

Staff Reports from Town Meetings

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

Town Administrator's Report

November 3, 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.

09/01 Governor Hogan announced that Maryland is going to Phase III Re-Opening Plan effective September 4th allowing all businesses to re-open (read the guidance for additional details) and allowed an increase in outdoor entertainment gatherings to up to 250 people.

Meetings

10/06 Prepared for and participated in the Town Meeting.

10/12 Had a conference call with Chief Nitz and Danielle Hemling to discuss contractual and / or part-time police and outreach positions to be paid by a grant.

10/16 Participated in the virtual MDOT Consolidated Transportation Plan Tour Meeting. Due to reduced ridership throughout the MARC system and a related reduction in revenues, train service on the Penn line will be the Enhanced "R" Service Schedule beginning on 11/2/2020. The new service schedule will have 5 northbound trains and 4 southbound trains at the Perryville MARC station. Also, Delegate Hornberger and Councilman Patchell both asked that the State fund the sidewalk project on MD222 from Clayton Street to St. Marks Church road for safety reasons. That project is currently on indefinite hold. The State was forthright about the grass cutting in the medians being done less frequently due to financial reasons.

10/20 Had a discussion with a local property owner (landlord) that had some water leaks at his property. The leaks were interior and there is no provision to abate the water and sewer bill for this property. The Town staff had been working with this property owner as a smart meter is at the property, however, he had chosen to hire legal counsel who contacted Fred Sussman. Ultimately, he released his legal counsel and fixed the leaks at the property. The water usage is

back to a 'normal' level and staff will continue to monitor the property for leaks by doing data-logs at the property. He has brought his legal counsel back into the discussion trying to get an abatement.

10/20 Held a virtual Leadership Meeting with Senior Staff. Discussion included Departmental Reports, Review of Town Meeting and work session and road closure procedures. **The next Leadership Meeting is scheduled for November 18, 2020 at 10:00 a.m. Mayor and Commissioners, please let me know by November 13th at 2:00 p.m. if you have any topics of discussion for the meeting.**

10/20 Prepared for and participated in 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

- Ordinance 2020-12 was introduced at the October Town Meeting to amend Chapter 82 of the Town Code to increase water and sewer connection fees (for new development) from \$5,000 to \$7,000 each. There is a grandfather provision in the ordinance for developments that already have concept plan approval. The grandfather provision expires in 3 years. A vote on this ordinance is expected at the November Town Meeting.
- Ordinance 2020-13 was introduced at the October Town Meeting. This ordinance creates Chapter 60 of the Town Code entitled Police Recruit Incentive Program. A vote on this ordinance is expected at the November Town Meeting.

Collection System Expansion Project (sewer) – UPDATE 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.
- A meeting was held on 9/29 between Town Staff and AECOM to discuss the MDE permit. MDE is requiring additional work to be done. At PS1 & PS2 MDE is requiring pump-around connections to be installed. Additionally, they want a written pumping station emergency response plan. Finally, they want additional information on sanitary system overflows. The Town and AECOM are working on addressing MDE comments and getting the additional work done.
- **AECOM prepared a response to MDE's comments on the engineering plans for the project.**
- **AECOM prepared an emergency response plan for the pumping stations as required by MDE. This was done as a separate project as it is required by MDE of pumping stations regardless of the improvements the Town is doing.**
- **The additional work to be done at PS1 and PS2 for pump-around connections is going to be done as a separate project by the town as those are required of pumping stations regardless of the improvements the Town is doing.**

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.
- **Public Works is working with AECOM to address the MDE requirements of pump-around connections at PS1 and PS2.**

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

Communication Company Leases NEW

A contractor for T-Mobile contacted the town to make improvements to the communication equipment on the Town's PILOT water tower. Aaron Ashford, Phil Meekins, Amanda Paoletti and I have been working with the contractor to ensure that the work is performed as prepared and that a post work inspection is completed (paid by the contractor).

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 invoices. Reviewed and approved p.o.'s for greater than \$5,000. Set up webinars for meetings.

Emergency Response Plan NEW

Prepared an Epidemic / Pandemic section to be included in the Emergency Response Plan. Also reviewed and commented on other plan amendments and updates.

