

Staff Reports from Town Meetings

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Town Administrator's Report

February 4, 2020 Town Meeting

02/03 I had a discussion with LGIT representatives regarding the insurance coverages carried by the Little League. LGIT reps said the L.L. insurance coverage is fine for our needs.

02/04 Prepared for and attended Town Meeting

02/08 Prepared for and attended the Strategic Planning Retreat

02/11 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, review of town meeting / work session, Active Shooter Response Planning Committee, Year in Review Report and scheduling regular meetings with Town Administrator.

The next meeting is scheduled for **March 5th at 10:00 a.m. Mayor and Commissioners - If any of you have a topic of discussion for this meeting please let me know.**

02/11 Met with Debbie Laubach to review a budget amendment

02/12 Mayor Ashby and I met with Teri Emanus, Acting Associate Director of Finance for the VA. We discussed a variety of issues, including, Census and most importantly, I&I

02/13 Met with Debbie Laubach to review financial statements

02/14 Participated in the Trash and Recycle Bid opening

02/14 Met with Mr. and Mrs. Whitmill regarding acquisition of an easement for the CESP 2020 sewer improvement project

02/14 Met with Trey Giraldi and DPW onsite to layout the PRR Monument Sign

02/18 Prepared for and attended the Town Work Session

02/19 Met with Ralph Ryan to review that status of projects that he is working on (station 16 water tie-in, trail design, MS4) and town meeting reporting

02/24 Debbie Laubach and I attended the LDC meeting at the Cecil County Government Building to present the 3-Year Local Impact Budget. Debbie made the presentation and did an excellent job! The budget was approved by the LDC. It now gets incorporated into the upcoming budget fy 2021 and the next two years after that.

02/25 Met with Chief Miller to review a variety of policing topics and to discuss Outreach

02/26 Met with George Smith at the Wastewater Plant to review upcoming budget, operating status of plants, other operational updates and the VA

02/27 Cathy McCardell and I met with Debbie Laubach and Debbie Gilbert to begin work on the budgets for Mayor & Commissioners, Administration and General Services

02/27 Met with Commissioners Reich and Snelling (separately) to give updates on various project status

02/27 Attended the kick-off meeting of the Active Shooter Preparedness Planning Committee to talk to the participating staff members about the goals and objectives of the committee, to discuss initial measures implemented after the VA Beach incident, and to thank them for their participation

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 were due on December 5th at 2pm. **UPDATE:** One bid was received. The bid was within the budget, and the contract has been executed. Per the state requirements, the executed contract was submitted to the State to determine eligibility. Waiting on response from the State; however, we can move forward with construction so that will be starting in the near future.

Collection System Expansion Project (sewer)

AECOM activities:

- Designed the proposed improvements and prepared the bid documents; updated bid documents based on legal counsel and insurer recommendations
- Erosion and sediment control plans - approved
- Updated the plans per the MDE comments and resubmitted to MDE
- Non-Tidal permit has been received but there is an amendment in process
- Norfolk Southern (N.S.) railroad crossings – approved
- State Highway permits (Aiken Avenue and MD 7) - approved

Perryville activities:

- Met with property owners regarding the needed deeds of easement. Sent out offer letters.
- Worked with Norfolk Southern to get the agreements amended
- Working with Delmarva Power on the deed of easement and amendment to Delmarva's standard conditions
- Completed various documents at the request of AECOM and worked with our legal counsel on the contract and related documents and with our insurer to ensure and that the Town and the deed of easement property owners are covered by the insurance

Costs incurred over and above the AECOM agreement for this project are \$54,579.50 not including the legal fees.

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 Please see Ralph Ryan's report for the 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 27th 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.

