

## **Staff Reports from Town Meetings**

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

## **Town Administrator's Report**

### **January 7, 2020 Town Meeting**

12/02 Mayor Ashby, Commissioner Linkey and I attended a meeting with the Little League regarding the new field.

12/03 Prepared for and attended Town Meeting.

12/04 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, review of town meeting / work session, Parade and Christmas in the Park, Active Shooter Response Planning Committee, Strategic Planning Meeting date setting, and Budget and Local Impact Budget.

The next meeting is scheduled for **January 9, 2020 at 2pm. Mayor and Commissioners - If any of you have a topic of discussion for this meeting please let me know.**

12/05 Met with the Frenchtown Crossing HOA members to discuss street lights, speeding in the community, scheduling a meeting with Norfolk Southern, requirements for the sidewalk that they plan to install. Note: Our speed signs were intended to be mobile. In order to make them easily moved, we ordered battery packs for the signs. And, I have asked Public Works to move one of our speed signs to Rustic Court. This will not be permanent, but it will be one location where we move it to from time to time.

12/07 Volunteered at the Town's Christmas in the Park event.

12/09 Dianna Battaglia and I met with Faron Pyles, John Gonzales and Matt Teichman to discuss some ideas that Fairgreen is considering for expansion.

12/10 Mayor Ashby and I met with Steve Clendenin of WHGM Gold radio station in Havre de Grace to record a 'Minute with the Mayor' segment.

12/11 Met with a representative from T-Mobile.

12/13 Attended the Perryville Employee Christmas and Holiday Party. It was a fun time and I thank the Town for providing for this party!

12/17 Met with Chief Miller regarding plans for back-filling the position that is being vacated by Lt. Budnick.

12/17 Prepared for and attended the Town Work Session.

12/18 Met with Steve Pennington of MES. Now that we have the T&C of an agreement in place with MES, we had some discussions about what services that MES could provide to assist the Town.

12/19 Since our Grants Administrator left for a new position, I am assisting with some of the duties related to that position while we decide how to fill the position going forward. The Final Report to DHCD for the Community Legacy Grant related to the Perry Point Village homes and the reed beds for \$75,000 was due by 12/31. I prepared and submitted that final report.

12/19 Commissioner Reich and I went around to the departments to thank the employees for their hard work and to wish them Merry Christmas and Happy Holidays.

12/21 – 01/01 Out of the Office – Thank you!

## **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:** One bid was received. The bid was within the budget, and it will be sent to the state for approval before issuing.

### **Collection System Expansion Project (sewer)**

AECOM has submitted:

- plans to MDE for approval
- environmental Permit
- permit applications for crossing the Norfolk Southern (N.S.) railroad

Perryville has:

- Cut two checks for the N.S. railroad permit applications and signed the applications for submittal by AECOM.
- Met with property owners regarding the needed deeds of easement.
- Entered into an agreement to have an appraisal done for the Delmarva easement as required.
- Contracted with a firm to prepare the metes & bounds and legal descriptions that are needed for the deeds of easement.
- Fred Sussman prepared 5 deeds of easement.

**Costs incurred over and above the AECOM agreement for this project are \$12,750 not including the legal fees. The project is ready to be bid in January.**

### **Daily work**

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had discussions with residents and property owners. Proof read minutes to meetings. 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 NO UPDATE**

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. 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** *(This team is about Sustainability and Environmentally Friendly Practices.)*

- 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 Committee** *(This committee is about Walking/Hiking/Biking Trails and Heritage Area Tourism)*

- The next Greenway meeting is scheduled for **January 22<sup>nd</sup> at 10am** at Rodgers Tavern. We are working with the Women's 5K by the Bay to see if an event can be held in Perryville in 2020! 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. **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 KCI staff walked the streams in town to do an assessment of watershed health. They collected data regarding stream bank erosion, forest health and stormwater systems. They didn't run into any issues and they found several potential retrofit opportunities to evaluate for the Town's MS4 program. More information will follow.

