/7 days a week in all exhibit spaces.
6. Conducted interviews with potential volunteers.
7. The Museum is seeking public input into next year's Speaker Series through a short survey available on our Facebook page and at the Museum.

#### MUSEUM STATISTICS

- Museum visitation for the year to date: 584 individuals
- Total number of days open to the public to date: 79

- 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. First annual report submitted in October has been approved by MDE.
- Reservoir Road Dam
  - The Dam is maintaining a safe reservoir water level. The Town has met with MDE officials to discuss maintaining reservoir water levels and the recent antics by an adjacent property owner to prevent the Town's efforts to control the reservoir water levels. MDE has stated that they do not care who owns the dam / reservoir, they will continue to require that the water levels are as low as possible and will hold the Town / owners responsible for any damage due to dam failure.
- Town Hall Site & Little League
  - Little League site construction of Phase II is 100% complete. Final inspections of fulfilled punch list created and approved by the Town and Rocchi is pending before final payment to Rocchi of the project retainage. Old concession buildings are demolished; old site must be stabilized before county inspection.
- 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 microbioretention basins and submitting to county for approval.



# *Perryville Police Department*

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

*Allen Miller*  
*Chief of Police*

*Tel: 410-642-3725 • Fax: 410-642-3724*

*Robert R. Ashby, Jr.*  
*Mayor*

## **MONTHLY REPORT FOR NOVEMBER 2019**

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

Spoke with the car dealers about the new police vehicles we ordered.

Spoke to Aberdeen Police about requirements for different employee positions.

Spoke to Aberdeen Police about police vehicle leasing.

### **MONTHLY MEETINGS/TRAINING ATTENDED:**

Attended the monthly meeting at town hall.

Attended the monthly leadership meeting at town hall.

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

Met with the residents of Rustic Court at the library with issues in the community.

Met with the Town Administrator to discuss town business.

Attended the yearly awards ceremony at Rising Sun Fire Co for our officers.

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

Met with Chris from On-Site about issues with our camera system.

Met with supervisors about the upcoming year's business.

### **COMMUNITY ACTIVITY/ACTIONS:**

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

Cpl. Hoffman assisted the Bel Air Police Department with interviews/recent promotions.

Lt. Budnick assisted Perryville Middle School with a security survey of the school.

Owens Landing held their monthly meeting at the police department's training room.

Replaced the American Flag in front of the Police Department.

Sgt. Nitz met with the Health Department about one on one needle exchange.

Participated in the Amtrak Rail Security Program with Amtrak Police.

Perryville Police Department Monthly Police Report  
November, 2019

				Year to		
	September	October	November	Date 2019		
ROBBERY	0	0	0	1		
ASSAULT	1	4	5	37		
BURGLARY	1	0	0	13		
THEFT	5	3	6	44		
Auto Theft	0	0	0	0		
CDS	4	8	9	86		
DISORDERLY	1	1	1	8		
MDOP	0	2	0	8		
ADULT ARREST	15	24	16	240		
JUVENILE ARREST	2	2	5	31		
Referrals to Outreach	0	0	1	1		
CITATIONS	31	29	71	482		
WARNINGS	78	92	72	1,181		
SEROS	20	5	3	154		
ACCIDENTS	8	8	6	61		
52 (Investigated)	3	0	1	17		
89 (no Investigation)	5	10	5	54		

October 29, 2019

# Perryville Police Department

## Outreach Program

### Town Report

November 2019

Overall Monthly Attendance: 580

Active Members: 87

Number of New Referrals: 0

Number of New Members: 5

Total number of meals provided: 338

## **Announcements**

Outreach is now in full on Holiday mode. We have started our Annual Thanksgiving and Christmas food drive as well as our Adopt a Child Christmas Toy Drive. We fed 31 families Thanksgiving dinners and are trying to fill 39 more Christmas dinner requests. We are adopting 142 children this Christmas for our toy drive. Thank you to those who have already signed up to help. Special thanks to our area churches who have adopted families for both food and toys. We still have children who need adopting for Christmas so please let us know if you can help! Our members participated in Town Sweep this month and had a blast cleaning up their community. Members have continued their lessons at the Rolling Hills Therapeutic Riding program and are having a great time. We attended the Therapeutic Riding Program annual fundraiser and the food was delicious. Thank you to our Mayor and Commissioners for support a program that has given us so much! This month we started our CATCH program. This is the E- cigarette prevention program we receive grant money to perform with our middle and high School children. As a reward for all the great work done this month, our members were treated with a trip to Main Event for a day of fun activities and relaxation. Mrs. Jane stopped by for some Thanksgiving crafts as well! Thanks to our continued help from our new volunteer staff we could not help as many children as we do it if was not for you. Special thanks to Jane Bellmyer, Lynn Trumminello, Justin Wilson, Dashawn Marks, and Tammy Woodward.