Grants Summary – NO UPDATE

Grants Summary - Town of Perryville - 02/04/2020			
Grantor	Project	Amount	Manager
MDE	Station 16 Water Tie-In	\$140,000	Ralph Ryan
MDE	ENR Enhancements (Denitrification Filters at the WWTP)	\$1,000,000	George Smith
MHAA	Light the Night at Lower Ferry Park (Solar Lighting)	\$15,100	Dianna Battaglia
LSHG	Mini-grant for Tavern exhibits / signs	\$4,000	Jennifer Pitts
MHT	Non-Invasive Archaeological Survey at Rodgers Tavern & Lower Ferry Park	\$16,000	Jennifer Pitts
DNR	Resurface Basketball & Tennis Courts at Park, Build Trail (courts are done)	\$45,300	Ralph Ryan
MD Bond Bill	Construct PRR Monument Sign at Lower Ferry Park	\$25,000	Denise Breder
MD - CAC	Critical Area Program (programmatic grant)	\$3,700	Dianna Battaglia
GOCCP	State Aid for Police Protection (programmatic grant)	\$83,603	Chief Miller/Danielle Hemling/Finance Staff
MD/C.C. Health Dept.	CATCH Tobacco Program	\$1,000	Danielle Hemling
GOCCP	Police Participation in Outreach Program, Program Supplies	\$30,000	Danielle Hemling
	Sub-total	\$1,363,703	
USDA	Station 16 Water Tie-In	\$112,907	Ralph Ryan
MDE	ENR Enhancements (Denitrification Filters at the WWTP)	\$5,846,450	George Smith
	Grand Total	\$7,323,060	

Lines highlighted in green indicate grants that have been applied for and we are awaiting approval on.

Green Team *(This team is about Sustainability and Environmentally Friendly Practices.)* **NO UPDATE**

Prepared for and attended the Green Team meeting held on Wednesday, January 8th at 5:30 p.m. Discussion topics included Town Sweep, Community Garden, and next steps to take on Action Plan. Our next Perryville Green Team meeting is scheduled for **March 11 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 **NO UPDATE** *(This committee is about Walking/Hiking/Biking Trails and Heritage Area Tourism)*

- Prepared for and attended the Greenway Committee Meeting held on January 22nd. The next Greenway meeting is scheduled for **March 25th at 10:00 a.m.** in Town Hall.
 - We are working with the Women's Distance Festival 5K 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, the Town will need to fund the stormwater or reject the grant. We considered re-scoping the project, but even with a reduced walkway width, stormwater still was required.
 - The Greenway Committee is in the early stages of planning a Candlelight Tour for this year.

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.
- So far this fiscal year KCI has completed the stream assessment and RRI assessment, completed the SWPPP for the DPW
- A meeting is scheduled for March 11th with KCI for discussion of the results of the stream and RRI assessments and a determination of which project Perryville wants KCI to prepare concept plans for.

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. The MOA was approved and executed.

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.

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.

01/21 Budget Amendment Ordinance 2020-02 was introduced at a Special Meeting. This amendment includes the cost to have the property surveyed.

02/04 Budget Amendment Ordinance 2020-02 was approved at the February 4th Town Meeting.

02/17 As a result of an inspection, the USACOE required a repair to be made to the stream restoration work that was done a few years ago. The contractor was onsite to make the repair and was interrupted by the neighboring property owner. The contractor left and completed the repair work on 02/19.

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. **NO 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

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. 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. **UPDATE:** DHCD has approved the modification to the Sustainable

Community Boundary. We are waiting on SHA to provide updated exhibits per Mr. Sussman's request. Those exhibits will be incorporated into the easement and fee simple documents. The two easements needed are for Patterson's Funeral Home and the Beacon Point HOA. The HOA will need to vote on the document for Beacon Point.

Small Wireless Facilities Ordinance

Fred Sussman is working on a small wireless facilities ordinance for Perryville. He was working on this for other clients and asked if Perryville needed one. I told him to move forward with it since without an ordinance, Perryville will have little control of small wireless facility installations within Town rights-of-way. This ordinance was discussed at several work sessions. During the most recent discussion at the January 2020 work session there were no additional comments or questions from the Board, but I had questions about under what grounds waivers could be issued. Mr. Sussman has provided some alternative language to consider for the waivers section. Also, he and I had some emails about incorporating the Design Standards into the Code to be created by this ordinance. Both of these topics will be addressed at the March work session. If we come to agreement on the language of the ordinance at the March work session, then it can be ready for introduction at the April Town Meeting.

Training

- One employee took 2 courses through the LGIT training module.
- Active Shooter Training - **UPDATE** 5 employees attended CRASE training on June 3rd and 15 employees attended ALICE training on September 18. We are in process of having another round of Active Shooter Training provided – so far, department heads have let Cathy McCardell know that 5 employees need training. She is waiting on the rest of the Department Heads to get back to her.
- Also, and **Active Shooter Preparedness Committee** has been created to prepare a response plan, make recommendations on building improvements and other purchases to help prepare for and preferably prevent an active shooter event. The committee's first meeting was held on February 27th.

