

Staff Reports from Town Meetings

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Town Administrator's Report

June 2, 2020 Town Meeting

COVID 19 – Coronavirus Preparedness and Response

03/25 Purchased a 1-month subscription to GoToWebinar to provide public access to Town Meetings in a virtual environment.

03/30 Participated in the Cecil County COVID-19 Taskforce conference call.

04/02 Consulted with Fred Sussman, Esq., Town Attorney, regarding the Governor's Order to allow changes to the municipal elections. The Town has decided to continue with the election date of May 12 and to put procedures in place to address COVID-19 safety concerns.

04/02 Participated in the Cecil County Executive, Mayors and Town Officials COVID-19 conference call.

04/02 Prepared Declaration of Civil Emergency #5 for Mayor Ashby and posted it publicly as needed.

04/09 Participated in the Cecil County Executive, Mayors and Town Officials COVID-19 conference call.

04/10 Participated in the COVID-19 conference call held by the Governor's Office.

04/14 Worked with Jackie Sample, Town Clerk on election procedures to address COVID-19 safety concerns for voters, staff and election judges etc...The procedures and related election information was posted publicly on the Website, Facebook, Twitter and Nextdoor Perryville. Ms. Sample has continued to work with the Cecil County Election Board, Perryville Election Judges, and Town Staff to refine procedures, ensure needed supplies are purchased and provide updates as needed. Ms. Sample is doing an excellent job on this work and I thank her for her dedicated work and attention to detail.

04/21 – 04/22 Worked on a revised plan of employee furlough's and layoffs to address concerns that came up after the initial plan was implemented.

04/22 Received notice from Cecil County Government explaining that Coronavirus Relief Funds are expected to be approved by the Governor's office and how the Towns can apply for funding by April 28. Note, the letter was clear that the funding is for expenditures only and that the Towns cannot apply for reimbursement of lost revenues. Town Staff from each department has been tracking relevant costs in a shared file. The Finance Dept. will make sure that the spreadsheet is up to date and submit the request to the County Government by the deadline.

04/23 Participated in the Cecil County Executive, Mayors and Town Officials COVID-19 conference call.

04/25 Renewed the 1-month subscription to GoToWebinar to continue providing public access to Town Meetings in a virtual environment.

05/15 Participated in a COVID 19 Return-to-Work Webinar held by the International City and County Management Association (ICMA).

05/19 Prepared a COVID 19 re-opening plan for Town Hall. It is currently under review by Staff. Additionally, Senior Staff are working on COVID 19 re-opening plans for other town buildings and services.

05/25 Renewed the 1-month subscription to GoToWebinar to continue providing public access to Town Meetings in a virtual environment.

05/28 Planned and participated in a virtual meeting with the Little League to discuss re-opening of ball fields.

Meetings

05/04 Prepared for and participated in the Town Meeting.

05/04, 05/11 & 05/18 Participated in a Cecil County Town Administrators Conference Call. Topics of discussion vary but include all current and relevant issues.

05/12 Fred Sussman, Debbie Laubach and I had a discussion on how to move forward with the loans to the Sewer Fund from the Water Fund and General Fund. We put together a plan to include creating the loan authority through Resolution, Obligating the loans and amending the budget through Ordinance and creating a sewer service connection district. New sewer connections in the district would be subject to increased connection fees to capture a portion of the installation costs of the improvements (excluding GWR that has an existing legal agreement in place with connection fee terms and conditions). Unless prohibited by COVID 19 concerns, we will begin working on the details in July.

05/13 Completed and submitted the Loss Control Credit Survey to the Town's insurer, LGIT.

05/18 Held a virtual Leadership Meeting with Senior Staff. Discussion included Departmental Reports, Review of Town Meeting and work session, Coronavirus re-opening, and FY21 Preparations. **The next Leadership Meeting is scheduled for June 11, 2020 at 10:00 a.m. Mayor and Commissioners, please let me know by June 7th if you have any topics of discussion for the 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 been put in the newspaper, and on the Town's website under 'Bids/RFP's'. The bids were due on December 5th at 2pm. **NO 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, the landscaping and lighting is complete. The only thing left to be done is the bronze plaque.