Employment - UPDATE

- All application closing dates for vacancies have passed. Applications have been received and are under review.
- 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. **NO UPDATE:** The USDA representative has reached out to get answers to questions from the USDA National Office for the 9/30 funding deadline. Ralph reached out to the fire company to get the answers for USDA and those answers were provided.

Grants Summary – 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.			

An application was submitted to DHCD for a Community Legacy grant in the amount of \$50,000 to fund the Façade Improvement Grant Program for residential and commercial properties in the Sustainable Community area of Perryville.

Green Team and Greenway Committee are temporarily suspended until further notice.

Inflow and Infiltration (I&I)

A letter was written and sent to the VA at Perry Point directing the VA to submit a plan to the Town of how the VA plans to address I&I issues originating from Perry Point. The I&I issues cause overflows at the wastewater plant and need to be addressed.

Little Free Library NEW

A request was received to put a Little Free Library in town. The requestor wanted it posted at Lower Ferry Park, but the Town requested that it be posted near Outreach instead.

Local Government Insurance Trust (LGIT) Recommendations UPDATE

- I am coordinating with Cathy to write an Accident Investigation Policy. This is a LGIT recommendation and we really need to implement it. This policy will require an amendment to the Personnel Manual to address drug testing after accidents. The amendment has been prepared and is ready for review and discussion at the November work session.

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 has submitted a draft annual report that incorporated both the responses prepared by Ralph Ryan for the Town and KCI's work. The report will be submitted to MDE prior to the deadline for submission.**

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.

Outreach 501(C)3 UPDATE

Fred Sussman, Danielle Hemling and I have been working on the establishment of a non-profit to support the mission of the Outreach Program and to be able to accept donations and apply for funding that would otherwise not be available to a town. A Resolution to endorse the Articles of Incorporation for The Friends of the Perryville Outreach Program Foundation, Inc. was approved by the Mayor and Commissioners. Mr. Sussman filed the Articles of Incorporation with SDAT and they have been accepted. The new Board members have been notified. Mayor Ashby will be appointing a Board liaison to the Foundation and the first meeting will be held, most likely during the month of November. There could be potential conflicts from Mr. Sussman to act as counsel to the Foundation and the Foundation needs some seed money to get started. A discussion will be held, likely during the November work session, for the Board

to consider making a grant to the Foundation to help the Foundation get established, hire counsel and procure insurance etc...

Personal Information Security Policy

While the Town has implemented many security measures to protect Personally Identifiable Information (PII), Personal Health Information (PHI) and Personal Card Information (PCI), we do not have a formal policy, which is a State requirement. I am working on that policy and was able to download a template from Beazley Breach Solutions, which was made available through our LGIT Insurance Policy. Data Mapping, which is needed for the policy is about 90% complete. It just needs to be reviewed with staff and edited as needed. It is imperative that the Mayor and Commissioners approve a Records Retention Plan to aid in the ability to carry out the Personal Information Security Policy. The Records Retention Plan will be brought back before the Board in the near future. **UPDATE:** I have had phone conferences with Kelli Jamison and Cathy McCardell to review the Data Map as it relates to Accounts Payable, Payroll and Human Resources and Administrative procedures and updated as needed. Phone conferences are scheduled with Chief Nitz, Kim Severson and Danielle Hemling to review the Data Map as it relates to Police and Outreach and to update as needed.

Road Dedication – Chesapeake Overlook Parkway

The Board voted on the dedication of the road at the October 20 Special Meeting and all related paperwork has been received and approved. The deed has been recorded and the road officially belongs to the Town of Perryville.

Sidewalks on MD222 NO UPDATE

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

Sustainable Community Plan Renewal UPDATE

A work group consisting of me, Dianna Battaglia, Charles Hicks and Amanda Paoletti worked on the Sustainable Community Plan Renewal. Having an approved Sustainable Community Plan from the State of Maryland is a requirement to be eligible for certain state grants. Perryville's initial plan was approved in 2015. The update is due this year. Our work group did an excellent job on putting this very involved plan together. The plan was posted on the Town's website and social media sites. No public comment was received. A resolution endorsing the plan was discussed at the October 20 work session. The resolution is on the agenda for vote tonight. Assuming it is approved, the plan will be submitted to DHCD for approval.