Upcoming Meetings

03/04 DHCD conference call, 03/04 Regional Greenway, 03/05 Leadership Meeting, 03/06 meeting with L.L. representative, 03/06 meeting to execute deed(s) of easement, 03/09 Commissioner Linkey, 03/10 budget, 03/11 Aaron Ashford, 03/11 KCI meeting for MS4, 03/11 Green Team, 03/15 M-DT quarterly meeting and hike, 03/17 LGIT renewal meeting, 03/18 facility tours Commissioner Snelling, 03/24 budget, 03/25 Perryville Greenway, 03/31 budget

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

Assistant Town Administrator Report for the March Town Meeting

EMPLOYMENT

Held interviews for crossing guard. The position has been filled. Charlie Thomas was hired to fill the position and started on February 24, 2020.

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

MISCELLANEOUS

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

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 14 deeds, 1 dump trailer rentals, 50 heavy trash calls and 4 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 processed 538 water/sewer late notices and they were mailed out for quarter on February 19, 2020. Late notices are due March 9, 2020. Five (5) paid in full letters were mailed for accounts with payment plans. Entered Roundhouse Drive new meter changes in Edmunds.

Sent 15 water/sewer accounts to Tax Sale on February 24, 2020.

Created and ordered new work orders for water and sewer. Also, created a new meter forms.

MEETINGS

February 8, 2020 – Attended the Strategic Planning Meeting.

February 11, 2020 – Attended staff meeting.

February 13, 2020 – Employee Healthy Lunch

February 18, 2020 - Held Crossing Guard Interviews with Chief.

**Treasurer's Report
Town of Perryville, Maryland
March 3, 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-Jan 2020 -\$5,994.95
- Total to date: \$ 20,523.45

- **FY 20- Financial Statements**

- Continued to review financial statements for the year.

- **Local Impact**

- Presented proposed FY2021-2023 Local Impact Budget to the Local Development Council and Cecil County. It was approved as drafted.

- **Enterprise Fleet**

- Mr. Sussman and the Enterprise Fleet attorneys drafted a mutually acceptable addendum to the Enterprise Master Lease Contract. The Master Lease Documents were signed.
- 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.
- After reviewing the Town's credit, Enterprise has offered us much more favorable terms. They changed the initial down payments from 20% to 0%. Down payment for after market improvements was reduced from 50% to 25%.

- **Refuse RFP**

- Received proposals from four Refuse Contractors. We are in the process of reviewing the Companies' financials and proposals. Two of Contractors would be able to offer us substantial savings over our current rate.

- **Merchant Fees**

- Have spoken to several vendors to obtain quote estimates for our Merchant Service fees which have increased dramatically as more residents pay their water and sewer bills by credit card.

**Treasurer's Report
Town of Perryville, Maryland
March 3, 2020**

- One vendor, USB, analyzed our merchant statements and can offer savings of approximately 50%.
- In addition, they will offer the Town residents the ability to pay their Water and Sewer bills as automatic ACH payments from their checking accounts.
- We expect to save approximately \$4500-\$5000 a year.

- **Energy Providers**

- Submitted application and back up for the Cecil County Chamber of Commerce's Co-Op electric bid. We should hear back in approximately three weeks.

- **Howard Bank -CD**

- The Town's \$2.5 million Certificate of Deposit matured at the end of February. The CD was paying ½% interest. (\$12,500/Year) It was transferred to the Town's General MLGIP account which should will pay (conservatively) 3.5%, which would be appropriately \$87,500 /year.

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.

January, 2020 Statistics:

- 207 purchase orders were processed totaling \$563,854.34
- 94 Accounts payable checks were processed totaling \$1,246,814.85.
- 2 A/R invoices totaling \$129,217.03.
- We received December's distribution of LIF funds in the amount of \$115,677.27. Life to date (Sep-10 to Dec-19) slot revenue received \$13,451,497.12
Received for Fiscal Year 2020 to date- \$766,059.29.

