

Staff Reports from Town Meetings

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Town Administrator's Report

December 1, 2020 Town Meeting

COVID 19 – Coronavirus Preparedness and Response – UPDATE in bold

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.

11/10 Governor Hogan announced that as of 11/11 at 5pm capacity for indoor operations for bars and restaurants is reduced from 75% to 50% for seated and distanced service only. He issued an advisory against out of state travel, increased restrictions for nursing homes and assisted living facilities. State employees that are authorized to telework are back to teleworking. Also, the next phase of hospital surge planning has been put into effect.

11/17 Governor Hogan announced that bars, restaurants and venues serving food and alcohol must close at 10 pm and to remain closed until 6 am. Retail establishments and religious facilities capacity is reduced to 50% (to keep in line with dining, personal service, bingo halls, bowling alleys, pool halls, roller and ice skating rinks, fitness centers, and social and fraternal clubs). No fans are allowed at racetracks and stadiums for collegiate and professional sports. Hospital visitation is prohibited with a few exceptions – read the full order for the exceptions. Elective medical procedures are to be avoided. Additional limitations have been placed on nursing home visitation and nursing home staff are to be covid tested twice weekly, residents are to be tested once weekly. The number of rapid response teams has been doubled. To read the full order visit this website and select the November 17th press release: <https://governor.maryland.gov/category/press-releases/>

Meetings

- 11/03 Prepared for and participated in the Town Meeting.
- 11/04 Participated in a conference call with Great Wolf Resorts
- 11/05 Held a call with Danielle Hemling about the Data Map for the Personal Information Security Policy
- 11/10 Had a phone call with Jana Savini from the Girl Scouts to discuss more involvement of the local Girl Scouts in Town activities.
- 11/10 Participated in a conference call with AECOM about the Sewer Improvement Project
- 11/12 Had a discussion with Fred Sussman about a substantial MPIA request from Matt Roath.
- 11/13 Had a discussion with Chief Nitz about the same MPIA request.
- 11/16 Participated in another conference call with Great Wolf Resorts.
- 11/17 Held a call with Dianna Battaglia about the Data Map for the Personal Information Security Policy
- 11/17 Prepared for and participated in the Mayor and Commissioners Work Session.
- 11/18 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 December 8, 2020 at 10:00 a.m. Mayor and Commissioners, please let me know by December 4th at 2:00 p.m. if you have any topics of discussion for the meeting.**
- 11/19 Had a discussion with Finance Director Debbie Laubach about the FY20 Audit
- 11/19 Participated in an ICMA Webinar entitled "A Guide to Cost-Effective Service Delivery".

Other:

Bond Bill UPDATE in bold

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. **The bronze plaque was installed on the sign by Swan Creek Landscaping and the request for reimbursement has been submitted to the State Comptroller's Office.**

Code of the Town of Perryville UPDATE in bold

- Ordinance 2020-12 was introduced at the October Town Meeting **and approved at the November 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.
- Ordinance 2020-13 was introduced at the October Town Meeting **and approved at the November Town Meeting**. This ordinance creates Chapter 60 of the Town Code entitled Police Recruit Incentive Program.

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.

- **AECOM submitted to MDE the Pumping Station Emergency Response Plan and the responses to MDE's comment letter. If responses are accepted with no additional comments then the MDE permit will be issued.**

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 UPDATE in bold

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). **T-Mobile signed a Professional Services Agreement and a check to cover the inspection costs has been submitted to the Town. Sealed engineered plans have been received and the work has been approved.**

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. Completed one Employee Evaluation for a probationary employee. 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. Ralph Ryan and I are diligently working on the response to the substantial MPIA request.

Employment – NO 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) UPDATE in bold

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. **The VA replied to the Town's letter with information on the I&I work that has been done on the campus and stated that a professional vendor will be hired to examine the stormwater system on the campus. A follow up letter was sent to the VA asking when the vendor will be hired and the time frame for completion of the work.**

Inter Fund Loan Policy NEW

Me, Debbie Laubach and Fred Sussman worked on an inter fund loan policy. This policy creates the framework for loans to be made between town funds (General Fund, Water Fund and Sewer Fund). We are anticipating inter fund loans to be used to help finance the Sewer Improvement Project.

Little Free Library No UPDATE

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 in bold

- 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 was discussed at the November work session. The ordinance is expected to be introduced at the December Town Meeting.**

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.
- **The final annual report for year 2 has been submitted to MDE.**

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 in bold

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 was held 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... At this time the Town is on an essential purchase only**

order due to the increase in coronavirus and the concern that the uptick in cases may result in future revenue losses. Therefore, the Board is going to hold off on doing anything with this request for now and review it in January.