### **Municipal Complex:**

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

#### **Phase II Little League Field (Trego Field) – UPDATE**

- Construction of Phase II of the project is Complete (as far as the construction contract goes). 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.
- We are working on a Memorandum of Agreement with the Little League, which Fred Sussman has prepared and has been submitted to the L.L. for their review and comment. This MOA spells out responsibilities and expectations going forward with the field. We hope to vote on it in January – if not at the 01/07 Town Meeting, then at a Special Meeting after the January work session on 01/21.

#### **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.

12/09 Received a quote from the surveyor to survey the rest of the property. We need to do a budget amendment in order to sign this proposal and have this work done.

#### **Road Dedication – Chesapeake Overlook Parkway**

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:** We expect the road to be dedicated early in the new year. All of the paperwork is in and being reviewed.

#### **Sidewalks on MD222 – NO UPDATE**

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~~ January work session for further discussion.

#### **Training**

- Four 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 Meetings**

01/08 Green Team Meeting 01/09 Leadership Meeting, 01/15 Meeting Dr. Szumel of Union Hospital, 01/22 Greenway Meeting

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

## **Assistant Town Administrator Report for the January Town Meeting**

### **EMPLOYMENT**

The parks position interviews are scheduled for January 7, 2020.

Public Works Crewman position interviews are scheduled for January 7, 2020.

Code Enforcement position is open. The department head is reviewing the job description.

### **MISCELLANEOUS**

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

The Town Hall now has faster internet. Onsite Computers is currently installing ESET(Antivirus software) to all computers owned by the Town. Our next project with Onsite will be preparing the Edmunds server for cloud system in support of our Information Systems Contingency Plan. We are hoping to start it in February.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 16 deeds, 2 dump trailer rentals, 45 heavy trash calls and 0 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**

Shut offs were December 30, 2019.

Tara is processing water/sewer bill inquiries from residents.

### **MEETINGS**

December 4, 2019 – Attended Dept. Head Meeting.



**Treasurer's Report  
Town of Perryville, Maryland  
January 7, 2020**

**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-December 2019 -\$5,804.95
- Total to date: \$ 20,333.45

- **FY 20- Financial Statements**

- Continued to review financial statements for the year.
- Reconciled Local Impact Funds. Will prepare Budget Amendment for February to recognize surplus funds received.

- **FY2021-2023 Local Impact**

- Prepared three year budget for Local Impact based on the Board's recommendations.

- **Enterprise Fleet**

- Worked with Mr. Sussman and Enterprise Fleet representative to submit an addendum to the Enterprise Master Lease Contract. Enterprise attorneys are currently reviewing it.
- Submitted purchase orders for the two new Police department vehicles to Enterprise. Vehicles had already been ordered so Enterprise will assume the contracts and lease back to the Town.
- Received estimated resale value of an old Police vehicle from Enterprise. It was substantially more than the highest bid on GovDeals and Municibid. We will place it with Enterprise as soon as our contracts with them are finalized.

- **Refuse RFP**

- Prepared RFP for the Town's Trash removal for the next three years. It will be advertised and bid out in January. The RFP contained several options.
- Contacted other local townships and obtained information concerning their vendors and per unit costs
- Contacted several local trash haulers and obtained direct contact information so RFP packet can be directly sent to them for bid consideration.

**Treasurer's Report  
Town of Perryville, Maryland  
January 7, 2020**

- **SAPP Grant**
  - Prepared SAPP grant report due in January.
- **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

**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.

**November , 2019 Statistics:**

- 226 purchase orders were processed totaling \$435,196.90
- 113 Accounts payable checks were processed totaling \$256,528.16
- 10 A/R invoices totaling \$4,850.81
- We have received the LIF funds for October and November 2019 in the amounts of \$111,152.37 and \$109,963.90, respectively. Life to date (Sep-10 to Nov-19) slot revenue received \$13,265,819.85  
Received for Fiscal Year 2020 to date- \$580,382.02.

