

Staff Reports from Town Meetings

- Town Administrators Report
- Assistant Town Administrators Report
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- 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

September 1, 2020 Town Meeting

COVID 19 – Coronavirus Preparedness and Response – NO UPDATE

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

08/04 Held a meeting with Chief Nitz to discuss a variety of law enforcement topics to include patrol policies, critical issues facing the PD, hot spots in town, improved communications, trust in the Perryville PD by the public. We will be holding regular meetings to discuss policing issues in Perryville.

08/10, 08/24 Participated in a Cecil County Town Administrators Conference Call. Topics of discussion vary but include all current and relevant issues.

08/11 Held a virtual Leadership Meeting with Senior Staff. Discussion included Departmental Reports, Review of Town Meeting and work session, diversity and inclusion improvements – recruiting and other ideas (note: all supervisors & senior leaders of the Town will be taking Implicit Bias training), employee picnic options. **The next Leadership Meeting is scheduled for September 15, 2020 at 10:30 a.m. Mayor and Commissioners, please let me know by September 8th at 4:00 p.m. if you have any topics of discussion for the meeting.**

08/11 Prepared for and participated in the Town Meeting.

08/18 Prepared for the Mayor and Commissioners Work Session.

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 5th 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 UPDATE

I have been working with Fred Sussman and town staff to update sections of the Town's water and sewer code, Chapter 82 of the Town Code. The updates, primarily related to the use of connection fees, were presented at the August Work Session. The Code Amendment ordinance is scheduled for introduction at the Town Meeting in September.

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 – 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 regular discussions with the Department Heads and town supervisors. Proof read minutes to meetings. Prepared Staff Reports for work session / town meeting. Reviewed and approved p.o.'s for greater than \$5,000. Set up webinars for meetings.

Employment - UPDATE

There are presently two vacancies to be filled.

- A full-time Public Works Crewperson. The in-house closing date is August 31, 2020.
- A Wastewater Treatment Plant Trainee or Operator. The in-house closing date is August 31, 2020.
- 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
	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.

Local Government Insurance Trust (LGIT) Recommendations NEW

- A Risk Manager / Safety Coordinator Policy was recently written and implemented as a LGIT recommendation.
- I am coordinating with Cathy to write an Accident Investigation Policy. This is a LGIT recommendation and we really need to implement it.

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.
- **KCI and Ralph Ryan, P.E. are working on the annual report due to MDE in October. Ralph will be preparing the information for the Minimum Control Measures (MCM's) that we don't contract with KCI to perform.**
- **KCI is planning for the FY21 Outfall Screening as required by the Illicit Discharge Detection and Elimination (IDDE) MCM to be done after October 31, 2020.**

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. 20th. 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 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

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 NO UPDATE

Received notice from SHA on July 17th that this project is on indefinite hold.

Training

- **UPDATE** 12 employees took 19 courses through the LGIT training module from July 22 to August 24. Eleven of the employees were police officers and they took “Implicit Bias” training. I took “Implicit Bias” and “Employee Retention” training.
- **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.**

Triathlon UPDATE

An updated triathlon agreement for the next five years 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. **UPDATE:** The agreement was approved at the August Town Meeting and it has been fully executed. We look forward to the next Diamond in the Rough Triathlon to be held in July 2021.

Water Plant Capacity Development Survey NEW

Reviewed and commented on the Capacity Development Survey prepared by George Smith and Larry Frazier. It was subsequently submitted to MDE.

Weather

- 8/3 Participated in the pre-storm meeting for Tropical Storm Isaias
- 8/4 Throughout the day made several posts and text alerts related to the storm

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

Assistant Town Administrator Report for the September 1, 2020 Town Meeting

COVID19 Update – The office is closed to the public.

EMPLOYMENT

Community Development/Code Enforcement Coordinator – [Interviews were held on August 25, 2020.](#)

Parks Maintenance Crewperson position – [Filled internally by DPW employee.](#)

DPW Crewman I – Advertised in house until August 31, 2020.

WWTP Trainee I – Advertised in house until August 31, 2020

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. - [Completed](#)

Our next project with Onsite will be preparing the Edmunds server for cloud system in support of our Information Systems Contingency Plan. - [Starting the process. Have to update the server and then we can start the process for the cloud system.](#)

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed [10](#) deeds, [1](#) dump trailer rentals, [26](#) heavy trash calls and 0 park pavilion rentals, [8](#) in-state boat stickers and 0 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 [531 Late Notices](#) on [August 24, 2020](#) and are [due September 14, 2020](#). Due to the state of emergency extended, we are unable to charge a late fee or shut off water. [Processed 21 data logs for residents.](#)

MEETINGS

August 10, 2020 - Met with Amanda, Diana and Tara on connection fees.