Personal Information Security Policy UPDATE in bold

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. **I had phone conferences with Chief Nitz, Kim Crew, Danielle Hemling and Dianna Battaglia to review the Data Map as it relates to the Police Department, the Outreach Program and Planning & Zoning (including Code Enforcement) and updated the Data Map as needed.**

Sidewalks on MD222 NO UPDATE

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

Sustainable Community Plan Renewal UPDATE in bold

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 was approved at the November Town Meeting. The plan was submitted to DHCD for approval.**

Training

- **UPDATE** 2 employees took four courses through the LGIT training module from October 23 to November 18.
- **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 December 1, 2020 Town Meeting

COVID19 Update – The office is open to the public. One person allowed in the office at a time. [As of November 15, 2020, the town is allowed to start charging a late fee and turn off for non-payment of water/sewer bills.](#)

EMPLOYMENT

DPW Crewman I – [Hired a new employee and he started on November 16, 2020.](#)

WWTP Trainee I – [Held interviews. Making a decision.](#)

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.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed.

The staff has processed [21](#) deeds, [0](#) dump trailer rentals, [14](#) heavy trash calls and [1](#) park pavilion rentals, [0](#) 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

Due to the state of emergency extended, we are unable to charge a late fee or shut off water. [Processed 4 data logs for residents. There were 562 water/sewer late notices mailed out on November 20, 2020 and are due December 14, 2020. There was 1 new payment plan.](#)

MEETINGS

November 3, 2020 – Attended Town Meeting.

November 12th – Held Interviews for WWTP

November 13th – Held Interviews for Police Officer

November 18th – Attended staff meeting.

**Treasurer's Report
Town of Perryville, Maryland
December 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-Nov,2020- \$7,588.00
- Total to date: \$ 35,489.87

- **FY 21- Financial Statements**

- Reviewed July through October Financials, adjusting beginning balances for any Auditor's changes.
- Analyzed impacts of budgetary changes.

- **Enterprise Fleet**

- Sold our first new vehicle through Enterprise. It was DPW's 2006 Silverado. It had transmission issues and other mechanical problems. We still were able to net \$3,800. The vehicle sold for \$4,400 but Enterprise deducted a \$400 service fee (fixed expense for every sale) and a \$200 towing charge.
- We arranged for three more vehicles to be transferred to them for sale. All three vehicles are Police Department Chargers. Two have cracked blocks and one was involved in a crash.

- **Audit**

- Reviewed and finalized our analysis of the audit. We received clarification from Barbacane on the audit's presentation of Local Impact Funds and agreed on certain modifications for future audits.

- **COVID-19**

- Continued to document expenses related to Covid -19 expenditures for reimbursement purposes.
- We submitted another request for reimbursement.
- Our final submission needs to be into Cecil County before January 15, 2021.

**Treasurer's Report
Town of Perryville, Maryland
December 1, 2020**

- **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.

October , 2020 Statistics:

- 185 purchase orders were processed totaling \$311,984.35
- 92 Accounts payable checks were processed totaling \$230,256.12
- 5 A/R invoices totaling \$15,375.36.
- Local Impact Funds - Life to date (Sep-10 to Sept-20) slot revenue received \$13,691,468.03. Total received for Fiscal Year 2020 - \$1,131,565.47. In November we received \$127,961.35 for September to bring the total received to date for FY 21 to \$390,111.30.

<u>Bank</u>	<u>Account Name</u>	<u>G/L Reconciliation</u>	<u>Bank Reconciliation</u>
PNC	General Checking - PNC	\$ 159,701.09	\$ 159,701.09
PNC	Payroll - PNC	38,744.81	(20,985.14)
PNC	Health Savings Checking - PNC	11,267.70	11,267.72
MLGIP	General - MLGIP	4,689,185.35	4,689,185.35
MLGIP	MLGIP Assign Funds	-	-
MLGIP	MLGIP Facility Reserve Acct	177,881.63	177,881.63
PNC	Community Act. Committee - PNC	29,826.87	29,826.87
PNC	Parade - PNC	15,897.18	15,897.18
HOWARD	Perryville Police Asset Seizure HOWARD	15,787.23	15,787.23
HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
HOWARD	Facilities Reserve	63.44	63.44
PNC	W&S Savings - PNC	375,499.67	375,499.67
MLGIP	W&S Fund Acct. - MLGIP	786,655.39	786,655.39
MLGIP	Sewer Improvement Fund - MLGIP	194,563.86	194,563.86
PNC	W&S Improvements - PNC	5,076.77	5,076.77
HOWARD	W&S Improvements - HOWARD	472,583.37	472,583.37
PNC	Local Impact Grant Fund	934,901.23	934,901.23
MLGIP	MLGIP Local Impact Grant Fund	547,104.55	547,104.55
MLGIP	MLGIP Capital Project Acct	534,152.82	534,152.82
	Totals:	\$ 8,993,513.48	\$ 8,933,783.52

