

## **Staff Reports from Town Meetings**

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

## **Town Administrator's Report**

### **August 4, 2020 Town Meeting**

#### **COVID 19 – Coronavirus Preparedness and Response**

See June 2 Town Meeting report for prior months activities related to COVID 19

06/09 Finalized Phase I re-opening plan. Implementation is in process.

06/25 Renewed the 1-month subscription to GoToWebinar to continue providing public access to Town Meetings in a virtual environment.

07/08 Re-opened Town Hall Administrative Office to the public. There are limitations (must not be sick, must wear mask, 1 person at a time allowed in lobby)

07/22 Renewed annual subscription to GoToWebinar to continue providing public access to Town Meetings in a virtual environment.

07/23 Due to an increase of coronavirus cases in the County, town hall has been once again closed to the public except, appointments can be made, if necessary, to conduct important business.

#### **Meetings**

07/07 Prepared for and participated in the Town Meeting.

07/07, 07/13 & 07/27 Participated in a Cecil County Town Administrators Conference Call. Topics of discussion vary but include all current and relevant issues.

07/14 Held a virtual Leadership Meeting with Senior Staff. Discussion included Departmental Reports, Review of Town Meeting and work session, updating emergency manual for pandemic, racial equity improvements – recruiting, Utility Permit Application (new form – addresses small wireless facilities) and Road Closure Form (updated) distributed and Event cancellations and changes. **The next Leadership Meeting is tentatively scheduled for August 11, 2020 at 10:00 a.m. Mayor and Commissioners, please let me know by August 7<sup>th</sup> at 4:00 p.m. if you have any topics of discussion for the meeting.**

07/21 Prepared for and participated in the Mayor and Commissioners Work Session and Special Meeting.

07/22 Had a virtual meeting with Microsoft representatives to discuss renewal options for Town email licenses. The email licenses have since been renewed.

07/22 Participated in Maryland City & County Management Association (MCCMA) virtual meeting.

## **Other:**

### **Bond Bill NO UPDATE**

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 5<sup>th</sup> at 2pm. 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. A contract approval letter was received from the State of Maryland on June 30, 2020.

### **Code of the Town of Perryville NEW**

I have been working with Fred Sussman and town staff to update sections of the Town's water and sewer code. I expect those updates to be presented at the August Work Session. The updates are primarily related to connection fees.

### **Collection System Expansion Project (sewer) – UPDATE (updates in bold)**

#### **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 – **Working with MDE to get final approved permit.**
- 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.
- **Worked with MES to get a price for design of the required stormwater remediation for the project.**
- **Contacted MDE to get a response to the permit request that was issued.**

Costs incurred over and above the AECOM agreement for this project are **\$65,426.02 including the legal fees.**

#### **Daily work UPDATE**

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. Prepared and gave three (3) employee evaluations for Senior Staff. Had discussions with various staff members to go over operations and issues as they arose.

#### **Employment - NEW**

There are presently two vacancies to be filled.

- A full-time Parks Maintenance Crewperson has resigned, so that position was advertised in-house until July 24th then posted to the public.
- The Community Development / Code Enforcement coordinator position was advertised in-house until July 24<sup>th</sup> then posted to the public.
- We are trying new ways to get a broader, more inclusive, reach in our job postings.

#### **Fire Company – Station 16 water tie-in – NO UPDATE**

The drinking water well at Station 16 is contaminated. The Fire Company requested to connect to the Town's water system. The Mayor and Commissioners approved the request but not the funding to construct the line. A request was submitted to Cecil County to amend the Master Water and Sewer Plan to include Station 16 in Perryville's water service area. The County approved the amendment to the Plan. Ralph Ryan, P.E. prepared a preliminary engineering report for the project and Ralph and I submitted a grant application in January of 2018 to MDE for the project. A Drinking Water Grant for 1/2 of the project cost up to \$140,000 was received from the Maryland Department of the Environment. Ralph Ryan submitted the Force Account

Statement for Engineering to MDE as required. The project went through the State Clearinghouse and comments have been received and will be addressed at the appropriate time. An application was submitted on August 27, 2019 for a USDA Emergency Community Water Assistance Grant (ECWAG). A public hearing was held on the USDA application as required. The public hearing minutes and the State Clearinghouse Approval letter were sent to USDA. USDA is actively working on Perryville's ECWAG funding request. Ralph Ryan and I have both had several emails with Charles Huester of USDA regarding the ECWAG Grant application. We have replied to those emails to provide clarifications and updates to the application as requested by USDA. Right now, we are just waiting to find out if the USDA funding has been approved. Ralph Ryan, P.E. prepared an RFP for survey services so that Perryville can get Metes & Bounds and Legal Descriptions for the needed easements. After the bidding process was complete the contract was awarded to Stephens Environmental.