August 11, 2020 – Attended Town Meeting

August 11, 2020 – Attended Staff Meeting

August 18, 2020 – Attended Work Session

August 28, 2020 - Met with Denise & Brandon Sifrar, Archive Social

**Treasurer's Report
Town of Perryville, Maryland
September 1, 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-August,2020- \$3764.00
- Total to date: \$ 31,665.87

- **FY 20- Financial Statements**

- Prepared various documents and spreadsheet for auditors.
- Did analysis of FY20's payroll and related liability accounts.

- **Auditors**

- Auditors were on site August 24-August 31. They plan on remaining here until September 4th.
- No negative issues have been disclosed at this point.

- **COVID-19**

- Continued to document expenses related to Covid -19 expenditures for reimbursement purposes.
- We submitted our most recent request for reimbursement.

- **First Responders Tax Rebate**

- Deb Hill designed the application form for the Town of Perryville's Tax Credit Rebate for First Responders.
- We had our first applicants apply.
- Application forms were sent to the Volunteer Fire Department and our Police Department was informed.

**Treasurer's Report
Town of Perryville, Maryland
September 1, 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.
- Working on an employee discount/benefit package that would include various free or discounted offers to our Town employees.

July, 2020 Statistics:

- 168 purchase orders were processed totaling \$789,561.72
- 102 Accounts payable checks were processed totaling \$552,386.41.
- 24 A/R invoices totaling \$154,310.62
- 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

As of July 2020	Account Name	G/L Reconciliation	Bank Reconciliation
G/L Account #			
1025	General Checking - PNC	S 109,287.14	S 107,503.21
1030	Payroll - PNC	66,339.06	S 67,601.30
1032	Health Savings Checking - PNC	20,702.62	20,702.64
1036	General - MLGIP	4,237,397.32	4,237,397.32
1037	MLGIP Assign Funds	-	-
1039	MLGIP Facility Reserve Acct	177,810.45	177,810.45
1040	Community Act. Committee - PNC	29,824.12	29,824.12
1042	Parade - PNC	15,897.18	15,897.18
1045	Perryville Police Asset Seizure HOWARD	12,608.30	12,608.30
1051	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	Facilities Reserve	83.44	83.44
2035	W&S Savings - PNC	123,379.24	123,379.24
2036	W&S Fund Acct. - MLGIP	786,340.64	786,340.64
3030	Sewer Improvement Fund - MLGIP	194,486.02	194,486.02
3026	W&S Improvements - PNC	5,076.31	5,076.31
3046	W&S Improvements - HOWARD	472,513.33	472,513.33
8025	Local Impact Grant Fund	672,686.63	672,686.63
8038	MLGIP Local Impact Grant Fund	546,885.65	546,885.65
9053	MLGIP Capital Project Acct	533,939.10	533,939.10
Totals:		\$ 8,009,877.04	\$ 8,009,355.37

(1,783.93) recon. in august
1,262.24 recon. in august
0.02 rounding error

(521.67)

REVIEWED BY:

My signature above verifies the following:

All funds in "noninterest-bearing" transaction accounts are insured in full.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/19.

Planning & Zoning Department

August Staff Report – September 1, 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 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. Cecil County Division of Permits and Inspections to review with legal counsel for further action. CURRENT STATUS: Owner/developer is still pursuing rezoning potential for warehouse and is in conversations with legal counsel for moving forward.
- **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.
- **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: Construction 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 but plans for development are on hold due to COVID-19.
- **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 1st. CURRENT STATUS: Staff reviewing draft of 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; public hearing September 1, 2020.

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

Planning Commission: Meeting held on August 17th to review the Annexation of the Perryville Community Park.

Board of Appeals: Meeting held on August 24th to review the legal resolution to approve and obtain signatures.

P&Z Meetings/Events:

- 8/3 – meeting with Commissioner Snelling; attended emergency response planning meeting for preparedness for the approaching hurricane/tropical storm.
- 8/5 – phone meeting with local radio station WHGM for marketing/broadcasting.
- 8/6 – phone interview with local radio station WHGM.
- 8/10 – meeting to discuss connection process for new dwellings.
- 8/11 – leadership meeting.
- 8/13 – meeting with applicant to discuss application for zoning certificate; phone meeting with attorney to discuss pending code revisions; meeting with American Legion to discuss partnership.
- 8/25 – conducted interviews for the Community Development/Code Enforcement Coordinator position.

Zoning Certificates: 6 certificates approved; 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 continue to look 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.