As of Dec 2019				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 224,796.72	\$ 224,796.72
1030	PNC	Payroll - PNC	27,963.32	27,963.32
1032	PNC	Health Savings Checking - PNC	13,081.84	13,081.85
1036	MLGIP	General - MLGIP	3,238,666.48	3,238,666.48
1037	MLGIP	MLGIP Assign Funds		
1039	MLGIP	MLGIP Facility Reserve Acct	92,363.03	92,363.03
1040	PNC	Community Act. Committee - PNC	29,520.82	29,520.82
1042	PNC	Parade - PNC	15,897.18	15,897.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	8,974.18	8,974.18
1050	HOWARD	CDARS - Cash/HOWARD	2,575,528.36	2,575,528.36
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	143.43	143.43
2035	PNC	W&S Savings - PNC	169,099.02	168,822.09
2036	MLGIP	W&S Fund Acct. - MLGIP	782,594.55	782,594.55
3030	MLGIP	Sewer Improvement Fund - MLGIP	193,559.50	193,559.50
3026	PNC	W&S Improvements - PNC	5,070.60	5,070.60
3046	HOWARD	W&S Improvements - HOWARD	472,218.13	472,218.13
8025	PNC	Local Impact Grant Fund	306,752.86	306,752.86
8038	MLGIP	MLGIP Local Impact Grant Fund	544,280.31	544,280.31
9053	MLGIP	MLGIP Capital Project Acct	531,395.44	531,395.44
		Totals:	\$ 9,236,526.26	\$ 9,236,249.34

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 12/31/19.

0.01
(276.93)
In transit, to be rec in Feb.

Planning & Zoning Department

February Staff Report – March 3, 2020 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 and dirt pile has been moved; owner searching for tenant. CURRENT STATUS: No update.
- **Cedar Corner:** Property purchased by Michael Palmisano; developing phasing sequence and engineer working on plans. CURRENT STATUS: The engineer has completed the property survey and is developing the site plan based on previous design; demolition permit has been approved for the residential dwelling located on the property at the end of Harvest Lane.
- **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 completed demolition. CURRENT STATUS: Some interest in developing the property by developers/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. Property owner submitted concept plan for 1st floor retail and residential above which was approved to move forward by the Planning Commission; discussed another use-by-right in the C-2 zone for vehicle storage of automobiles and light trucks; their intention is to resubmit request for rezoning for the warehouse; Site inspection conducted January 22nd for compliance with building codes and County issued letter informing property owner 90 days to either do repairs, board up and make secure, or demolish/remove structures to avoid further action. CURRENT STATUS: Pre-application meeting held to discuss submittal of rezoning application for the same use; owner/developer is holding a Community Outreach Meeting at Minker Hall on March 5th at 6:00 p.m.
- **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 pending final documentation. 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. Planning Commission reviewed and approved with conditions; need for an easement approved. CURRENT STATUS: Property owner will be submitting a 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: Owner representative is reviewing code requirements for site development prior to submitting for zoning approval/building permit.
- **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: A demolition permit has been submitted for the office building, with future plans to redevelop the area for service and maintenance indoors. Owner has submitted application to MDE to obtain authorization to perform work in tidal wetlands (replace timber piles, piers, breakwaters and reconnect existing floating docks).
- **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: Construction continues.

- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook; final approvals received. CURRENT STATUS: Construction bids under review; completing the financing package; anticipated early spring ground breaking.
- **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; concept storm water plans have been approved. CURRENT STATUS: No update.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	0	1											
<i>Violation Letters</i>	30	30											
<i>Citations</i>	0	0											
<i>Rental Licenses Issued</i>	210	38											
<i>Other</i>													

Planning Commission: Meeting was held February 24th to vote for Chairman and Co-chairman and general discussion.

Board of Appeals: No meeting was held in February.

P&Z Meetings/Events:

- 2/11 – attended the leadership meeting; pre-application meeting held to discuss resubmittal of rezoning request for warehouse facility at 68 Heather Lane.
- 2/21 – met with solar contractor to discuss options for pathway lighting at Lower Ferry Park.
- 2/27 – participated in the Active Shooter Preparedness Committee to plan for emergency events; met with a contractor for price quotes for maintenance repairs; meeting with engineer to discuss development plans for residential project; budget meeting.

Zoning Certificates: 5 certificates approved; 0 for roof mounted solar panels.

Grants:

- 2 applications were submitted by 501(c) businesses with vote of awarded funds at the March 3rd town meeting.
- The next round of Grant Funds to be announced with the new Fiscal Year beginning July 1, 2020.