Training

- **UPDATE** 2 employees took four courses through the LGIT training module from September 28 October 23.
- **NO UPDATE** Active Shooter Training –5 employees attended CRASE training on June 3rd and 15 employees attended ALICE training on September 18. We are in process of having

another round of Active Shooter Training provided – so far, department heads have let Cathy McCardell know that 5 employees need training. She is waiting on the rest of the Department Heads to get back to her.

- **NO UPDATE** An **Active Shooter Preparedness Committee** has been created to prepare a response plan, make recommendations on building improvements and other purchases to help prepare for and preferably prevent an active shooter event. The committee's first meeting was held on February 27th. **The second committee meeting was cancelled due to coronavirus and will be rescheduled after the COVID-19 work has concluded and employees return to full-time work.**

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

Assistant Town Administrator Report for the November 3, 2020 Town Meeting

COVID19 Update – The office is closed to the public.

EMPLOYMENT

DPW Crewman I – [Holding Interviews](#)

WWTP Trainee I – [Advertised outside and closed 10/23/2020. Reviewing resumes to schedule interviews.](#)

MISCELLANEOUS

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

Our next project with Onsite will be preparing the Edmunds server for cloud system in support of our Information Systems Contingency Plan. - [Server has been updated.](#)

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed [7](#) deeds, [1](#) dump trailer rentals, [26](#) heavy trash calls and [2](#) park pavilion rentals, [0](#) in-state boat stickers and [0](#) out of State boat stickers.

[Newsletters have been mailed.](#)

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

Due to the state of emergency extended, we are unable to charge a late fee or shut off water. [Processed 11 data logs for residents. There were 1515 water/sewer bills mailed out on October 19, 2020 and are due November 19, 2020. There is a total of \\$85,217.43 past due. 156 accounts with a balance. There are 0 new payment plans.](#)

MEETINGS

October 6, 2020 – Attended Town Meeting.

October 14, 2020 – Meeting with Denise.

October 14, 2020 – Attended Blizzard Exercise.

October 15, 2020 – Held Police Interviews all day.

October 20, 2020 – Attended Staff Meeting.

October 22, 2020 – Attended a Safety Committee Meeting.

**Treasurer's Report
Town of Perryville, Maryland
November 3, 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-October,2020- \$6,952.00
 - Total to date: \$ 34,853.87

- **FY 21- Financial Statements**
 - Reviewed July and August Financials, adjusting beginning balances for any Auditor's changes.
 - Analyzed impacts of budgetary changes.

- **Local Impact**
 - Prepared and submitted the first quarter FY21 Local Impact report for the County.

- **SAPP Grant**
 - Our department helped to prepare and submit the State Aid for Police Protection Grant.

- **Audit**
 - Completed the Management Discussion and Analysis portion of the Audit.
 - Prepared Revenue Portion of the Uniform Financial Report for the State filing.
 - Worked with Auditors to close out the Audit.
 - Audit finalized and reports emailed or mailed to all necessary agencies.

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

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

- **First Responders Tax Rebate**

- As a final count, we received eight applications from first responders. Seven were approved, one was rejected. The applicant owned a home within Perryville town limits but it was not their principal residence.
- Processed checks for all residents that were approved.

- **Retention Plan**

- Currently working on retention plan for the Town records. Coordinating with requests of the Department Heads.

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.

September, 2020 Statistics:

- 208 purchase orders were processed totaling \$323,653.57
- 108 Accounts payable checks were processed totaling \$299,744.07
- 4 A/R invoices totaling \$9,823.52.
- 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. Received both July and August Local Impact revenues. We received \$133,346.22 for July and \$128,803.73 for August to bring the total received to date for FY 21 to \$262,149.95.

As of Sept 2020			
G/L Account #	Account Name	G/L Reconciliation	Bank Reconciliation
1025	General Checking - PNC	\$ 183,152.17	\$ 183,152.17
1030	Payroll - PNC	43,169.86	43,169.86
1032	Health Savings Checking - PNC	4,106.70	4,106.72
1036	General - MLGIP	4,688,702.80	4,688,702.80
1037	MLGIP Assign Funds	-	-
1039	MLGIP Facility Reserve Acct	177,863.32	177,863.32
1040	Community Act. Committee - PNC	29,826.11	29,826.11
1042	Parade - PNC	15,897.18	15,897.18
1045	Perryville Police Asset Seizure HOWARD	13,144.23	13,144.23
1051	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	Facilities Reserve	63.44	63.44
2035	W&S Savings - PNC	576,616.03	576,616.03
2036	W&S Fund Acct. - MLGIP	786,574.44	786,574.44
3030	Sewer Improvement Fund - MLGIP	194,543.84	194,543.84
3026	W&S Improvements - PNC	5,076.65	5,076.65
3046	W&S Improvements - HOWARD	472,568.61	472,568.61
8025	Local Impact Grant Fund	672,731.52	672,731.52
8038	MLGIP Local Impact Grant Fund	547,048.25	547,048.25
9053	MLGIP Capital Project Acct		
	Totals:	\$ 8,415,705.64	\$ 8,415,705.66