#### 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
	<b>Sub-total</b>	<b>\$1,335,670</b>	
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
	<b>Grand Total</b>	<b>\$5,705,964</b>	
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 UPDATE in bold**

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.

- 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.
- **Signed a new agreement with KCI for FY21 MS4 consulting work. The agreement includes the mandatory Illicit Discharge Detection & Elimination (IDDE) testing of**

outfalls, support with the Storm Water Pollution Prevention Program (SWPPP) recently enacted for the Public Works Shop, Developing 4 concept plans for BMP retrofit, Impervious Area baseline updates, Restoration Strategies and Activity Schedule, and the annual Phase II MS4 Report to MDE. The contract amount is \$43,506.40.

#### **Municipal Complex: NO UPDATE**

**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 – 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: NO UPDATE**

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. A Fact Sheet requesting information was sent to the Town. This was completed by Cathy McCardell, Chief Al Miller, Danielle Hemling and me and returned to the attorneys on Sept. 20<sup>th</sup>. Received a brief update from Mr. Kane, Esq. stating that settlement is expected in the near future.

#### **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 4<sup>th</sup> 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

06/15 Had a meeting with Fred Sussman

#### **Road Dedication – Chesapeake Overlook Parkway NO UPDATE**

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

#### **Sidewalks on MD222 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. **UPDATE:** Received notice from SHA on July 17<sup>th</sup> that this project is on indefinite hold.

#### **Small Wireless Facilities Ordinance UPDATE**

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. The Ordinance creating Chapter 80 of the Code of the Town of Perryville - Wireless Telecommunications Facilities in Rights-of-Way was approved at the June Town Meeting. I am presently working on associated forms to make implementation of the code easier. **UPDATE:** A new Utility Permit Application has been created to address requested utility work on town roads, sidewalks and other rights-of-way. The permit also addresses requirements in the Small Wireless Facilities, Chapter 80 of the Code of the Town of Perryville.

#### **Training**

- **UPDATE** 3 employees took 3 courses through the LGIT training module. Two of the employees were police officers and they took "Constitutional and Community Policing". I took "Diversity in the Workplace" training.
- **NO UPDATE** Active Shooter Training –5 employees attended CRASE training on June 3<sup>rd</sup> 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 27<sup>th</sup>. **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.**

#### **Triathlon**

Updated triathlon agreement for the next five years. It was sent to Fred Sussman and Kinetic Multisports for review and comment then put on the work session agenda for review and, hopefully, approval at the August Town Meeting.

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

## **Assistant Town Administrator Report for the August 4, 2020 Town Meeting**

**COVID19 Update – The office is closed to the public.**

### **EMPLOYMENT**

Community Development/Code Enforcement Coordinator has been advertised.

Parks Maintenance Crewperson position has been advertised.

### **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 14 deeds, 0 dump trailer rentals, 0 heavy trash calls and 0 park pavilion rentals, 21 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 mailed out 1525 bills on July 17<sup>th</sup> & July 20<sup>th</sup> and are due August 20, 2020. Due to the state of emergency extended to August 1, 2020, we are unable to charge a late fee or shut off water.

### **MEETINGS**

July 7, 2020 – Attended Town Meeting

July 21, 2020 – Attended Work Session

July 15, 2020 – Attended Staff Meeting

**Treasurer's Report  
Town of Perryville, Maryland  
August 4, 2020**

**Projects:**

- **Boat Ramp Honor Box**

- April-June 2017 Collections from Honor Box- \$1,439.00
- July, 2017 -June, 2018 - \$6,336.00
- July 2018- June 2019-\$6,753.50
- July, 2019-June, 2020 -\$13,373.37
- July, 2020- \$1,720.00
- Total to date: \$ 29,621.87

- **FY 20- Financial Statements**

- Reviewed financial statements through current period.
- Began preparing spreadsheets and documents for auditors
- Did analysis of FY20's payroll and related liability accounts.

- **Local Impact Budget**

- We have received our payment for the partial month of June when the casinos were reopened. The amount was \$65,652.08.
- Submitted the Local Impact Quarterly report to the County.

- **Auditors**

- Their pre audit meeting was scheduled for July 10, 2020.
- Their onsite audit will be August 24-September 4<sup>th</sup>.