Collection System Expansion Project (sewer) – NO UPDATE

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. Responded to a Maryland Public Information Act Request. Had discussions 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 NO UPDATE

The drinking water well at Station 16 is contaminated. The Fire Company requested to connect to the Town's water system. The Mayor and Commissioners approved the request but not the funding to construct the line. A request was submitted to Cecil County to amend the Master Water and Sewer Plan to include Station 16 in Perryville's water service area. The County approved the amendment to the Plan. Ralph Ryan, P.E. prepared a preliminary engineering report for the project and Ralph and I submitted a grant application in January of 2018 to MDE for the project. A Drinking Water Grant for 1/2 of the project cost up to \$140,000 was received from the Maryland Department of the Environment. The project just went through the State Clearinghouse and comments have been received and will be addressed at the appropriate time. An application was submitted on August 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. USDA is actively working on Perryville's ECWAG funding request. 2. Ralph Ryan, P.E. prepared an RFP for survey services so that Perryville can get Metes & Bounds and Legal Descriptions for the needed easements. **This work is being paid for by the MDE Grant.**

Grants Summary – NO UPDATE

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 and Greenway Committee are temporarily suspended until further notice.

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.
- KCI is presently working on 4 of the 8 concept plans. These are for Stream Restorations - 2 on the CEMUD property, 1 between the Beacon Point neighborhood and MD222 and 1 at Aleta Lane. Ralph Ryan and I are evaluating the other concept reports to give direction to KCI about which concept plans to prepare.
- Ralph Ryan is working on Appendix D of the permit to ensure that the Town is ready to submit its year 2 report to MDE.

Municipal Complex:

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

Phase II Little League Field (Trego Field) – NO UPDATE

- Construction of Phase II of the project 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 – 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

05/26 Fred Sussman met with the surveyor to discuss the survey work

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 – NO UPDATE

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. **UPDATE:** An Ordinance creating Chapter 80 of the Code of the Town of Perryville - Wireless Telecommunications Facilities in Rights-of-Way is on the agenda for vote at today's meeting.

Training

- **UPDATE** 12 employees took 27 courses through the LGIT training module. 7 of our Police Officers took the course entitled "De-escalation and Minimizing Use of Force".
- **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.
- **NO 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 after the COVID-19 work has concluded and employees return to full-time work.**

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

Assistant Town Administrator Report for the June 2, 2020 Town Meeting

COVID19 Update – Working on getting quotes for installing plexiglass at the front counter, vent cleaning and a buzz in entry of the front door of Town Hall.

EMPLOYMENT

Case Worker and Activities Coordinator Outreach Positions have been advertised in house.

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.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 11 deeds, 0 dump trailer rentals, 0 heavy trash calls and 0 park pavilion rentals, 46 in-state boat stickers and 1 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 409 late notices that were mailed out on May 26th and due June 19. Due to the state of emergency, we are unable to shut off water.

MEETINGS

May 5, 2020 – Attended Town Meeting.
May 19, 2020 – Attended Work Session
April 29, 2020 – Attended Staff Meeting.

**Treasurer's Report
Town of Perryville, Maryland
June 2, 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-May 2020 -\$9067.84
- Total to date: \$ 23596.34

- **FY 20- Financial Statements**

- Reviewed financial statements through current period.

- **Budget**

- The FY21 Budget was approved at the May 5, 2020 Town Hall meeting.

- **Local Impact Budget**

- Prepared quarterly Local Impact report for Cecil County.
- As of this date, we have not received our last payment for the partial month of March when the casinos were still open.

- **Auditors**

- Discussed with Auditors any special actions the Town might need to take to document the Local Impact Tax shortfall for the Fiscal Year. They confirmed that the Town did not have to take any special actions in the way of Budget Amendment Ordinances as the shortfall would be picked up and recorded in the normal audit review.
- Their pre audit meeting is scheduled for June 10, 2020.
- Their onsite audit will be August 24-September 4th.

- **LGIT**

- Worked on renewal of our LGIT Insurance Policy for FY21.

- **COVID-19**

- Prepared detail COVID-19 expenditure reports for reimbursement from Cecil County.