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(59,729.95)	In transit items cleared in Nov due to postings
0.02	rounding error
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(0.03)	error in interest corrected in nov
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(59,729.96)	

- unreconciled
- reconciled
- No statement
- Account Closed

Planning & Zoning Department

Staff Report – December 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: Renewed interest in development of the project for 10 single family homes.
- **Frenchman Land:** Site ready for construction and dirt pile has been moved; owner searching for tenant. CURRENT STATUS: Owner is working with potential tenant.
- **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: Town is working with Cecil County to resolve.
- **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 remain on hold.
- **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. 10/16/2020 Cecil County Circuit Court Judge Sexton affirmed the decision of the Board of Appeals and dismissed and denied the Petition for Judicial Review. **CURRENT STATUS:** An appeal of the judge's decision has been submitted to the court.

- **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; settled on property 10/26/2020. **CURRENT STATUS:** Project plans continue to be refined.
- **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; TIS and engineering for preliminary site plan. **CURRENT STATUS:** Preliminary Stormwater Management and Erosion and Sediment Control Plans were submitted to Cecil County for review.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
Door Hangers	0	1	1	10	2	3	2	3	4	1	1		
Violation Letters	30	30	0	2	2	3	1	2	2	4	8		
Citations	0	0	0		0	0	0	0	0	0	0		
Rental Licenses Issued	210	38	7	1	0	0	3	2	0	0	47		
Other	Emails - 3, Phone call - 5, In Person - 4, Thank you letters - 2												

Planning Commission: Meeting held November 16th to review plans for 515 Otsego Street site improvements.

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

P&Z Meetings/Events:

- 11/4 – Meeting to discuss various project details.
- 11/5 & 6 – attended ASFPM virtual conference to maintain floodplain certification.

- 11/5 – meeting at 31 River Road to review infrastructure needs.
- 11/10 & 16 – meeting to discuss development options.
- 11/17 – meeting with developer to discuss development opportunities.
- 11/18 – Leadership meeting.
- 11/19 – monthly meeting with Jennifer at Rodgers Tavern for updates and discussion of projects.

Zoning Certificates: 7 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.

- 11/1 – Received proposal for use of the concessions building at the community boat launch for review and consideration for next season.
- 11/5 – Contacted Perryville small business Restaurant community about Cecil Restaurant Relief Grant opportunity proposed to be announced on 11/9/2020.
- 11/9 – Email and delivered to Subway, The Green Turtle, Pizza Tower , fillable PDF of the Cecil Restaurant Relief Grant.
- 11/16 – 11/18 Follow up visits with Perryville small business restaurant community for Cecil Restaurant Relief Grant opportunity, was able to verify; Ercole's, Bible café, Lindy's, Johnnie's Sushi, Subway, Healthies, Pizza Tower, and even Jumbo Jimmy's have all verified turning in the relief grant applications. In the hopes of pulling more restaurants to Perryville I was able to verify some small business restaurants that I contacted outside of Perryville have submitted their applications as well (example: Flame Kabab and Gyro, Jo Jo's Super Dogs).
- 11/11/20 – Portraits of a Hero was shown on our website and at the American Legion in honor of Veterans Day.

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

Upcoming Events:

- 12/12 – A Very COVID Christmas Parade-**CANCELLED**

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

Rodgers Tavern—attached quarterly report:

- 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 completed the non-invasive archeology survey on the Tavern grounds and Lower Ferry Park and will begin analysis and mapping of the data collected.