Economic & Community Development:

- 2/1 – Ribbon cutting ceremony for Dominos Pizza

- 2/3 – Grant review meeting
- 2/7 – Attended Perryville Elementary School and Good Shepherd with the Mayor to discuss if I were Mayor essay contest.
- 2/10 – Farmers Market manager meeting at Harford county Ag building

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

Upcoming Events:

- 6/5 – Farmers Market to be held at Rodgers Tavern
- 6/12 – Movie Night
- 8/22 – Lower Ferry Festival
- 9/12 – Tap into the Tavern
- 10/9 – Movie Night
- 10/30 – Halloween Boo Bash
- 12/12 – Christmas in the Park

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

Rodgers Tavern:

- Museum is open every Thursday and the 1st and 3rd Saturday of the month from 12:00 to 4:00 p.m.
- See attached Quarterly Report for December, January, February.

RODGERS TAVERN MUSEUM REPORT MEMORANDUM

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: DECEMBER 2019-FEBRUARY 2020 QUARTERLY REPORT
DATE: FEBRUARY 25, 2020

MEETINGS AND EVENTS:

12/7/19 Christmas in the Park
12/19/19 RTM Status Meeting
2/3/20 Meeting with regional historian Mike Dixon
2/20/20 RTM Status Meeting

ACTIVITIES:

1. Submitted draft Significance Statements. Significance Statements, to quote the National Park Service, are "literally the foundation upon which interpretation [i.e. programs, exhibits, tours, etc.] is constructed. Thoughtfully-crafted and clearly-articulated significance statements focus management attention on the exact attributes of the place that make it important. Significance statements answer two questions. What is significant about a place? Why should I go there?"
2. LSHG Mini-Grant
 - Mid-Project Report submitted on February 6, 2020.
 - Script development and design is underway for five, 36in. x 48inc exhibit panels. Horizontal or vertical orientation to be determined by location within the museum.
 - Blueprints created by the former Friends of Rodgers Tavern for use in meetings during the reconstruction planning stage have been digitally photographed
 - Selection of reproductions for interactive elements is complete
 - Research into the history of the Susquehanna Lower Ferry and Tavern continues to reveal interesting aspects of its past.
3. 2020 Lecture Series
 - This year's lecture series will be in the form of "Brown Bag" lectures on Thursdays at 12:00pm. Attendees bring their own lunches to eat while listening to lectures.
 - Speakers and dates are as follows:
 - Mike Dixon, Regional Historian, April TBD

- Joyce White, Food Historian, on June 11th
 - Rod Cofield, Executive Director of Historic London Town and Gardens, on September 3rd
 - Jennifer Pitts, Director of Rodgers Tavern Museum, November 19th
4. The Museum renewed participation in the Blue Star Museums Program.
- Program runs from May 16, 2020 to September 7, 2019.
 - Blue Star Museums is an initiative of the National Endowment for the Arts in collaboration with Blue Star Families, the Department of Defense, and more that 2,000 museums nationwide.
 - The program provides free admission to our nation's active-duty military personnel and their families. Admission to the Museum is already free. Participation in the program is another avenue to help raise the Museum's public profile. A press release to local news organizations will be sent out in early April.

- 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.
 - Developed strategies and a lesson plan 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.
 - Diesel Spill report submitted to MDE. Major diesel spill incident occurred Friday morning 2-7-20 at the Pilot Travel Plaza gas station. A diesel pump was hit by a truck to the travel plaza. This collision ruptured the pump causing the underground pressurized diesel lines to overflow and spill out an estimated 1,000 gallons of diesel into the storm sewer system (MS4). The spillage drained into a downstream drainage inlets and a SWM pond. It is estimated that perhaps up to 900 gallons of diesel fuel might have ultimately drained into the Town's MS4 and could potentially pour into the Susquehanna River via the storm drain pipes and supporting infrastructure. A private environmental company, Miller Environmental Group, Inc., with the supervision of MDE, shut down the ruptured diesel tank to stop further overflow, then placed absorbent pads and booms around the affected areas like the SWM pond and parking lot as remediation of the site contamination. Multiple stages of these absorbent pads and booms were used to clean up the entire contaminated onsite surface. This cleanup action is still ongoing as of Wednesday 2-26-20, lasting several weeks in duration since the incident earlier in the month. The clean-up crews are currently cleaning the affected storm drain inlets and taking measures to clean the SWM pond and will not be relieved until MDE declares the site clear of contamination.
- 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.
 - GTA Inc. has been charged by MDE and the Army Corps of Engineers to repair specific features within Mill Creek inside the Reservoir Road Dam property owned by the Town. A specific adjacent property owner interfered with the repair work authorized by MDE and Army Corps and delayed the project 2 work days. On the third day and final day of stream restoration work, the interfering property owner was arrested by Town Police. Work was complete on the stream that same day.
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
- Otsego Street
 - On hold until project ready / budget. Survey work can be placed on hold.
- 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.