- **LGIT**

- Registered for LGIT's "Deadly Weapon Insurance Program", a free policy underwritten by Lloyds of London. It covers Crisis Management Services, Counseling, Medical and Funeral Expenses that arise from events involving deadly weapons
- Researching a Voluntary Retiree Healthcare Program for our employees approaching retirement. This is a free program offered by LGIT and would be another benefit we could offer our employees.

- **COVID-19**

- Continued to document expenses related to Covid -19 expenditures for reimbursement purposes.

**Treasurer's Report  
Town of Perryville, Maryland  
August 4, 2020**

- **Grants**
  - Submitted documentation for reimbursement for two Grant programs, the ENR Refinement Program and the ADA Portable Toilet Grant.

**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.
- Working on an employee discount/benefit package that would include various free or discounted offers to our Town employees.

**June, 2020 Statistics:**

- 193 purchase orders were processed totaling \$385,958.19
- 88 Accounts payable checks were processed totaling \$569,015.36
- 0 A/R invoices totaling \$0
- Local Impact Funds - Life to date (Sep-10 to Jun-20) slot revenue received \$13,817,003.30  
Received for Fiscal Year 2020 to date- \$1,131,565.47

## Planning & Zoning Department

### July Staff Report – August 4, 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; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts. CURRENT STATUS: TIS in progress.
- **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 and debris removed. CURRENT STATUS: Property owner indicates there has been some interest shown for 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 1<sup>st</sup> 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 22<sup>nd</sup> 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 5<sup>th</sup>. CURRENT STATUS: Owner/developer is still pursuing rezoning potential for warehouse. May 1<sup>st</sup> 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: Property owner conducting engineering and surveying for mass grading plans to prepare pad sites.
- **5<sup>th</sup> Company Brewing LLC:** New roof installed and exterior painting; architect and engineer are working on redevelopment plans; engineered plan submittal pending for microbrewery/restaurant; plans to be finalized. Planning Commission reviewed and approved with conditions; need for an easement approved. CURRENT STATUS: Application for permit in progress.
- **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: Site maintenance and clean up continue.
- **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—court date scheduled for October 16. Site maintenance and clean up continues.

- **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; resort locations opening gradually across the country; 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: Researching feasibility of other infill lots.
- **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 1<sup>st</sup>. CURRENT STATUS: Staff reviewing Preliminary Site Plan prior to formal submittal.
- **Perryville Community Park:** Annexation process started; notification letters sent to MDP and Cecil County for review and comment.

#### 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	3	2						
<i>Violation Letters</i>	30	30	0	2	2	3	1						
<i>Citations</i>	0	0	0		0	0	0						
<i>Rental Licenses Issued</i>	210	38	7	1	0	0	3						
<i>Other</i>													

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

**Board of Appeals:** Hearing was held on July 27<sup>th</sup> at Minker Hall which allowed additional space to meet distancing requirements; discussion and consideration of Special Exception by New Victory Christian Church to operate at 515 Otsego Street. The Board voted to approve the application with the staff recommendations. Town attorney will prepare legal resolution of the decision for review and signatures.

#### P&Z Meetings/Events:

- 7/1 – virtual meeting with Perryville Station owners; phone meeting with Rodgers Tavern director.
- 7/9 – meeting with Jennifer at Rodgers Tavern to discuss reopening plan, benefit event.
- 7/13 – virtual meeting with Cecil County regarding data needed for Nuisance Flooding Plan.
- 7/14 – leadership meeting.
- 7/17 – virtual quarterly meeting with Critical Area Commission.
- 7/21 – annexation plan and required Resolutions for community park presented at work session and introduced.

- 7/23 – annexation notification letters mailed; visited 17 businesses with Chief Nitz.
- 7/28 – webinar “Missing Middle Housing: Thinking Big and Building Small to Respond to Today's Housing Crisis”; meeting with Jennifer at Rodgers Tavern.
- 7/29 – virtual meeting with Critical Area Commission for review of proposed Critical Area shoreline/wetlands designations for remapping project; meeting with Havre de Grace.

**Zoning Certificates:** 8 certificates approved; 1 for single family dwelling (Aiken Ave.); 0 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:** The Farmers Market vendors are enthusiastic for this year's season and looking for local customers. Vendors: 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, cut flowers from Oxford PA and creations from Sonkissed Gardens.