**Treasurer's Report
Town of Perryville, Maryland
June 2, 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.

April, 2020 Statistics:

- 130 purchase orders were processed totaling \$303,860.34
- 71 Accounts payable checks were processed totaling \$304,181.13
- 29 A/R invoices totaling \$246,372.71
- Local Impact Funds - Life to date (Sep-10 to Feb-20) slot revenue received \$13,694,451.88
Received for Fiscal Year 2020 to date- \$1,009,014.05.
Nothing received for March at this time.

Planning & Zoning Department

Staff Report – June 2, 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 Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission at the on-line meeting April 20th; CURRENT STATUS: 5/6 on-line meeting held for review by Cecil County Technical Advisory Committee (TAC) and review of storm water management; 5/21 on-line TIS Scoping meeting held to discuss traffic concerns and requirements for traffic impacts.
- **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: Complaints received concerning debris left at the site after demolition—property owner to remediate—dumpster has been placed; some developers/businesses have expressed interest in the site.
- **Former Perryville Outlet property (68 Heather Lane):** 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. May 1st is the deadline for unsafe conditions—Cecil County Division of Permits and Inspections to review with legal counsel for further action when courts reopen.
- **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; various businesses in negotiations. CURRENT STATUS: Owner to submit for mass grading to prepare pad sites.
- **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: Owner to submit final plans.
- **Tiki Lee's Perryville (31 River Road):** Owner is working on overall construction plans to include a public marina, restaurant and bar; 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; Owner representative is reviewing code requirements for site development prior to submitting for zoning approval/building permit. CURRENT STATUS: No updates.
- **Owens Marina (12 River Road):** Board of Appeals approved request for Service of Alcohol pending approval of a restaurant meeting requirements; 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); Petition for Judicial Review was filed on 2/25/2020 by some condo residents for review by the courts for the decision of the Board of Appeals. CURRENT STATUS: Case pending.

- **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, pending; remain fully committed to the project.
- **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; reviewed by Cecil County Technical Advisory Committee April 1st. 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	1	10	2								
<i>Violation Letters</i>	30	30	0	2	2								
<i>Citations</i>	0	0	0		0								
<i>Rental Licenses Issued</i>	210	38	7	1	0								
<i>Other</i>													

Planning Commission: Virtual meeting was held May 18th; recommendation to Board of Appeals for consideration of New Victory Christian Church at 515 Otsego Street with conditions for site improvements related to safety.

Board of Appeals: Hearings are on hold due to the COVID-19 Pandemic and State restrictions.

P&Z Meetings/Events:

- 5/1 – virtual County-Town meeting.
- 5/5 – attended webinar: MDOT Reflections of Remote Work During COVID-19.
- 5/6 – attended virtual meeting by Technical Advisory Committee for Cedar Meadows.
- 5/11 – Leadership meeting.
- 5/12 – virtual meeting to discuss mass grading of lots 4 and 5 at Chesapeake Overlook project to prepare for pad-ready sites.
- 5/14 – attended webinar: Preparing to Open-Liability (by Montgomery County).

- 5/15 – attended virtual Critical Area-Quarterly Planners Meeting.
- 5/18 – Leadership meeting.
- 5/19 – attend virtual Maryland Economic Development Association (MEDA) meeting with Anirban Basu as keynote speaker.
- 5/20 – conference call with County and Towns.
- 5/21 – attended virtual TIS scoping meeting for Cedar Meadows.
- 5/22 – phone conference with Jennifer.

Zoning Certificates: 7 certificates approved; 1 for roof mounted solar panels.

Grants:

- Grant funds on hold due to COVID-19.
- 2 applications for Business Development on hold pending review and fund availability.

Economic & Community Development: Communication via email on a regular basis to local business owners to keep them informed on the various grant programs and resources available due to COVID-19.

Farmers Market/Community Events: continue to communicate with local farmers and businesses; **Farmers Market opening day is Friday, June 5th.**

Farmer's Market vendors as of 5/26: Calvert Farm, The Egg Lady, Honey Dream Hobby Farms-unique jams, jellies, butters, breads and cakes, Fifa Audacio Shop-soaps, jewelry, candles, bath & body products, Honey, and cut flowers.