## Planning & Zoning Department

### December Staff Report – January 7 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, NOI Permit received from MDE. 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. Property owner has discussed use of vehicle storage and intends to resubmit to the BOA in February for the previously submitted Rezoning request.
- **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. Planning Commission reviewed and approved with conditions. CURRENT STATUS: Awaiting draft easement agreement for review by town attorney.
- **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 will not start until active permit is received; architect working on building plans and site development; house has been demolished. CURRENT STATUS: Owners continue to work with surrounding condo associations.
- **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 requires 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: Received final approvals. Possible settlement in January.

- **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	1	
<i>Violation Letters</i>	56	11	31	9	13	15		3	17	17	10	2	
<i>Citations</i>	4	3	5	3	2	3			3	1	0	0	
<i>Rental Licenses Issued</i>	117	32	8	5	2	3			2	5	205	100	
<i>Other</i>													

**Planning Commission:** Meeting held December 16 to review the Zoning Certificate for 5<sup>th</sup> Brewing Company. Planning Commission recommended approval upon gaining approval from Commissioners and Mayor for an encroachment easement.

**Board of Appeals:** No meeting was held in December.

#### P&Z Meetings/Events:

#### Other:

- Amanda Paoletti was promoted from Code Enforcement to Planning Coordinator. She continues to work as the Code Enforcement Officer until the need for the position is properly evaluated.

**Zoning Certificates:** 1 certificate approved; 0 for roof mounted solar panels. Domino's received their U&O and look forward to open after January 1.

#### Grants:

- Grant funds have been awarded and funds depleted. Funds now not available until July 1, 2020.

#### Economic & Community Development:

- 12/4 – Meeting with DJ for Christmas event
- 12/5 – Meeting at Macgregor's to discuss partnering for events
- 12/7 – Christmas in the Park – Successful Parade and event
- 12/8 – Meeting to discuss events for calendar year 2020

- 12/11 – Post event meeting for Christmas in the Park
- 12/12 – Decorating contest
- 12/18 – Chamber event

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

**Upcoming Events:** There are no upcoming events scheduled.

**Training:** No news to report at this time.

**Website:** Continue to update and keep current the information posted for related departments.

**Rodgers Tavern:**

- Donations collected bi-monthly.

- 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 payment to Rocchi has been made for project retainage. The old concession buildings are demolished; old site must be stabilized before county inspection. McGuirk Construction has been hired to modify existing inlet I-3 near the right field outfield located in Town Hall Phase III. Lowering the I-3 inlet grate should improve drainage of the ballfield until construction of Phase III is complete.
- 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.
- 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 microbioretenment 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 DECEMBER 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.

Setting up training for 2020.

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

Attended the monthly leadership meeting at town hall.

Assigned officers to work the Christmas Parade in town.

Met with Billy from Town Hall to discuss upcoming town events.

Attended the Christmas party at work.

Lt. Budnick and Sgt. Nitz attended the HERC meeting at DES..

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

Pizza Hut in Havre de Grace donated pizza to the Perryville Police Department.

Cpl. Hoffman received a thank you letter for assisting the Town of Bel Air with police promotions.

CASA of Maryland sent a thank you letter to the Perryville Police Outreach Program for their participation in the 3<sup>rd</sup> Annual Festival of Trees and for the cash donation.