**ARE YOU AGE 60 OR OLDER? LIMITED INCOME? Contact Teresa at 410-996-8181 to inquire about the Farmers Market Nutrition Program. You may be eligible to receive coupons to use for fresh fruits and veggies.**

**ATTENTION TOWN RESIDENTS:** Lower Ferry Park is the place to be on Fridays! Farmer's Market from 3:00 to 6:00 p.m. and Car Cruise on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 5:00 to 8:00 p.m. for enthusiasts to show off their vehicles.

- 1) Shop the Farmer's Market,
- 2) Grab food, cold drinks or snowballs at Boxcar Avenue Ice Cream,
- 3) Look at the vintage cars,
- 4) Reminisce about the good ole days, and
- 5) Enjoy the park outside!
- 6) Masks and social distancing recommended per health department guidelines.

**Upcoming Events:**

- Farmers Market every Friday 3-6pm
- Car Cruise 1<sup>st</sup> and 3<sup>rd</sup> Fridays 5-8pm
- 9/12 – Tap into the Tavern at Rodgers Tavern 3-7pm
- 9/27 – Sinatra in the Park 1-3pm
- 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.
- Developing a re-opening plan for visitors to feel safe.
- Evaluating three submissions for Non-Invasive Archaeological Survey.
- Researching grant opportunities for public outreach.

- 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 project requires a 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. Stephens Environmental has finished the survey work 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. Charles informed us that we must revise our preliminary engineering report to specify certain products relevant to the project must be manufactured in the USA. The report will be revised and resubmitted to USDA.
- 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. The first phase of the repair project will be the placement of rip rap along the Northwest corner of the bridge abutment for approx. \$8,464.00 to better control erosion damage to the bridge.
- Broad Street Backyard Property Drainage Issue
  - 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. The fence in the area is also scheduled to be taken down. I am corresponding and working with the county on revising the SWM basin to accept a small drainage pipe into the forebay from the private property. The PVC pipe is to catch and channel the rain runoff from the backyards to the newly constructed SWM basin. Acquired the CAD as-built drawings from ARRO and devising alternative drainage schemes to alleviate the drainage issues. Acquired a quote to replace the dilapidated fence at the backyard of 625 Broad Street adjacent to the SWM pond for \$1400.

- 864 Broad Street Water & Sewer Connection
  - Helped DPW staff submit permits and drawings to SHA to connect water and sewer service lines to 864 Broad Street newly constructed house.



# ***Perryville Police Department***

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

***Robert S. Nitz**  
Chief of Police*

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

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

## **Monthly Report for July 2020**

### **CURRENT PROJECT(S)**

- Keeping current on the Coronavirus epidemic; ensuring officers are exercising good universal precautions. Meetings with the MD State Police/COVID Administrator has slowed to monthly.
- Assessing current operations of the police department to better address needs of the town
- Officer Peer received his certification from the MD Police/Correctional Training Commission. He has completed field training with the Cpl. Morgan and is assigned to the evening shift
- Working with Lexipol for upgraded policy/procedure management software

### **MONTHLY MEETINGS/TRAINING**

- Attended monthly Leadership meeting
- Conference call with Enterprise Leasing regarding next round of vehicles
- Each officer was assigned and completed training via LGIT for Community/Constitutional Policing
- Implicit Bias training has been assigned for each officer through LGIT LocalGovU portal

### **COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:**

- Met with owners of Sam's Marina regarding Fishing with the Fuzz event
- Conducted business checks with Dianna Battaglia (introduction as new Chief of Police)
- Participated in the Homeruns for the Homeless event at Iron Bird Stadium

Perryville Police Department Monthly Police Report  
July, 2020

	May	June	July	Year to Date 2020		
ROBBERY	0	0	0	1		
ASSAULT	6	3	12	37		
BURGLARY	1	0	1	5		
THEFT	5	5	6	34		
Auto Theft	0	0	0	0		
CDS	13	20	16	75		
DISORDERLY	0	0	1	4		
MDOP	2	0	4	13		
ADULT ARREST	21	43	38	218		
JUVENILE ARREST	1	0	1	10		
Referrals to Outreach	0	0	0	0		
CITATIONS	28	30	73	311		
WARNINGS	55	87	196	546		
SEROS	12	12	2	66		
ACCIDENTS	5	4	8	44		
52 (Investigated)	2	1	2	19		
89 (no Investigation)	3	3	6	25		

July 28, 2020

# Perryville Police Department

## Outreach Program

### Town Report

July 2020

Overall Monthly Attendance: 249

Number of New Referrals: 0

Number of New Members: 2

## Announcements

We were SUPER excited to open our doors this month! We are currently open Monday through Thursday 10am to 7pm at 50% capacity. COVID safety and health measures have been put in place to keep both staff and children safe.