NOTE: Macgregors food truck will be located at Lower Ferry Park every Wednesday and Friday from 12:00 - 8:00 p.m.

Upcoming Events:

- 6/5 – Farmers Market to be held every Friday 3-6pm
- 6/12 – Movie Night - Cancelled
- 8/22 – Lower Ferry Festival
- 9/12 – Tap into the Tavern
- 9/27 – Sinatra in the Park 1-3pm
- 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.
- Researching grant opportunities for public outreach.
- Quarterly Report Mar-May, 2020 attached.

RODGERS TAVERN MUSEUM REPORT MEMORANDUM

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: MARCH 2020-MAY 2020 QUARTERLY REPORT
DATE: MAY 26, 2020

MEETINGS AND EVENTS:

3/12/2020 Volunteer interviews. Closed museum due to Coronavirus pandemic

3/25/2020 Webinar: How to Captivate, Connect, and Communicate with Your Audience During Coronavirus

3/31/2020 Online meeting: MHT Grant Startup Meeting

4/1/2020 Webinar: COVID-19 Leadership Webinar

4/2/2020 Webinar: Collections Care in the Age of COVID-19

4/15/2020 Webinar: Thinking Outside the Box to Reach Audiences Inside Their Homes
Webinar: AASLH Conversations: Building a No-Cost Virtual Tour of Museums and Historic Sites with CLIO

4/22/2020 Webinar: National Endowment for the Humanities Grant

4/23/2020 Meeting: Dianna Battaglia, re: NEH Grant Funding Opportunity
Webinar: TimeLooper Foundations: Starting Virtual Tours Quickly

4/30/2020 Submitted 1st Progress Report for MHT Grant

5/14/2020 Webinar: Institute of Museum and Library Services Grant Funding Opportunity

5/19/2020 Webinar: Online Inclusion (for disabled audiences)

5/20/2020 Webinar: CS-AAM Collections Distancing

5/22/2020 Meeting with Dianna Battaglia re: Museum Re-opening

ACTIVITIES:

1. MHT Non-Invasive Archaeological Survey Grant
 - Submitted 1st Project Report
 - Submitted draft RFQ to Town for review and comment
2. Submitted grant application to the NEH seeking \$30,000 for the Speaker Series, Rodgers Tavern Museum website improvements, and hiring a museum educator to develop online family oriented programming. Thank you to Dianna Battaglia and Debra Laubach for your help and support in submitting this grant.
3. LSHG Mini-Grant
 - Continued research, script, and design for five, 36in. x 48inc exhibit panels. Horizontal or vertical orientation to be determined by location within the museum.
4. 2020 Lecture Series
 - Cancelled. Applied for funding from NEH to move the Series to a webinar format.
5. Blue Star Museums Program
 - Postponed due to pandemic
6. Museum Re-opening
 - Began discussing Museum re-opening with Dianna Battaglia
 - Ongoing developments within the museum profession regarding best practices for:
 - Visitor, staff, and volunteer safety (social distancing and building capacity, wearing masks, cleaning and disinfection of visitor spaces, hand sanitizer stations, health and safety signage, etc.)
 - Collections safety (virus viability on surfaces, quarantine vs cleaning and cleaning methodologies, preventing unintentional damage, etc.)
 - Coordination with local and state health departments
 - Potential liability
 - Importance of clear communication and seeking public input as the Museum works toward re-opening
 - Development and dissemination of a Re-opening Plan for Rodgers Tavern Museum

- 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.
 - Working with KCI to develop Concept Sketch plans for the 20% Impervious Surface Mitigation projects necessary to meet the MS4 requirements. The total cost of these MS4 projects to the Town are expected to exceed one million dollars over the next five years.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
- 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.
 - The Town received 5 Request for Proposals bids from private companies for the topographic and property survey for the design process of the water service line. The survey data will also be used to create utility easements with private and public land owners. Landmark Engineering \$14,000, KCI \$14,825, Stephens Environmental \$10,620, CLSI \$4,850, and FWA \$9,200. CLSI and FWA submitted incomplete bids. Denise and I reviewed the bids based on an evaluation worksheet and came to the opinion that Stephens Environmental would be best suited for the project.
 - Continuing to work with USDA and MDE for grant assistance
 - Contacted Charles Huester of USDA Rural Development (USDA Grant funding for Station 16), who replaced Rasheeda Onasanya. He will be reviewing the grant application for ½ the project budget amount. Submitted and advertised the RFP using 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. Contacted all local and regional Maryland land surveyors. The survey bids are due May 11th.
- 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 prepared a cost estimate for approximately \$17,066 to make the necessary repairs. The project could be done in phases if it pleases the Town.
- Cedar Corner Road Subdivision – Housing Development