- Shopping for engineering firms to perform a land topography and property survey to the project limit extents for the design process. Survey data will also be used to create utility easements with private and public land owners.
- Continuing to work with USDA and MDE for grant assistance
- Contacted Rasheeda Onasanya of the USDA Rural Development (USDA Grant funding for Station 16). She is still reviewing the grant application for ½ the project budget amount. She has no immediate concerns regarding the application. She will be due for replacement soon, no idea yet on who will take her USDA position. Working with MDE's guidelines to hire a professional land surveyor to contour the project landscape, mark all utilities, and note property lines & easements necessary for the construction plans. Beginning the design process.
- MD 222 Sidewalk Construction
 - NO NEW UPDATES - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
- 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 will soon provide a cost proposal for the bridge repair work.
- 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 submitting to county for approval.
 - Completed the SWM report and the necessary submittals.
 - Designing alternate less costly SWM mitigation for the LSHG trail. Bioswale design determined to be too expensive to construct (\$249,000).



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 FEBRUARY 2020

CURRENT PROJECT:

Working with Outreach to obtain a 501c3 organization.

Advertising in house for an officer position.

Advertising in house for a Corporal's position.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended the monthly meeting at Town Hall.

Attended the Town's Strategic Planning Meeting at Town Hall.

Attended the retirement luncheon for retired Lieutenant Keith Budnick.

Attended the Leadership Meeting at town hall.

Attended the work session at Town Hall.

Lt. Nitz attended the LEPC/HERC meeting in Elkton.

Lt. Nitz attended the traffic meeting at the JFK Highway Barrack.

COMMUNITY EVENTS, ACTIVITIES, MEETING, ETC:

Attended the Domino's ribbon cutting ceremony in town.

Perryville Police Department Monthly Police Report
February, 2020

	JAN	FEB		Year to Date 2020		
ROBBERY	1	0		1		
ASSAULT	5	1		6		
BURGLARY	2	0		2		
THEFT	5	2		7		
Auto Theft	0	0		0		
CDS	8	9		17		
DISORDERLY	1	1		2		
MDOP	3	0		3		
ADULT ARREST	34	36		70		
JUVENILE ARREST	5	2		7		
Referrals to Outreach	0	0		0		
CITATIONS	55	55		110		
WARNINGS	80	79		159		
SEROS	13	15		28		
ACCIDENTS	7	8		15		
52 (Investigated)	3	5		8		
89 (no Investigation)	4	3		7		

February 27, 2020

Perryville Police Department

Outreach Program

Town Report

February 2020

Overall Monthly Attendance: 361 *As of 2/24/20

Active Members: 65 *As of 2/24/20

Number of New Referrals: 0 *As of 2/24/20

Number of New Members: 1 *As of 2/24/20

Total number of meals provided: 251 *As of 2/24/20

Member Highlight: DaShawn Marks

This month we have decided to begin highlighting outstanding Outreach members so the community can begin to learn more about the wonderful children who attend our program. DaShawn Marks is an 18-year-old Perryville local who, when not working at Food Lion, spends his days volunteering at Outreach. He has been a member for 7 years now and is an exceptional role model for our younger members. He often helps with homework, outside supervision, and life skills.

Announcements

This month at Outreach, members embraced the theme of love and togetherness through various activities. Members and staff welcomed a new team member, we celebrated Martin Luther King Jr Day by practicing collaboration and teamwork, and we took the time to give back to those in need by making cards to nursing home residents, cleaning up the community, and donating to WWF through Charity Miles. Additionally, members took the time to color American Flag photos to be displayed at Volunteer's of America's Home of the Brave ceremony; an organization that assists homeless veterans.