RODGERS TAVERN MUSEUM REPORT MEMORANDUM

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: SEPTEMBER 2020-NOVEMBER 2020 QUARTERLY REPORT
DATE: NOVEMBER 20, 2020

MEETINGS AND EVENTS:

9/2/2020: Washington-Rochambeau Revolutionary Route Monthly Planning Call, LSHG Regional Meeting
9/5/2020: Volunteer interview
9/8/2020: Site walk with Washington College (MHT Non-Capital Grant Project)
9/25/2020: Phone call with Mary Ann Schmook from Volunteer Cecil to discuss Rodgers Tavern Museum profile on their website
10/1/2020: Research appointment at Maryland State Archives
10/7/2020: Washington-Rochambeau Revolutionary Route Monthly Planning Call, LSHG Regional Meeting
10/8/2020: Monthly meeting with Dianna Battaglia, Volunteer interview
10/29/2020-10/30/2020: 2020 Safety and Cultural Heritage Summit: Preserving Our History and Protecting Our Health
11/4/2020: Washington-Rochambeau Revolutionary Route Monthly Planning Call, LSHG Regional Meeting
11/19/2020: Monthly meeting with Dianna Battaglia

ACTIVITIES:

1. MHT Non-Invasive Archaeological Survey Grant
 - Site walk with Washington College
 - Non-invasive survey complete, data analysis and mapping begins
 - Historic maps research complete
2. Event Development

- RTM/W3R Virtual Challenge Fundraiser: This virtual challenge encourages participants to complete physical activities (walk/run/bike/horseback/canoe/kayak) at their own pace equaling the 18 mile distance between Elkton and Perryville the French and American armies marched on their way to Yorktown in 1781. Tentative dates for challenge are August 26-September 10. An event budget is in development, sponsor package created, potential event platforms explored, and grant application to the National Park Service is due in December.
 - Un-named educational event inviting the public to discover and explore 18th century fabric production. Demonstrations of processing wool (carding, spinning, weaving) and flax into linen, block printing fabrics. Family friendly activities for different age groups. This event ties into the unexplored history of fabric production at Rodgers Tavern. Tentative date not set.
 - Archacology Month in April: RTM has reserved the glass case display at the Perryville Library for April. Additional activities are being developed.
3. LSHG Mini-Grant
 - Exhibit panel design complete
 - Vendor for exhibit panels identified
 - Reproductions acquired
 4. Volunteers
 - RTM welcomes two new volunteers. They have been busy helping to get the museum ready to re-open and event development.
 5. Museum Collection Management Manual.
 - Development of a Collection Management Manual for the museum's two collection categories (the Permanent Collection and the Education Collection) to ensure consistent recordkeeping and ability to track from whom and when objects come from, where they are located in the museum, changes in condition/replacement over time. This is a basic component of a professional, well-run museum.
 6. Museum Re-opening
 - Hand sanitizer stations acquired
 - Timed-tickets created with Eventbrite. Tickets are free and limited to five people from the same household for self-guided, forty-five minute tours. Fifteen minutes between tour times are reserved for cleaning and disinfecting of high-touch surfaces
 - Gift shop moved to a larger room next to the exit (back door) allowing for better social distancing.

- 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.
 - MS4 annual report was submitted to MDE. MDE feedback of the annual report may not be for another 6 months.
- 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.
 - Off-site trees for the SWM mitigation must be re-planted (County requirement and enforcement)
- 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
 - 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. We have been granted permission by Army Corp and MDE to made emergency

repairs to the bridge and creek shoreline armoring. McGuirk has finished his work placing Class III rip-rap along the stream. The stream after inspection is well protected from further erosion and scour due to the heavy rocks. 4 truck-loads of class III rip-rap were used in the emergency repair job.

- **MPIA**

- Compiling documents and email correspondence associated with the bids for Perryville's Phase I and Phase II projects (Police Station and LL)



Perryville Police Department

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

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

Tel: 410-642-3725 • Fax: 410-642-3724

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

Monthly Report for November 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 FBI/MD State Police for transition to new NIBRS {National Incident Based Reporting System} system (replacing long standing UCR {Uniformed Crime Reporting})
- Conducting interviews for the vacant police officer position

MONTHLY MEETINGS/TRAINING

- Attended monthly Leadership meeting
- Attended LEPC/HERC (Chiefs/Communications) meeting at DES
- Zoom meeting for the Sequential Intercept model (how to effectively handle mental health crisis' as it relates to law enforcement)
- Attended the town work session meeting

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Monthly meeting with Pastor Sheppard
- Attended the yearly Veterans Day service at the American Legion and represented the town as the speaker