- Reviewed and made engineering comments submitted to the Town's Planning Department for the concept plan of approx. 80 single family houses along Cedar Corner Road called Cedar Meadows. 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.
- Broad Street Backyard Property Drainage Issue
 - It has been brought to my attention that there are some drainage issues along the backyards of the residents living along Broad Street adjacent to the Town Hall. It is alleged that the LL project has caused some ponding of water in the backyards of the private properties and that the present terrain can't direct the rain runoff to the new SWM facilities. I am investigating the issue and devising a plan to use a PVC pipe to catch and channel the rain runoff from the backyards to the newly constructed SWM forebay. Denise has asked me to determine if the SWM facility has the required capacity.



Perryville Police Department

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*Allen Miller
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

*Robert R. Ashby, Jr.
Mayor*

MONTHLY REPORT FOR MAY 2020

CURRENT PROJECTS:

Preparing for the Corporal Exam on May 29, 2020.

Working with the leasing company, getting our patrol vehicles on the road along with installing the proper gear in the vehicle.

Keeping abreast of the Corona Virus, making sure our officers are safe and have the proper safety equipment.

MONTHLY MEETINGS/TRAINING ATTENDED:

Lt. Nitz and I set in on several tele-conferencing meetings with the local and state government concerning the Corona Virus.

Lt. Nitz attended the leadership meeting with the town's directors.

I and other officers provided security at the election site at townhall, no incidents to report.

Officer Leas attended the School Resource Officers meeting in Elkton.

Had a tele-conference with John Roush about the Handle With Care Program in the county.

Assigned Legit Training to the officers for use of force and other subject matters.

COMMUNITY EVENTS, ACTIVITIES, MEETING, ETC:

Officer Reno and Detective Warner along with the Perryville Fire Company drove by the home of a young girl who was celebrating her 9th birthday on May 23, 2020.

Lt. Nitz was sworn in and given the authority to remove the ballots from the ballot box at the Middle School.

Officers are conducting regular checks of local businesses to ensure they are in compliance with the Governors Executive Order for the COVID-19 Pandemic.

Perryville Police Department Monthly Police Report
May, 2020

	March	April	May	Year to Date 2020		
ROBBERY	0	0	0	1		
ASSAULT	4	6	6	22		
BURGLARY	1	0	1	4		
THEFT	7	4	5	23		
Auto Theft	0	0	0	0		
CDS	4	5	13	39		
DISORDERLY	1	0	0	3		
MDOP	1	3	2	9		
ADULT ARREST	31	15	21	137		
JUVENILE ARREST	0	1	1	9		
Referrals to Outreach	0	0	0	0		
CITATIONS	38	32	28	208		
WARNINGS	45	4	55	263		
SEROS	12	0	12	52		
ACCIDENTS	7	5	5	32		
52 (Investigated)	4	2	2	16		
89 (no Investigation)	3	3	3	16		

May 27, 2020

Perryville Police Department

Outreach Program

Town Report

May 2020

Overall Monthly Attendance: 0

Active Members: 0

Number of New Referrals: 0

Number of New Members: 0

Total number of meals provided: ~ 25 _ local families were served and 10 families were given shoes from amazon

Announcements

Similar to April, we are missing the craziness that is Outreach. Last month, we found ourselves focusing on staying connected with our members as a means to keep them engaged during these isolating times. While we still focused on those aspects this month, we found that several of our families needed more direct support, so our focus was shifted to supporting those most in need.

Unfortunately, several of our members have experienced the loss of a family member during this difficult time. We have offered extra assistance to those families by contacting others in our field to provide them the support we cannot. We have also worked with the children in these families directly by checking in on them and by helping create a stable routine that includes both schoolwork assistance and play.

Like always, we have been distributing meals and small activities when we can to local families. With the support of organizations such as Impact Martial Arts, IKEA and Amazon, we were gifted with a huge influx of goods to give to those most in need. We cannot thank these organizations enough for their generosity during these challenging times. We would also like to recognize those in our community, like Ms. Yvonne and other anonymous donors, who took the time to donate goods as well.

As social distancing restrictions being lifted are discussed, we have been discussing ways to keep our members as safe as possible when we eventually reopen. For now, we will try to continue to create a sense of normalcy for our members by continuing to provide meals, homework assistance, activities, and our annual end of the school year party. To celebrate the end of this crazy school year, Outreach will be hosting a drive by cook out for the community. All food will be free and there will also be a food pantry there for those who need it. So be sure to wear your best mask and swing by Outreach on June 6th to celebrate from a safe distance.

Please keep an eye out for more information on events, lessons and activities from us. 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 - May 2020

PUBLIC WORKS:

Projects/Other Events:

- Prices are being acquired for items that are needed to address safety concerns moving into Phase 1 reopening. (Air quality testing, plexiglass barriers, etc.)

Paving/Sidewalk Repairs:

- Patching of Roundhouse Drive was completed.
- A failing area around a storm drain on Locust Street was addressed.
- Two sinking areas of Arch Street were excavated to look for possible causes. Nothing was found to be causing the issues so the excavated areas were backfilled with proper media and compacted in several lifts to assure proper compaction. Utilities in the area were inspected using CCTV to assure no issues were present within the piping.

Water/Sewer/Stormwater:

- Staff has still discontinued the replacement of antiquated meters throughout town during the COVID-19 pandemic.
- The pump controls at the Front Street Pump were repaired and is again operating under normal circumstances.
- A improperly secured wastewater cleanout on River Road was excavated and capped to prevent further issues.

Training:

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Employees continued with a training schedule that allows them to receive various levels of training during the current pandemic situation. Those types of training range from safety to stormwater management.
- Superintendent attended a virtual symposium on COVID-19 "Road to Recovery".
- DPW Staff attending water meter seminars that were presented by Neptune Meters.

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 continues grass cutting duties in town owned properties.
- Bulk Trash pickup has been temporarily suspended during the COVID-19 pandemic.

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

- The Community Park playground remains closed due to the COVID 19 pandemic.
- The Community Park remains open, the playground, basketball court and other areas are closed to prevent gatherings that are not in accordance with the Governor's executive order regarding the COVID 19 pandemic.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Parks continues 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.

Training:

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

Rodgers Tavern/Lower Ferry Pier:

- The playground and the Lower Ferry Pier remain 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

May, 2020

Wastewater:

Plant Influent Monthly Flow:	25.58 Million Gallons
Plant Effluent Monthly Flow:	20.38 Million Gallons
Veterans Center Monthly Flow:	7.65 Million Gallons

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

Activities:

1. Still waiting to hear from Sprint on changing internet provider services for WTP & WWTP
2. Continue adhering to all safety protocols regarding COVID-19
3. Received 2021 budgets for WTP & WWTP from Finance department
4. Received 30% design plans from engineer for denite filter upgrade
5. Had filter feed pump #1 rebuilt
6. Marino's Industrial Electric completed installation of the new scada system
7. Failed SBR #1 influent valve motor drive unit repaired under warranty
8. Working on spring plant cleanup work list
9. Tested all emergency lighting & monthly check of fire extinguishers
10. Monthly housekeeping was performed
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed

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

Water:

Plant Raw Water Monthly Flow:	13.1 Million Gallons
Plant Finished Water Flow:	9.1 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

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

Activities:

1. Completed testing new DELPAC coagulant product for reduced dose and reduction of sludge generated, test successful
2. Continue clearing overgrowth off fence line and spraying weed killer
3. Continue work on spring plant cleanup work list
4. Ordered critical spare parts to stock
5. Adhering to all safety protocols regarding COVID 19
6. TTHM & HAA5 test results passed
7. Monthly housekeeping was performed
8. Scheduled preventive maintenance was performed
9. Tested all emergency lighting & monthly check of fire extinguishers