Kayleigh Nesbitt was welcomed on as our new Activities Coordinator. She has numerous years of experience working with youth and has become a great asset to our team. The children have welcomed her with open arms, and we are happy to have her join our family!

Ms. Jane visited us early in the month to do a craft with our members. With her, members created adorable candy dispensers. Other crafts this month included a Chinese New Year paper lantern, positive moments reflection page, and a community service wall for the teen room. We also embraced the warm weather by spending a lot of time outside playing basketball.

We celebrated Valentines Day with our members. We blew up heart balloons, made heart valentines, and celebrated by making our moms yummy chocolates.

Mr. Clifton one of our CCPS teachers has begun stopping by and helping tutor some of our students. He is a big help and the children are benefiting greatly from his instruction. In addition to working on traditional educational skills, members were also encouraged to think outside of the box for life skills as we focused on the importance of critical and creative thinking.

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 - February 2020

PUBLIC WORKS:

Projects/Other Events:

- Employees made sure that the reservoir was still draining to a low level as directed by MDE regarding the dam safety.
- Superintendent the Town of Perryville "Strategic Planning" Meeting.

Paving/Sidewalk Repairs:

- A contractor has removed all trip hazards of 3/8" or higher on sidewalks on the West side of the Beacon Point neighborhood in a proactive attempt to eliminate any potential issues.
- A section of failing sidewalk was replaced on Cecil Avenue.

Water/Sewer/Stormwater:

- Staff continues to replace antiquated meters. They are now replacing meters along Roundhouse Drive. (The Chesapeake Landing neighborhood meters have been completely converted RF)
- A water main repair was made on Cecil Avenue.
- A recently repaired pump was reinstalled at the Rivershore Pump Station.
- A sewer backup issue was addressed in the area of the Administration building near southbound I-95.

Training:

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

Town Events:

- N/A.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- 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:

- DPW staff continues 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.
- The front gutter at Town Hall was not working properly and it has been replaced.
- Installed window film on unused doors at Town Hall.
- Placed straw and seed in area where old LL building once stood. Staff also worked on starting to clean debris around that area as well.
- A representative from LGIT performed a safety inspection at various location around town. Suggested repairs/issues are being addressed.
- Employees worked on installing a clothing rack system at the Police Department.
- Employees worked on installing sound buffering devices to reduce the reverb in the interview rooms at the Police Department.

PARKS AND RECREATION:

Projects/Town Events:

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

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Pavilions are pressure washed every week and as needed for any rental events.
- 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.
- Employees have begun placing mulch for upcoming spring season.
- Employees are also addressing issues that were suggested to be addressed by the LGIT inspector.

Training:

- Employees continue taking online safety training through the Local Government Insurance Trust.
- An employee has taken the exam to be a certified pesticide/herbicide applicator. She is currently awaiting results.

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 in November of 2019 and will take place again in the spring (April 2020).
- **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

February, 2020

Wastewater:

Plant Influent Monthly Flow:	23.96 Million Gallons
Plant Effluent Monthly Flow:	19.85 Million Gallons
Veterans Center Monthly Flow:	7.54 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of January, 2020 and February, 2020 with the February lab results received to-date.

Activities:

1. Met with Commissioner Taylor at the wastewater plant
2. Met with Denise Breder at the wastewater plant
3. Curtis engine back onsite to repaired generator control panel issue
4. Completed required 2020 annual effluent toxicity and biomonitoring sampling
5. Contract agreement executed with GMB Engineers to perform denitrification filters design work
6. Completed 2019 quarterly and annual storm water outlet testing and reports
7. Completed annual MDE flow capacity report
8. Continue cross training B. Hamilton at the water treatment plant
9. Monthly housekeeping was performed
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
February, 2020
Page 2

Water:

Plant Raw Water Monthly Flow:	9.7 Million Gallons
Plant Finished Water Flow:	9.1 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

Plant in compliance with MDE regulations for the month of January, 2020 and February, 2020 with the February lab results received to-date.

Activities:

1. Met with lead operator L. Frazier 7 times during the month
2. Installed new citric acid pump
3. Collected first quarter TTHM and HA5 distribution samples
4. TTHM and HAA5 test results passed for the quarter
5. Monthly housekeeping was performed
6. Scheduled preventive maintenance was performed
7. Tested all emergency lighting & monthly check of fire extinguishers