0.02

unreconciled

reconciled

No statement

Account Closed

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.

Staff Report – November 3, 2020 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer is working to complete the Dedication Agreement for the road; working to resolve title issues to move forward. CURRENT STATUS: No update.
- **Frenchman Land:** Site ready for construction and dirt pile has been moved; owner searching for tenant. CURRENT STATUS: No update.
- **Cedar 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. TIS in progress. CURRENT STATUS: No update.
- **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. Property owner indicates there has been some interest shown for the site. CURRENT STATUS: No update.
- **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. Owner/developer is still pursuing rezoning potential for warehouse and discussing with legal counsel to move forward. CURRENT STATUS: Process pending at Cecil County.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site and in negotiations with prospective businesses; moving forward with dedication as a Town road pending final documentation. CURRENT STATUS: Property owner continues to move forward with 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 finalized. Permit received, shingles installed and construction in progress. CURRENT STATUS: Construction/site improvements continue.
- **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: Bulkhead replacement, 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. Site maintenance and clean up continues. CURRENT STATUS: 10/16/2020 Judge Sexton, Circuit Court for Cecil County affirmed the decision of the Board of Appeals and dismissed and denied the Petition for Judicial Review.

- **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. Ground-breaking/construction start on hold; resort locations opening gradually across the country; continue to remain fully committed to the project. CURRENT STATUS: Settlement of property completed on 10/26/2020.
- **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: Zoning Certificate issued and building permit application submitted to the County.
- **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: TIS and engineering for preliminary site plan pending.

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	4	1			
<i>Violation Letters</i>	30	30	0	2	2	3	1	2	2	4			
<i>Citations</i>	0	0	0		0	0	0	0	0	0			
<i>Rental Licenses Issued</i>	210	38	7	1	0	0	3	2	0	0			
<i>Other</i>	Emails - 3, Phone call - 9, In Person - 8, Rental Reminders - 196												

Planning Commission: No meeting held in October.

Board of Appeals: No hearing/meeting held in October.

P&Z Meetings/Events:

- 10/2 – P&Z Staff meeting; meeting with property owner to discuss redevelopment options.
- 10/8 – meeting with Jennifer at Rodgers Tavern for discussion of reopening, status of projects, volunteer participation.
- 10/12 – participated in the Emergency Response Plan Tabletop exercise.
- 10/14 – discussion of Town events and consideration of CDC guidelines.

- 10/16 – Critical Area Commission quarterly meeting.
- 10/19 – attended MEDAs virtual meeting for kick-off of Economic Development Week.
- 10/20 – leadership meeting; relocation and organization of cases at Rodgers Tavern.
- 10/22 – meeting to discuss status of ongoing project.
- 10/23 – attended virtual County-Towns Partners meeting.
- 10/26 – meeting to discuss development opportunities.
- 10/27 – meeting to discuss plans for 2020 Christmas parade following CDC guidelines and keeping everyone safe.

Zoning Certificates: 10 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.

- 10/9 – meeting at community boat launch concession building to show and discuss opportunity.
- 10/12 – emailed Perryville business community about Cecil Cares 2 Grant opportunity.
- 10/12 – 10/14 follow up visits to Perryville business community for Cecil Cares 2 Grant opportunity.
- 10/19-23 – Economic Development Week.
- 10/24 – grand opening celebration for Align Physical Therapy office at Perryville Station and grand opening ribbon cutting at Lion of Judah Bible Café at 304 Aiken Avenue.
- 10/26 – meeting with Perryville entrepreneur to discuss local business opportunity and community development.
- 10/26 – meeting to show concession building at community boat launch.