This month we said goodbye to our long-time caseworker Ms. Rachel and said hello to our new Caseworker Carrie Taylor! Carrie comes to us with years of experience dealing with at risk teens and a bachelor's degree from Townson University in Psychology.

This month we wasted no time getting back into our normal summer programing. We have water days, complete community service projects, and focus on life skills during the week. This month our community service projects were adopt a highway, making police treats, and adding some green gardening pots to our outreach building. Life skills focused on self-esteem, time management, and healthy foods/exercise.

We have received donations this month from community members and the legion. Mrs. Jane stopped by and helped us make homemade ice cream. Impact Martial Arts received a grant from Howard Bank in the amount of \$10,000. In that grant they have allocated funds to start a program for our Outreach program. This program would provide free instruction for some of our members. We also received a grant from the GOCCP for \$30,000 for program expenses and officer payroll. We have also applied for a federal grant as well in the amount of \$75000 which will not begin until October. We are waiting to see if we will be awarded this grant or not yet.

We are discussing our plan for this fall as it pertains to helping children and parents navigate this new online school year. Our plan is to have our hours be similar to what they are now and plan a schedule that will best help children learn and keep safe at the same time. Once we have nailed down our plan, we will let the administration and our members know what to expect.

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](https://facebook.com/PPDOP). There you can find our monthly schedule, events, and any activities we are currently up to.

# DPW Report - July 2020

## **PUBLIC WORKS:**

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

- DPW continues sanitizing the playgrounds at the Community Park and Ice House Park each morning.

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

- A section of Cedar Corner Road was overlaid.
- Contractor began making some needed patch repairs at Town Hall Parking Lot.
- Two failing areas of asphalt were repaired on Arch Street.

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

- Staff flushed hydrants throughout Town. This allows for an overturn of the water system getting fresh water throughout the entire distribution system.
- DPW repaired a failed section of sewer lateral at the Outreach Building.
- Staff read meters for quarterly billing.
- Employees have been performing data logs in follow up to meter readings.
- Staff updated some meters that were discovered during meter reading.
- DPW took ownership of a 2nd automatic hydrant flusher that will be placed in another area in town. The other automatic flusher was placed back in Beacon Point.
- Two water leaks were repaired on July 22.

### ***Training:***

- Employees continue to take online safety training through the Local Government Insurance Trust.
- Employees attended virtual training through Maryland Rural Water Association.

### ***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 back to a full time schedule. Employees are working 10 hour per day, 4 day work week.
- Bulk Trash pickup has been set up to resume beginning in August with restrictions regarding the size of items to be taken and the number of total stops allowed to be scheduled.

**PARKS AND RECREATION:**

***Projects/Town Events:***

- The Community Park playground remains open under the guidance of "play at your own risk" and continue to practice "social distancing". (Playgrounds are being sanitized each morning.

***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. (rentals are currently not being allowed in accordance of limiting social gatherings)
- 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 at Lower Ferry Park is open with the same guidance as the Community Park Playground.

### ***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**

### **July, 2020**

#### **Wastewater:**

Plant Influent Monthly Flow:	17.00 Million Gallons
Plant Effluent Monthly Flow:	14.93 Million Gallons
Veterans Center Monthly Flow:	7.10 Million Gallons

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

#### **Activities:**

1. Sprint setting up to provide services for WWTP internet
2. Continue adhering to all safety protocols regarding COVID-19
3. D&P Electric re-secured SBR exterior electric piping
4. Cleaned both chlorine contact tanks
5. Replaced raw sewage pump #1 transformer
6. Cleaned dechlorination tank
7. Received parts to perform annual change out of U.V. unit bulbs & jackets
8. Completed spring/summer 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**  
**July, 2020**  
**Page 2**

**Water:**

Plant Raw Water Monthly Flow:	15.3 Million Gallons
Plant Finished Water Flow:	10.9 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

**Activities:**

1. Staff repaired a leaking chemical line
2. Trimmed all trees inside the fence
3. Completed spring/summer plant cleanup work list
4. Replaced air flow switches on both blowers
5. Continue to adhere to all safety protocols regarding COVID 19
6. J. Fain sat for MDE class 5 wastewater exam
7. Keeping water towers full for DPW to flush distribution system
8. Monthly housekeeping was performed
9. Scheduled preventive maintenance was performed
10. Tested all emergency lighting & monthly check of fire extinguishers