Perryville Police Department Monthly Police Report  
December, 2019

	October	November	December	Year to Date 2019		
ROBBERY	0	0	0	1		
ASSAULT	4	5	7	44		
BURGLARY	0	0	0	13		
THEFT	3	6	5	49		
Auto Theft	0	0	0	0		
CDS	8	9	10	96		
DISORDERLY	1	1	3	11		
MDOP	2	0	0	8		
ADULT ARREST	24	16	30	270		
JUVENILE ARREST	2	5	4	35		
Referrals to Outreach	0	1	0	1		
CITATIONS	29	71	68	550		
WARNINGS	92	72	97	1,278		
SEROS	5	3	11	165		
ACCIDENTS	8	6	6	67		
52 (Investigated)	0	1	3	20		
89 (no Investigation)	10	5	3	57		

January 2, 2020

# Perryville Police Department

## Outreach Program

### Town Report

December 2019

Overall Monthly Attendance: 634

Active Members: 87

Number of New Referrals: 0

Number of New Members: 2

Total number of meals provided: 361

### **Announcements**

This month at Outreach, members and staff enjoyed numerous holiday activities. This festive month was kicked off with our participation in the Town's Christmas parade. Two of our older members, Beth Adams and Kaden Taylor, helped staff create our float for the event, while other members participated by sporting blue Santa hats and singing Christmas carols as we drove down Broad St. Afterwards, members and staff enjoyed the festivities at Christmas in the Park. It was a truly great way to start the holiday season.

To further embrace the season, members decorated our first real Christmas tree. Members also enjoyed our annual Christmas party that included decorating sugar cookies, listening to Christmas music, and participating in various Christmas themed games. To top it all off, we were also visited by Christmas carolers from Perryville Elementary who graciously gifted children with candy canes and books.

As the month continued, we were visited by Ms. Jane and Ms. Nancy. With them, members made snowman pictures, ornaments, bird feeders, and chocolate covered pretzels. We truly appreciate all the thought and energy that goes into their activities, and the members love when they come by. Outreach was not only touched by their generosity this month, but also the generosity of the copious donors who helped make 150 children have a memorable holiday season. The outpouring of gifts and food we received for children in the community was unimaginable. We cannot thank those who donated enough. We wanted to give a special shoutout to Susie Gough from Perryville Elementary who worked with us and helped make all of this possible. We wouldn't be able to do the work we do without her help and support.

With this giving spirit in mind, members took the time to make small gifts for children at the Ronal McDonald house. The giving continued by helping to make a dying man's wish for Christmas cards come true.

Despite all the fun and love we have enjoyed this month; we did have to say goodbye to one of our staff members. Our Activities Coordinator, Devon Catts, will be departing from our program at the end of the month as she will continue to pursue her educational endeavors. We wish her the best of luck in all she does moving forward.

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.

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **December, 2019**

#### **Wastewater:**

Plant Influent Monthly Flow:	22.10 Million Gallons
Plant Effluent Monthly Flow:	18.60 Million Gallons
Veterans Center Monthly Flow:	6.65 Million Gallons

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

#### **Activities:**

1. Completed 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. Forwarding results to MDE
2. 450 of the 500 SBR aeration socks have been replaced
3. Prepared last 50 SBR socks aerators for installation
4. Perform bi-annual cleaning of the chlorine contact tanks
5. Contract agreement received from GMB Engineers to perform denitrification filters design work
6. Preparing FY2020 operations and maintenance schedules
7. PSC performed semi-annual removal of grit at raw pump station with super vac truck
8. Completed preparations for winterizing the plant
9. Communicating with Marino's Electric for progress report to install new scada system
10. Monthly housekeeping was performed
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **December, 2019**

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#### **Water:**

Plant Raw Water Monthly Flow:	8.8 Million Gallons
Plant Finished Water Flow:	8.5 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

Plant in compliance with MDE regulations for the month of November, 2019 and December, 2019 with the December 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 sump pump and battery in the northbound I-95 PRV vault
3. Replaced leaking copper line on plant pressure reducing valve
4. Backup scada computer repaired and received back from Suez
5. Replacing turbidity meter water supply pumps (12 years old and failing)
6. Ordered valve actuators and valve positioners for membrane train #4
7. Worked on CIP tank 10" pipe flange to repair minor leakage
9. Monthly housekeeping was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers