

Staff Reports from Town Meetings

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Town Administrator's Report

April 7, 2020 Town Meeting

COVID 19 – Coronavirus Preparedness and Response

02/27 Instituted twice-daily cleaning and sanitizing of frequently touched surfaces at Town Hall and other town buildings.

02/27 Ordered additional supplies for cleaning and employee protection.

03/05 Leadership Meeting discussion including gloves/handwashing/cleaning, Continuity of Operations, Tele-work, and Communications Plan.

03/16 Mayor Ashby, Lt. Nitz and I attended the COVID 19 Taskforce meeting at the Cecil County DES headquarters.

03/13 Prepared the first Declaration of Civil Emergency for Mayor Ashby, met with the Mayor to execute the document and then posted it to the website and social media sites.

03/16 Prepared an updated Declaration of Civil Emergency for Mayor Ashby and staff posted it to the website and social media sites of the Town.

03/18 Started a free trial of GotoWebinar and did a demo of the product with staff (Cathy McCardell, Jackie Sample and Amanda Paoletti). This is to provide online meeting access to the public due to COVID 19 prohibition on public gatherings and social distancing requirements.

03/18 Worked with Cathy McCardell and Debbie Laubach to scrub the current year budget to cover losses associated with coronavirus.

03/20 Met with Department Heads / Senior Staff to discuss the impact of layoffs and furloughs on the Employees and the departments.

03/20 Prepared an updated Declaration of Civil Emergency for Mayor Ashby and staff posted it to the website and social media sites of the Town.

03/21 Set up a GotoWebinar online meeting for the 03/24 work session and special meeting. I also posted access options to the public via the website and social media sites of the Town and shared it with the press.

03/25 Mayor Ashby, Chief Miller, Lt. Nitz and I participated in Governor's COVID 19 Municipal Call.

03/25 Working with Jackie Sample to evaluate current election processes and to see how they can be adjusted to minimize threat of COVID 19 spread, while encouraging people to vote at the regularly scheduled election.

Meetings

03/02 Met with Ralph Ryan, P.E. to discuss Environmental Site Designs (ESD's) for stormwater remediation required by the sewer improvement project and by the trail project.

03/03 Prepared for and attended Town Meeting

03/04 Dianna Battaglia and I participated in a conference call with DHCD to receive guidance on the Sustainable Community Designation Renewal Application.

03/04 Dianna Battaglia and I attended the Regional Greenway Meeting at the Colored School Museum in Havre de Grace

03/05 Held a Leadership Meeting with Department Heads. We discussed Departmental Reports, review of town meeting / work session, Coronavirus Preparation (gloves/handwashing/cleaning, Continuity of Operations, Tele-Work and Communications Plan), the Strategic Plan was distributed and I scheduled regular meetings with off-site Department Heads.

03/06 Met with Matt Roath as a Little League representative to discuss the batting cage for Trego Field.

03/06 Had a conference call with Maryland Environmental Service representatives to request a price quote for design of the stormwater ESD that is required remediation for the sewer improvement project. I will let you know when that quote is received.

03/06 Jackie Sample and I met with Tim and Brenda White to execute the deed of easement that the Town needs from them for the sewer improvement project.

03/09 Jackie Sample and I met with Leon and Sandra Whitmill to execute the deed of easement that the Town needs from them for the sewer improvement project.

03/09 Met with Commissioner Linkey for regular updates and coordination.

03/10 Prepared for and participated in the budget work session.

03/11 Met with Aaron Ashford for coordination and operations meeting and to discuss budgetary needs and requirements of DPW.

03/11 Commissioner Reich, Ralph Ryan and I had a conference call meeting with KCI representatives to review the results of the Retrofit Reconnaissance Investigation and Stream Restoration evaluation as part of the MS4 Permit requirements of the Town.

03/11 Prepared for and attended the Green Team Meeting.

03/13 George Smith and I met with representatives from AECOM to discuss the request for AECOM to provide a price quote to prepare the Preliminary Engineering Report (PER) for the addition of membrane filter trains at the water plant.

03/24 Prepared for and attending the work session and special meeting.

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 was 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 was 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. The construction of the sign is complete, but the landscaping and lighting has not been done yet.

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.
- An approved Non-Tidal permit was received.
- Norfolk Southern (N.S.) railroad crossings – approved.
- State Highway permits (Aiken Avenue and MD 7) – approved.
- Worked with Town of Perryville and Cecil County Government to establish the terms and conditions of a Memorandum of Agreement (MOA) between the Town and County. The MOA establishes remedial terms for a grading permit to be issued while the Town is still working through the details and construction of the stormwater mitigation requirement for this project.

Perryville activities:

- Met with property owners regarding the needed deeds of easement. Sent out offer letters. Executed all needed easements to complete the project – except for Delmarva Power (see below).
- Working with Delmarva Power on the deed of easement and amendment to Delmarva's standard conditions. Submitted application to Delmarva and waiting on their internal review process to execute the easement.
- Worked with Norfolk Southern to get the railroad crossing agreements amended and executed.
- Completed various documents at the request of AECOM and worked with our legal counsel on the (construction) 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.

- Worked with AECOM, Cecil County Government staff and Mr. Fred Sussman, Town Attorney, on the MOA mentioned above under the AECOM activities section.

Costs incurred over and above the AECOM agreement for this project are \$59,503.50 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

Grants Summary - Town of Perryville - 03/26/2020			
Grantor	Project	Amount	Manager
MDE	Station 16 Water Tie-In	\$140,000	R. Ryan / D. Breder
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 and the rest of the grant is being rejected due to costs.)	\$17,267	R. Ryan / A. Hickman / D. Breder
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	\$1,335,670	
USDA	Station 16 Water Tie-In	\$112,907	R. Ryan / D. Breder
MDE	ENR Enhancements (Denitrification Filters - WWTP Updated for Phase I improvements only)	\$4,257,387	George Smith
	Grand Total	\$5,705,964	
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.) **UPDATE** Prepared for and attended the Green Team meeting held on Wednesday, March 11th at 5:30 p.m. Discussion topics included PVES Green Globe Gala, River Sweep, Town Sweep, Community Garden, Budget, and Team Collaboration. **All future Green Team meetings, including the April 4th garden clean-up day, are suspended until the coronavirus infection threat diminishes. Communication will be sent to Team members when the meetings resume.** Meetings are held 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 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 Greenway meeting scheduled for **March 25th at 10:00 a.m. has been cancelled and will be rescheduled when the coronavirus infection threat diminishes.**
 - 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. **UPDATE: After careful**

consideration, the cost to do the project, even with the grant, far outweighs the Town's financial ability to do the work due to the coronavirus financial hit to the Town. Therefore, the grant has been rejected. The work will cost over \$100,000 while the grant is less than \$40,000.

- 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 that the MS4 General Permit has been issued and the Town of Perryville must comply with it effective October 2018. 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 was held on March 11th with KCI to discuss the results of the stream and RRI assessments. **It is estimated that it will cost the Town \$1.5+ million to mitigate for the 40 acres of untreated impervious area required by the MS4 permit to be done by 2025.** KCI will be preparing concept plans for the work that we choose to move forward with. Perryville will use those concept plans to apply for grant funding. Hopefully, grant funding will be available and the grant applications will be met favorably.

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 (those are being ordered), 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 has moved the bleachers into place.
- A Memorandum of Agreement with the Little League was executed. This MOA spells out responsibilities and expectations going forward with the field.

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 – NO UPDATE

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.

02/14 Purchase order was issued for survey work to be done

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.

02/22 Received confirmation that the background work has been started for the survey

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. Since the project was outside of the Sustainable Community Boundary, Perryville and Cecil County were going to have to cover both the acquisition cost of R-O-W's and some of the construction costs. Both the Town of Perryville and Cecil County Governments amended the Sustainable Community Boundary to ensure full construction funding of the project. An application for Boundary amendment was sent to DHCD and it was approved. 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 started working on the Temporary Construction Easements and the permanent easements / fee simple purchases for the project. However, he needs easement exhibits that include metes and bounds of the easement / purchase areas and legal descriptions from SHA in order to complete the deeds of easement / fee simple documents. SHA was notified, and we are waiting on SHA to provide updated exhibits. Once Mr. Sussman has the needed exhibits and 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.

Small Wireless Facilities Ordinance

Fred Sussman prepared a draft 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 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 were addressed at the March work session. I expect the Ordinance to be ready for Introduction at the May Town Meeting.

Training

- **UPDATE** Three employees took 7 courses through the LGIT training module.
- **NO UPDATE** Active Shooter Training –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.
- **UPDATE** An **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. **The second committee meeting was cancelled due to coronavirus and will be rescheduled.**

Upcoming Meetings

04/08 Ralph Ryan, 04/21 Mayor and Commissioners Work Session, budget meetings need to be rescheduled

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

Assistant Town Administrator Report for the April Town Meeting

EMPLOYMENT

Police Officer Open – Advertised in house and newspaper and had a closing date of March 27, 2020. We will be holding interviews in April.

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

MISCELLANEOUS

Processed 3 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 6 deeds, 2 dump trailer rentals, 52 heavy trash calls and 0 park pavilion rentals, 35 in-state boat stickers and 2 out-of -state boat stickers.

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 168 door hangers for water/sewer shut offs to happen on March 16, 2020. There were 43 residents that were to be shut off. Due to the state of emergency, we were unable to shut off water. Still working on Roundhouse Drive with new meters and making the changes in Edmunds for those accounts that are getting a new meter.

MEETINGS

March 5, 2020– Attended the Staff Meeting

March 10, 2020 – Attended Admin Budget Meeting.

**Treasurer's Report
Town of Perryville, Maryland
April 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-Mar 2020 -\$6,474.95
 - Total to date: \$ 21,003.45

- **FY 20- Financial Statements**
 - Continued to review financial statements for the year.

- **Budget**
 - Met with Department Heads to analyze their budget requests.
 - Attended public meetings concerning the Budget review process with the Mayor and Commissioners.

- **Enterprise Fleet**
 - Continued to work with Enterprise to determine possible resale value of the Town's vehicle fleet ready for replacement.

- **Refuse RFP**
 - Assisted in drafting contract with Trash Tech, the winning bidder of the Town's Refuse RFP

- **Energy Providers**
 - Received 3 bids from Energy Providers through the Cecil County Chamber of Commerce Co-Op bid process. The winning bid was Constellation Energy. Their rates were comparable to Agera, the Town's old provider. The contract is effective April 1, 2020. This should reduce the Town's electric bills between 25-30% over the full rates through Delmarva.

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

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.

February, 2020 Statistics:

- 216 purchase orders were processed totaling \$697,161.88
- 97 Accounts payable checks were processed totaling \$196,954.65
- 9 A/R invoices totaling \$3,660,27
- We received January's distribution of LIF funds in the amount of \$116,375.74. Life to date (Sep-10 to Jan-20) slot revenue received \$13,567,872.86.
Received for Fiscal Year 2020 to date- \$882,435.03.

Planning & Zoning Department

Staff Report – April 7, 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; property survey complete; demolition pending for existing house. CURRENT STATUS: Concept Plan for “Cedar Meadows” has been submitted for review by the Planning Commission meeting April 20th.
- **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. Community outreach meeting held March 5th. CURRENT STATUS: Owner/developer is still pursuing rezoning potential for warehouse.
- **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; demolition permit submitted for office building, redevelopment of the area for service and maintenance indoors; application submitted to MDE to obtain authorization to perform work in tidal wetlands (replace timber piles, piers, breakwaters and reconnect existing floating docks). CURRENT STATUS: Petition for Judicial Review was filed on 2/25/2020 for the decision of the Board of Appeals for the service of alcoholic beverages.
- **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; construction bids under review; completing financing package. CURRENT STATUS: Ground-breaking/construction start on hold until further notice; due to COVID-19 all resort locations have been closed and employees furloughed through May 19th.
- **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.
- **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: Review by Cecil County Technical Advisory Committee is scheduled for April 1st via teleconference.

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	1										
<i>Violation Letters</i>	30	30	0										
<i>Citations</i>	0	0	0										
<i>Rental Licenses Issued</i>	210	38	7										
<i>Other</i>													

Planning Commission: Due to the coronavirus pandemic, Planning Commission was cancelled in March. The staff is preparing to do a webinar meeting in April.

Board of Appeals: No meeting was held in March.

P&Z Meetings/Events:

- 3/4 - attended the Regional Greenway Meeting at the Colored School Museum and Cultural Center in Havre de Grace.
- 3/5 – Leadership meeting; attended the community outreach meeting at Minker Hall by the owners of the former outlet property.
- 3/10 – coordinated with DPW for placement of solar lights at Lower Ferry Park (on hold)
- 3/18 – meeting with engineer to discuss plans for a residential development.

Zoning Certificates: 7 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.
- Disbursement of funds will be reviewed on an individual basis due to COVID-19.
- 1 grant application was submitted by 501(c) business and will be presented at the next Town meeting on April 7th.

Economic & Community Development:

- 3/9 – Department meeting
- 3/11 – Attended Main street affiliate meeting
- 3/13 – Picked up essays from Perryville Elementary school and Good Shepherd for if I were Mayor contest
- 3/18 – Grant review meeting
- 3/20 – Visited local businesses that remain open to go over relief funds that are available to them
- 3/27 – MEDA Conference and training cancelled

Farmers Market/Community Events: continue to tele-network with surrounding businesses.

Upcoming Events:

- 5/17 – Sinatra in the Park 1-3pm
- 6/5 – Farmers Market to be held at Rodgers Tavern every Friday 3-6pm
- 6/12 – Movie Night - Cancelled
- 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. A Spring photo collage was posted to help lift Perryville Spirit despite the current conditions as the result of the COVID-19 crisis.

Rodgers Tavern:

- Museum is closed to the public due to COVID-19.
- 3/5 Interior wall repairs completed.
- 3/13 met with local resident for wedding location.
- 3/31 teleconference with MHT to discuss the process for next steps for the awarded grant (2 year) for non-evasive archaeological survey on surrounding grounds.

- 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.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to 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 causing 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. A private environmental company, Miller Environmental Group, Inc., with the supervision of MDE, took charge of the cleanup operations. MDE has finally declared the site clear of contamination and ceased the cleanup action. It was completed on Friday 3-27-20, almost two months after the incident.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - 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. Work has been completed 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.
 - A Request for Proposals for the survey to perform a land topography and property survey to the project limit extents for the design process has been developed and submitted. 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.
- Cedar Corner Road Subdivision – Housing Development
 - Currently reviewing a concept plan for approx. 80 single family houses along Cedar Corner Road. This concept plan shows a proposed community with street access, sidewalks and water and sewer provided by the Town. The proposed sewer system uses a low pressure pump system as an alternative to a more traditional and expensive pump station.
- Perry Point – LSHG Trail
 - Project determined to be too expensive for the given budget and grant funding, project cancelled indefinitely.



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 MARCH 2020

CURRENT PROJECT(s)

Patrol Officers are making extra patrols to ensure there are no large gathering of people.

Updating our PPE equipment for our officers.

Making sure businesses are obeying the Governor's Orders.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended Town Meeting at Town Hall with Lt. Nitz.

Lt. Nitz attended meeting with Ms. Breder and Ms. Hemling.

Lt. Nitz attended the Leadership Meeting at Town Hall 10:00am – 12:00pm.

Lt. Nitz attended ICS 300 training.

Lt. Nitz attended COVID Training at the Department of Emergency Services.

Met with Mayor and Lt. Nitz at police station for Governor's Tele-Conference.

COMMUNITY EVENTS/CONCERNSS/ISSUES

Been in touch with the MSP about the COVID-19 issues.

Perryville Police Department Monthly Police Report
March, 2020

	JAN	FEB	March	Year to Date 2020		
ROBBERY	1	0	0	1		
ASSAULT	5	1	4	10		
BURGLARY	2	0	1	3		
THEFT	5	2	7	14		
Auto Theft	0	0	0	0		
CDS	8	9	4	21		
DISORDERLY	1	1	1	3		
MDOP	3	0	1	4		
ADULT ARREST	34	36	31	101		
JUVENILE ARREST	5	2	0	7		
Referrals to Outreach	0	0	0	0		
CITATIONS	55	55	38	148		
WARNINGS	80	79	45	204		
SEROS	13	15	12	40		
ACCIDENTS	7	8	7	22		
52 (Investigated)	3	5	4	12		
89 (no Investigation)	4	3	3	10		

March 31, 2020

Perryville Police Department
Outreach Program
Town Report
March 2020

Overall Monthly Attendance: 256

Active Members: 61

Number of New Referrals: 0

Number of New Members: 0

Total number of meals provided: 165

Member Highlight: Dioni Garcia

This month we wanted to recognize Dioni Garcia for his generosity and eagerness to help around Outreach. Every month, but this month in particular, Dioni often spent his time helping our younger members with their homework assignments. When homework was completed, he would often be found outside playing with children, as well as helping supervise/lead games. He is a self-motivator and is always the first to offer assistance when needed. He has become a great role model and we are happy to have him as a part of our family.

Announcements

Before we dive in, we wanted to take a moment to thank the Mayor, Commissioners, and the Perryville community as a whole for the work that they have put in during this difficult time. Despite the looming stress and fear, our community has found solace in working together to make tough decisions and to help those in need. We have received numerous donations from locals including Sara Clark, George LeBrun, Celia Mercedes, Ellie Horah, and Zane Nesbitt. Their assistance has helped us provide meals and at-home activities to our members. If you have any non-perishables or extra games/craft supplies lying around, please send them our way! Anything you can give is greatly appreciated.

Prior to our closure, our members participated in various activities in addition to are typical everyday routine. Older members took part in a yoga lesson after school, taught by Tammy Woodard. They really enjoyed the lesson and it was a nice way to wind down after a busy school day. Ms. Jane visited us again and made Irish bombs with our members. These delicious chocolate covered marshmallows were a hit with the kids and were fun to make.

Despite the closure, we plan to continue planning various activities and lessons for our members. These will be posted on our Facebook page so be sure to 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 - March 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.
- DPW Superintendent took part in Parts and Recreation conference call regarding the measures taken across the state to prevent the spread of COVID 19 within the state's parks and recreation locations.

Paving/Sidewalk Repairs:

- N/A

Water/Sewer/Stormwater:

- Staff continues to replace antiquated meters that are not located within a residence.
- A sewer backup was addressed for a resident on Greenspring Avenue
- Employees began reading meters for quarterly billing.

Training:

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Employees will be setup with training schedule to allow them to receive various levels of training during the current pandemic situation.

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 is currently working a reduce hourly schedule in a split shift format from 6:00 a.m - 4:30 p.m.
- Staff has resumed grass cutting duties in town owned properties.

PARKS AND RECREATION:***Projects/Town Events:***

- The staff installed a practice board for single tennis players on the fence at the community park's tennis facility.
- The Community Park playground was closed due the COVID 19 pandemic.
- The Community Park and its related facilities have been closed (3/31) in response to the tightening conditions regarding the COVID 19 pandemic.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Parks has resumed grass cutting duties for all town owned parks and recreation locations.
- 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 placed mulch for upcoming spring season.
- Employees continue 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 passed the exam to be a certified herbicide applicator. Christine Nesbitt is now a Certified Applicator.

Rodgers Tavern/Lower Ferry Pier:

- The playground and the Lower Ferry Pier are now closed to the public in response to the COVID 19 pandemic.

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

March, 2020

Wastewater:

Plant Influent Monthly Flow:	24.02 Million Gallons
Plant Effluent Monthly Flow:	20.42 Million Gallons
Veterans Center Monthly Flow:	7.69 Million Gallons

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

Activities:

1. Required annual sewage sludge analysis was conducted and results forwarded to MDE
2. Provided Annual update for Town news letter
3. Prepared first draft 20201 budgets for WTP & WWTP and reviewed with finance department
4. GMB Engineers continues denitrification filters design work
5. Submitting first annual effluent biomonitoring report to MDE
6. Marino's Industrial Electric began installation of the new scada system
7. Continue cross training B. Hamilton at the water treatment plant
8. Monthly housekeeping was performed
9. Monthly tank cleaning was performed
10. Scheduled preventive maintenance was performed

Monthly Operating Report

March, 2020

Page 2

Water:

Plant Raw Water Monthly Flow:	9.5 Million Gallons
Plant Finished Water Flow:	9.0 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

Activities:

1. Replaced leaking flange joint on backwash water tank
2. Membrane DPSI values have returned to normal since installation of new citric acid pump used for cleaning membranes
3. Prepared a spring plant cleanup and work list
4. Larry Frazier out on FMLA work leave 4 to 6 weeks
5. Following all Town & State recommendations and regulations regarding COVID 19
6. AECOM site visit was conducted to determine equipment needed to upgrade adding two more membrane trains. Will forward a cost estimate to prepare a report estimating cost
7. Monthly housekeeping was performed
8. Scheduled preventive maintenance was performed
9. Tested all emergency lighting & monthly check of fire extinguishers