**Perryville Police Department Monthly Police Report
November, 2020**

	September	October	November	Year to Date 2020		
ROBBERY	0	1	0	2		
ASSAULT	6	5	4	56		
BURGLARY	0	3	0	10		
THEFT	7	4	5	55		
Auto Theft	0	0	0	1		
CDS	15	10	2	110		
DISORDERLY	0	11	0	4		
MDOP	2	1	1	19		
ADULT ARREST	26	28	13	276		
JUVENILE ARREST	2	5	1	15		
Referrals to Outreach	0	0	0	0		
CITATIONS	71	54	2	475		
WARNINGS	132	104	17	951		
SEROS	0	0	1	68		
ACCIDENTS	4	7	3	58		
52 (Investigated)	4	7	0	30		
89 (no Investigation)	0	0	3	28		

November 21, 2020

Perryville Police Department

Outreach Program

Town Report

November 2020

Overall Monthly Attendance: 135

Number of New Referrals:

Number of New Members:

Announcements

We have continued to be extremely successful at keeping everyone healthy and safe this month. This month we started our Christmas and Thanksgiving help sign ups. We currently have over 70 children signed up for Christmas and fed over 20 Thanksgiving meals. We were very blessed in our donation amount this year and were able to drive through the community and deliver sides and turkeys to some over struggling community members as well.

We also fed 50 children this month with our donations.

We would like to thank all the participating agencies for your help and participation as well as all those who donated food and supplies.

This month our life skills have focused on our veterans and the importance of voting. We learned about veterans sacrifices and for community service we colored pictures to give to the Legion in town.

We are visited regularly by our friends with the book mobile and this time they came with some great activities for our members. We were able to dissect and Owl pellet which was both educational and fun.

Mrs. Jane came to Outreach we created pumpkin collages for our families of things we are thankful for.

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

Donations: Dontell Williams(Trucker w/ Wings & Chips), Heather Poole (Whole Roaster Chickens), Community Member (Large food donation), Mary (Wings and cupcakes), Community Member (Breakfast breaks), Community Member (Turkey), Community Member (Thanksgiving Food), Pete Reich (Turkeys), Community Member(Stuffed Animals), Carolyn Taylor (Food), Christine (Food & Money)

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 - November 2020

PUBLIC WORKS:

Projects/Other Events:

- Employees installed Snowflake Lights on power poles throughout Town for the upcoming holiday season.
- Employees replaced fading banners along Roundhouse Drive with new banners.
- The comfort station at Lower Ferry Park has been winterized in preparation for the coming winter months.

Paving/Sidewalk Repairs:

- Crosswalks and Stop Bars have been replaced throughout Town. The same contractor is set to repaint the roadway stripes as well in the near future (as weather permits).

Water/Sewer/Stormwater:

- Staff is seeking prices to repair the pump guide rail and gaskets for a pump at the Rivershore Pump Station.

Training:

- Employees continue to attend virtual training through MRWA.

Town Events:

- N/A

Weather Related Events:

- N/A

Vehicle/Equipment Maintenance:

- Winter weather equipment has been serviced and prepared for future snow/ice events.

Other:

- The Town of Perryville has hired Thomas Whitsell to work with the Public Works Department as a Crewperson 1.

- Bulk Trash pickup continues with restrictions and limitations due to the current pandemic situation.
- Areas around Town were mowed one final time before the winter season.

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".
- Employees installed Holiday ground displays at Lower Ferry Park for the upcoming holiday season.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- 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

November, 2020

Wastewater:

Plant Influent Monthly Flow:	23.06 Million Gallons
Plant Effluent Monthly Flow:	18.44 Million Gallons
Veterans Center Monthly Flow:	7.19 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of October, 2020 and November, 2020 with the November 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. Conducted employee interviews to fill current empty position
3. Replaced all caustic chemical feed 3/8" tubing
4. Continue training S. Talbert for wastewater operations
5. Replaced Administration building front door light fixtures
6. Replaced two defective heater thermostats in the chemical feed building
7. S. Talbert started Sacramento Intro to Wastewater online course
8. Continue to adhere to all safety protocols regarding COVID 19
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

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

Water:

Plant Raw Water Monthly Flow:	11.2 Million Gallons
Plant Finished Water Flow:	8.2 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

Activities:

1. Completed required maintenance on permeate pumps, blowers and flocculators mixers
2. Staff completed winterization for all buildings
3. Cleaned buildings outside rain gutters, removed leaves
4. DPW completed flushing potable water distribution system and used 1.5 million gallons of water
5. Flushed all chemical feed lines
6. MDE continues bi-monthly raw water testing for PFAS contaminants
7. Replaced defective the chemical injection valve
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