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 1st and 3rd Fridays from 5:00 to 8:00 p.m. for enthusiasts to show off their vehicles.

Upcoming Events:

- Farmers Market every Friday 3-6pm
- Car Cruise 1st and 3rd Fridays 5-8pm
- Portraits of a Hero – 9/10, 9/22, 10/5, and 10/23
- 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.
- Bathon Builders completed the parging to the front foundation wall; soffit and fascia trim scraped and painted.
- See attached Museum quarterly report for June-August.

RODGERS TAVERN MUSEUM REPORT MEMORANDUM

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: JUNE 2020-AUGUST 2020 QUARTERLY REPORT
DATE: AUGUST 25, 2020

MEETINGS AND EVENTS:

6/24/2020 Webinar: "Succeeding in the Post-COVID Era with Digital Tools"
7/1/2020 Meeting Washington-Rochambeau Trail Anniversary meeting
7/9/2020 Meeting with Dianna about annual fundraiser Tap Into the Tavern
7/24/2020 Webinars: "Museum Lightning Talks: Generating Revenue Through Digital Content & Virtual Experiences" and "Online and Virtual Visits: No Tough Programs in a Pandemic Context"
7/28/2020 Webinar: "The Success & Struggles of Reopening a Museum During the COVID-19"
Pandemic
7/30/2020 Submitted 2nd Progress Report for MHT Grant
8/1/2020 Webinar: "Succeeding with Timed Ticketing as a Cultural Organization"
8/4/2020 Webinar: "Reopening Archives, Libraries and Museums: Materials Testing and Resource
Overview"
8/5/2020 Online meeting: Washington Rochambeau Trail Anniversary meeting
8/13/2020 Online meeting: Initial meeting with the Consultant Team from Washington College to
review the MHT grant project.
8/19/2020 Webinar: "Welcome Back: Re-opening Your Museum, How to Evaluate & Prepare Your
Physical Site for Reopening"

ACTIVITIES:

1. MHT Non-Invasive Archaeological Survey Grant

- Submitted 2nd Project Report
 - RFQ sent to nine consulting firms and posted to museum's website and Facebook page
 - Developed an evaluation matrix and reference check questionnaire
 - Review committee consisting of Dianna Battaglia, Mayor Robert Ashby, Jr., and myself met to review four RFQ submissions received by the deadline. Two were selected for reference checks. Washington College was awarded the project
 - Crafted an Award Letter
 - Compiled information about previous archaeological surveys and current historical research for Washington College to review as part of the grant project
2. Tap Into the Tavern annual fundraising event
 - Sent email to potential wineries and breweries across the state seeking their thoughts on a successful event during the COVID-19 pandemic
 - Created new sponsorship levels and benefits package
 - Review proposed event layout
 3. Rodgers Tavern Museum is now on TripAdvisor
 4. Begin new museum website design and development
 5. Research and Review ideas and platforms for delivering virtual content
 6. Created a Volunteer Processing process in Microsoft Planner. Town personnel involved with volunteer recruitment can track an applicant's process from first contact to background check.
 7. 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.
 8. Museum Re-opening
 - Re-opening Plan for Rodgers Tavern Museum approved and implementation has begun
 - Researched online scheduling and payment processors. Recommended Acuity Scheduling for online timed entry and Square for contactless payment processing.
 - Created a volunteer Museum Greeter position and posted to museum website and Facebook. This position will primarily be responsible for checking in museum visitor reservations, helping onsite visitors RSVP, and any gift shop sales.

- 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.
 - Finalizing submission of the annual report to MDE
- 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.
 - Began design work for the water service extension for Station 16.
 - 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 was 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. Hurricane Isaias has caused additional damage to the bridge abutments and has caused

additional stream erosion along Mill Creek (unrelated to the bridge inspection report, but affects the longevity of the report's suggested repairs).

- In order to make the necessary repairs to the bridge abutments due to scouring from Mill Creek, I have set up pre-construction meetings with MDE and the Army Corp of Engineers for a permit.
- Broad Street Backyard Property Drainage Issue
 - Removed the dilapidated fence at the backyard of 625 Broad Street. Provided the owner with rain barrels as a form of drainage mitigation. The drainage issues in the backyard of 625 Broad Street are not caused by the SWM pond constructed from the new LL project.
- 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. Inspected the site during water and sewer utility construction.