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, Lynn Trumminello, as well as other anonymous donors.

To stay updated on all activities, events, and donation information, please go over to Facebook and give our page a like: [facebook.com/PPDOP](https://facebook.com/PPDOP). There you can find our monthly schedule, events, and any activities we are currently up to.

# DPW Report - November 2019

## **PUBLIC WORKS:**

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

- N/A

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

- A section of sidewalk at the Rte 40 that was removed for a sewer main collapse was replaced.

### ***Water/Sewer/Stormwater:***

- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices. Approximately 100 meters were switched out recently and we are awaiting a shipment of approximately 150 more meters.
- Staff repaired a section of broken water main on Cecil Avenue.
- Staff repaired a broken water service saddle on Bayscape Drive.
- Staff spent 5 nights (4 Hours each night) flushing hydrants and blow offs throughout town.
- A section of failed wastewater main was replaced in the 900 block of Frenchtown Road.
- I & I Repair such as grouting and cured in place pipe repairs have begun along a section of Frenchtown Road.

### ***Training:***

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Superintendent met with MRWA reps regarding the setup of safety training to be held at the DPW Shop
- Superintendent met with Core and Main meter specialist rep to plan a "water meter informational" training that will take place in the near future.

### ***Town Events:***

- Employees have began setting up for the annual holiday season by placing decorations on light poles along Broad Street and Aiken Avenue.

***Weather Related Events:***

- Winter weather equipment has been moved to the Department of Public Works and serviced for the upcoming winter season.

***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:***

- 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.
- The new Little League Building has been winterized.
- The Lower Ferry Comfort Station has been winterized.

**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 has been decorating Lower Ferry Park in preparation for the annual Christmas Tree Lighting event.

***Paving/Sidewalk Repairs:***

- N/A

***Maintenance:***

- Staff has stored the grass mowing equipment for the winter season.
- New trash cans have been received. They will replace the existing cans in an attempt to keep waste better contained.
- 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.

***Training:***

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

***Rodgers Tavern/Lower Ferry Pier:***

- N/A

***Daily Events: (Both Departments)***

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and

clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

***Monthly/Scheduled events: (Both Departments)***

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month (2 days each event, 4 days total for 2 employees each day) for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **November, 2019**

#### **Wastewater:**

Plant Influent Monthly Flow:	15.67 Million Gallons
Plant Effluent Monthly Flow:	13.29 Million Gallons
Veterans Center Monthly Flow:	4.30 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of October, 2019 and November with the November 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. Re-lamped the administration building lighting with low power usage LED bulbs
3. Received the back ordered aeration socks from Aqua Aerobics
4. Preparing to perform bi-annual cleaning of the chlorine contact tanks
5. Reviewing draft contract agreement received from GMB Engineers to perform denitrification filters design work
6. Cleaned both chlorine contact tanks and dechlor tank
7. B. Hamilton obtained MDE certification board water samplers license
8. Replaced all six blower air filters
9. Checked all building and exterior piping for winterization
10. Posted updated Town Emergency Response Plan
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **November, 2019**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	10.8 Million Gallons
Plant Finished Water Flow:	9.4 Million Gallons
Plant Backwash Water:	1.5 Million Gallons

Plant in compliance with MDE regulations for the month of October, 2019 and November, 2019 with the November 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. Replaced suction lines on chemical feed pumps citric acid and & sodium bisulfate pumps
3. Replaced leaking line on plant pressure reducing valve
4. Repaired a leaking line on the backwash recirculation line
5. Repaired a broken line on the back pulse tank fill line
6. Replacing back pulse tank fill line with ductile iron piping
7. Installed two new “no entry” signs at the raw water intakes required by the Coast Guard
8. Ordered new CIP tank 10” pipe flange to repair minor leakage
9. 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