Farmers Market/Community Events: The Farmers Market and car cruise season ended; Christmas event in planning.

Upcoming Events:

- Portraits of a Hero – all photos have been taken and will be compiled together as a video; video will be part of the ceremony on Veterans Day at the American Legion.
- 10/30 – Halloween Boo Bash has been cancelled. Cecil County has seen a recent increase in COVID-19 cases and in order to keep everyone safe and healthy this Halloween the Cecil County Health Department encourages families to think about creative ways to celebrate.
- 12/12 – A Very COVID Christmas Parade

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

Rodgers Tavern:

- Museum is closed to the public due to COVID-19.
- Developing a re-opening plan for visitors to feel safe and to ensure the safety of staff members.
- Washington College will be conducting a non-invasive archeology survey on the Tavern grounds and Lower Ferry Park.

- 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. Working with KCI and the County to finish report. Report is due at the end of the month.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - A Dam inspection is scheduled with MDE in November to discuss maintenance and security
- 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.
 - 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 was revised and resubmitted to USDA. Still in review by USDA Charles Huester.
- 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).

- Submitted a Joint Permit Application "A" to MDE and Army Corp for the necessary permit to begin emergency repairs to the Park bridge. McGuirk has removed the group of trees blocking the bridge span water way. He is in the process of ordering Class III riprap to armor the Mill Creek shoreline and bridge abutment. We have been granted permission by Army Corp and MDE to made emergency repairs to the bridge and creek shoreline armoring.



Perryville Police Department

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*Robert S. Nitz
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

*Robert R. Ashby, Jr.
Mayor*

Monthly Report for October 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.
- Completed yearly qualifications for the firearms/Use of Force training
- Working with FBI/MD State Police for transition to new NIBRS {National Incident Based Reporting System} system (replacing long standing UCR {Uniformed Crime Reporting})

MONTHLY MEETINGS/TRAINING

- Attended monthly Leadership meeting
- Attended LEPC/HERC (Chiefs/Communications) meeting at DES
- Attended Emergency response planning meeting for town
- Conducted interviews for the vacant Police Officer position
- Attended MD Police/Correctional Training Commission and Standards Zoom meeting

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Attended Fishing with the Fuzz
- Attended National Night Out (great turn out!!)
- Monthly meeting with Pastor Sheppard

Perryville Police Department Monthly Police Report
October, 2020

	August	September	October	Year to Date 2020		
ROBBERY	0	0	1	2		
ASSAULT	4	6	5	52		
BURGLARY	2	0	3	10		
THEFT	5	7	4	50		
Auto Theft	1	0	0	1		
CDS	8	15	10	108		
DISORDERLY	0	0	11	4		
MDOP	2	2	1	18		
ADULT ARREST	19	26	28	263		
JUVENILE ARREST	2	2	5	14		
Referrals to Outreach	0	0	0	0		
CITATIONS	37	71	54	473		
WARNINGS	152	132	104	934		
SEROS	1	0	0	67		
ACCIDENTS	0	4	7	55		
52 (Investigated)	0	4	7	30		
89 (no Investigation)	0	0	0	25		

October 27, 2020

Perryville Police Department

Outreach Program

Town Report

October 2020

Overall Monthly Attendance: 180

Number of New Referrals:

Number of New Members: 1

Announcements

We have continued to be extremely successful at keeping everyone healthy and safe this month. Our numbers have increased as more children are attending after there one day a week at school and on Wednesdays for help with asynchronous instruction. This month we had our second annual Fishing with the Fuzz event. The event went very well. We would like to thank Sam's Marina for hosting the event and all others who donated towards its success.

We also had our National Night Out. Due to COVID this event was postponed until October, but we think the cooler weather made it even more enjoyable. The event was highly successful, and we would like to thank all the participating agencies for your help and participation as well as all those who donated food and supplies.

We are planning a small Halloween celebration for after school on Thursday.

We have continued our free horseback riding lessons provided by Freedom Hills Therapeutic Riding Center and will finish up our free Karate lesson donated by Impact Martial Arts this week.

This month our life skills have focused on learning how to sew and garden. For community service this month we made caramel apples for our officers and did an OP community clean up.

Mrs. Jane came to Outreach and taught us how to make caramel apples and taught us the basics of how to sew.