Perryville Police Department

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Chief of Police*

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

Monthly Report for August 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.
- Working with Lexipol for upgraded policy/procedure management software
- Two new patrol vehicles have been ordered with Enterprise
- Completed employee evaluations

MONTHLY MEETINGS/TRAINING

- Attended monthly Leadership meeting
- Implicit Bias training through LGIT LocalGovU portal has been completed by all officers
- Participating in weekly training webinars with Lexipol for increased efficiency in the KMS system for the manual

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Conducted tactical site survey for Perryville Middle and Elementary schools
- Met with Pastor Sheppard of New Victory Christian Church regarding community issues
- Met with Cecil County States Attorney, James Dellmyer
- Participated in a Hurricane prep meeting

Perryville Police Department Monthly Police Report
August, 2020

	June	July	August	Year to Date 2020		
ROBBERY	0	0	0	1		
ASSAULT	3	12	4	41		
BURGLARY	0	1	2	7		
THEFT	5	6	5	39		
Auto Theft	0	0	1	1		
CDS	20	16	8	83		
DISORDERLY	0	1	0	4		
MDOP	0	4	2	15		
ADULT ARREST	43	38	19	237		
JUVENILE ARREST	0	1	2	12		
Referrals to Outreach	0	0	0	0		
CITATIONS	30	73	37	348		
WARNINGS	87	196	152	698		
SEROS	12	2	1	67		
ACCIDENTS	4	8	0	44		
52 (Investigated)	1	2	0	19		
89 (no Investigation)	3	6	0	25		

August 25, 2020

DPW Report - August 2020

PUBLIC WORKS:

Projects/Other Events:

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

Paving/Sidewalk Repairs:

- The section of Bayscape Drive (between Ches. Landing Dr and River View Dr has been milled and prepped to be overlayed). This should be completed in the near future.
- Contractor made needed patch repairs at Town Hall Parking Lot.
- A section of Broad Street will be overlayed (This is from the water/sewer service project in the area of 864 Broad Street). Two small sections of sidewalk were also replaced.
- Currently obtaining pricing on re-striping the roadways throughout town. A low bid has been received and the work will be scheduled closer to fall.

Water/Sewer/Stormwater:

- Water and Sewer services were installed at 864 Broad Street.
- Employees have been performing data logs in follow up to meter readings.

Training:

- Employees attended virtual training through Maryland Rural Water Association.

Town Events:

- N/A.

Weather Related Events:

- Staff worked during and dealt with issues that arose during Tropical Storm Isaias.

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:

- Employees removed the remains of a fallen tree in an area between John Street and Franklin Street.
- Bulk Trash pickup has resumed with restrictions and limitations due to the current pandemic situation.
- A DPW employee has transferred to the Parks Department. That leaves a vacancy in the DPW that will be advertised to the public after it has been advertised "in-house".
- Areas of Ice House Park that are not able to be mowed by a standard mower have been mowed with Town owned slope mower. (Frenchtown Road and Sumpter Drive are also going to be addressed).

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.
- A Parks employee accepted a full-time job in the private sector. The vacancy was filled by Scott Tarbert, who was a current DPW employee.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Parks continues grass cutting duties for all town owned parks and recreation locations.
- Pavilions are normally 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.

- Employees trimmed the water's edge along Ice House Park to allow for easier fishing in the "Permit Free" Fishing Zone.

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 for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** – Flushing took place in April of 2020 and will take place again in the fall (October 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

August, 2020

Wastewater:

Plant Influent Monthly Flow:	30.10 Million Gallons
Plant Effluent Monthly Flow:	23.97 Million Gallons
Veterans Center Monthly Flow:	10.55 Million Gallons

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

Activities:

1. Still working with Sprint to provide services for WWTP internet
2. Continue adhering to all safety protocols regarding COVID-19
3. Ordered new reed bed filtrate pump to replace failed pump
4. Cleaned both chlorine contact tanks
5. Annual replacement of all 160 UV bulbs, jackets and O-rings was completed
6. Cleaned dechlorination tank
7. Continue work with GMB engineers on denite filter project
8. Sent Mill Creek e-coli test results to Cecil County Health Department
9. Removed no swimming signs from Mill Creek bridge
10. Tested all emergency lighting & monthly check of fire extinguishers
11. Monthly housekeeping was performed
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
August, 2020
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Water:

Plant Raw Water Monthly Flow:	13.7 Million Gallons
Plant Finished Water Flow:	10.0 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Staff replaced defective check valve on sump pump line
2. Ordered two replacement flapper rebuild kits for distribution pumps
3. Exceed MDE limit this quarter for TTHM's
4. Completed MDE capacity development survey
5. Continue to adhere to all safety protocols regarding COVID 19
6. L. Frazier sat for MDE class 5 wastewater examination
7. DPW used 1.8 million gallons of water to flushing distribution system
8. Monthly housekeeping was performed
9. Scheduled preventive maintenance was performed
10. Tested all emergency lighting & monthly check of fire extinguishers