We have received donations this month from a ton of community partners and community members!

Donations: Community Member (Food), Holly Spangler (School Supplies), American Legion (Coloring books, Crayons), Tammy Woodward (breakfast breaks), Perryville Elementary (Food), Community Member (Xmas Toys), Marilyn- Good Shepard Church (Food),

Please keep an eye out for more information on events, lessons, and activities from us. These will be posted on our Facebook page so be sure to give our page a like: facebook.com/PPDOP. There you can find our monthly schedule, events, and any activities we are currently up to.

DPW Report - October 2020

PUBLIC WORKS:

Projects/Other Events:

- N/A.

Paving/Sidewalk Repairs:

- The Community Boat Launch parking lot was overlayed and new parking stripes were applied.
- A contractor has been given an approved purchase order to re-stripe roadways throughout town. The contractor will also be installing new crosswalks and stop bars that were removed during paving projects. (This was tentatively scheduled for the middle of October. Weather has delayed the project and will move forward as weather permits.)
- Replaced a "No Parking Between Signs" Sign that was spray painted over in the area of the Rustic Court and Frenchtown Road intersection.

Water/Sewer/Stormwater:

- Fire Hydrants have been flushed throughout town. They will be flushed again in April and October of 2021.
- Meters were read for quarterly billing.
- Staff helped the owner of 320-322 Broad Street to analyze a data log in determining what was causing a high water use.
- A Core & Main representative has set up a tablet to be used for data logging. This makes it easier for employees to see that data in a bar graph and try to determine any issues that might exist.
- A contractor has been issued an approved purchase order to install bypass piping at Pump Stations #1 and #2. This piping will be used to bypass the stations in an event of an equipment failure that may incapacitate the stations.

Training:

- A Core & Main Rep. trained Superintendent on using a tablet to conduct data logs and settlement readings.
- Employees attended a 3-day virtual training through Maryland Rural Water Association in regards to water distribution.
- Superintendent attended a "Blizzard Preparation" table top exercise.

Town Events:

- N/A

Weather Related Events:

- N/A

Vehicle/Equipment Maintenance:

- The Backhoe and Mini Excavator received annual servicing.

Other:

- Bulk Trash pickup continues with restrictions and limitations due to the current pandemic situation.
- DPW conducted interviews to fill one of the current vacancies. A second open position will be advertised in the near future.
- Employees separated and removed spoils from behind Town Hall. The spoils were from water and sewer projects that had taken place.
- Areas along Frenchtown Road and Sumpter Drive were cut back using the slope mower.

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".
- New deep cycle batteries have been installed in the park building. These batteries store solar power so that the building can have electricity.

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 have resumed in accordance with new guidelines in regards to the COVID pandemic)

- 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:

- N/A

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month 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

October, 2020

Page 2

Water:

Plant Raw Water Monthly Flow:	13.5 Million Gallons
Plant Finished Water Flow:	10.6 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Completed fall building and grounds cleanup
2. Scheduled 4th quarter TTHM and HAA5 sample collection and testing
3. C. Burns sitting for MDE class 4 water examination on October 26th
4. DPW flushing potable water distribution system, has used aproximently 1.4 to 1.5 million gallons of water
5. Submitted quarterly SRBC required report
6. MDE began bi-monthly raw water testing for PFAS contaminates
7. Rebuilding two chemical feed pumps
8. Continue to adhere to all safety protocols regarding COVID 19
9. Monthly housekeeping was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants

Monthly Operating Report

October, 2020

Wastewater:

Plant Influent Monthly Flow:	19.97 Million Gallons
Plant Effluent Monthly Flow:	15.04 Million Gallons
Veterans Center Monthly Flow:	5.18 Million Gallons

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

Activities:

1. Sprint internet services were installed at the WWTP. Service signal was extremely low, reevaluating how to improve
2. Continue adhering to all safety protocols regarding COVID-19
3. Installed new software to control SBR filtrate pumps to run slower
4. Continue training S. Talbert for wastewater operations
5. Completed fall building and grounds cleanup
6. GMB engineers working on 90% design drawings and specifications for denite filters
7. Attended Town blizzard table top exercise
8. Completed winterization of buildings and equipment
9. On track year-to-date to meet ENR nitrogen and phosphorous reduction to receive annual \$60,000 grant
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