

Staff Reports from Town Meetings

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

Assistant Town Administrator Report for the February 2, 2021 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

2 Police officers have started their employment with the Town. One started January 4, 2021 and the other started January 18, 2021.

We still have a park opening.

MISCELLANEOUS

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

Processed W2's and all electronic filing.

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 7 deeds, 2 dump trailer rentals, 11 heavy trash calls and 0 park pavilion rentals, 43 in-state boat stickers and 23 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

64 door hangers went out. 24 residents were Shut off on January 19, 2021. 29 Leak letters went out to residents. 2020-4 billing went out January 20, 2021 and are due February 22, 2021. Processed 4 data logs for residents. There is 16 new payment plans. There were 2 new meters installed.

MEETINGS

January 5, 2021 – Attended Town Meeting.

January 12, 2021 – Attended Staff Meeting.

**Treasurer's Report
Town of Perryville, Maryland
February 2, 2021**

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-Dec, 2020- \$8,026.00
 - Total to date: \$ 35,927.87

- **FY 21- Financial Statements**
 - Reviewed November through December financials, analyzed several accounts
 - Analyzed impacts of budgetary changes.

- **COVID-19**
 - Still awaiting receipt of \$19,066 from Cecil County for reimbursed Covid-19 expenses.

- **Sewer-Denitrification Grant**
 - Prepared another Grant Reimbursement packet for the Town's ENR Grant with the State of Maryland. The State Grant covers 88.4% of the Town's costs.

- **SAPP Grant**
 - Completed and submitted the FY20 Final SAPP report.

- **Railroad Leases**
 - A recent review of our leases with the various Railroads disclosed discrepancies between original leases and actual payments per their invoices. Correspondence was sent out requesting an explanation for the discrepancies. We have not heard back from the management company to date. If our most recent inquiries continue to go unanswered, our Town Attorney will contact with any legal action deemed appropriate.

**Treasurer's Report
Town of Perryville, Maryland
February 2, 2021**

- **Retention Plan**

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

- **Budget**

- Began scheduling meetings with Department heads to go over FY22 budget. Our goal is to accelerate our normal budget hearing schedule to minimize the impact of any unforeseen delays that may present themselves due to Covid.

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.

December, 2020 Statistics:

- 133 purchase orders were processed totaling \$230,161.07.
- 73 Accounts payable checks were processed totaling \$265,646.33
- 29 A/R invoices totaling \$39897.51.
- Local Impact Funds - Life to date (Sep-10 to Nov-20) slot revenue received \$13,936,300.93. Total received to date for FY 21 is \$634,944.20. We have not received our payments for December or January as of this time.

As of November 2020				BOOK	
<u>G/L Account #</u>	<u>Bank</u>	<u>Account Name</u>	<u>G/L Reconciliation</u>	<u>Bank Reconciliation</u>	
1025	PNC	General Checking - PNC			
1030	PNC	Payroll - PNC			
1032	PNC	Health Savings Checking - PNC	13,345.00	14,116.84	
1036	MLGIP	General - MLGIP	4,689,608.60	4,689,608.60	
1037	MLGIP	MLGIP Assign Funds	-	-	
1039	MLGIP	MLGIP Facility Reserve Acct	177,897.69	177,897.69	
1040	PNC	Community Act. Committee - PNC	29,827.60	29,827.60	
1042	PNC	Parade - PNC	15,897.18	15,897.18	
1045	HOWARD	Perryville Police Asset Seizure HOWARD	16,432.23	16,432.23	
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49	
1052	HOWARD	Facilities Reserve	53.44	53.44	
2035	PNC	W&S Savings - PNC	397,023.29	397,023.29	
2036	MLGIP	W&S Fund Acct. - MLGIP	786,726.39	786,726.39	
3030	MLGIP	Sewer Improvement Fund - MLGIP	194,581.42	194,581.42	
3026	PNC	W&S Improvements - PNC	5,076.90	5,076.90	
3046	HOWARD	W&S Improvements - HOWARD	472,595.41	472,595.41	
8025	PNC	Local Impact Grant Fund	1,062,888.82	1,062,888.82	
8038	MLGIP	MLGIP Local Impact Grant Fund	547,153.93	547,153.93	
9053	MLGIP	MLGIP Capital Project Acct	534,201.03	534,201.03	
		Totals:	\$ 8,947,929.42	\$ 8,948,701.26	

Planning & Zoning Department

Staff Report – February 2, 2021 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 for storage of PPE.
- **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: TIS approved by Cecil County.
- **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: Redevelopment continues with a projected opening by Memorial Day weekend.
- **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: Plan revisions have been submitted for resort expansion.
- **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
<i>Door Hangers</i>	13												
<i>Violation Letters</i>	3												
<i>Citations</i>	0												
<i>Rental Licenses Issued</i>	32												
<i>Other</i>	Emails - 0, Phone call - 3, In Person - 1 Honor Box Jan- 21 Total = \$210												

- 1/13 – Logitech COVID-19 Relief Funding – High Priority for Technology Needs in Education, Healthcare and Government. Webinar to learn of possible Grant opportunity through COVID Relief Stimulus for Technology upgrades for the Town

Planning Commission: Virtual meeting held January 25th for discussion of potential revisions to the Highway Corridor Unified Development.

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

P&Z Meetings/Events:

- 1/4 – Virtual meeting to discuss sewer capacity at Chesapeake Overlook.
- 1/5 – Virtual meeting to discuss Sustainable Communities renewal application.
- 1/6 – attended the virtual LSHG Regional Greenway Meeting.
- 1/15 – participated in County/Town update meeting.
- 1/15 – attended the virtual Critical Area Commission Quarterly Planners meeting.
- 1/20 – the HVAC quarterly maintenance was performed at Rodgers Tavern.
- 1/21 – virtual meeting to discuss site plan process.
- 1/21 – monthly meeting with Jennifer at Rodgers Tavern Museum.
- 1/22 – Attended MEDA Directors virtual meeting.
-

Zoning Certificates: 2 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, phone and in person, on a regular basis to local business owners to keep them informed on the various grant programs and resources available due to COVID-19 Relief Stimulus.

- 1/7 – Follow up visits with Perryville small business and restaurant community for the 3rd Round of Cecil Cares Relief Grant opportunity; verified the following businesses received relief grant funding: Todd's Enterprise's, Inc., Orchid Day Spa, Days Inn, Ercole's, Johnnie's Sushi, Subway, Healthies, Pizza Tower, Jumbo Jimmy's.
- 1/8 – Verified Maria Garcia, Owner of Los Parientes Restaurate, currently located in Elkton, that I met at Perryville Town Hall to assist with the application of the Cecil Cares Restaurant Grant in hopes of convincing to open Restaurant in the Town of Perryville did receive the Grant Funding and is still doing business.
- 1/8 – Communication/follow up with Walter Hogue to sign the lease for the Town Concessions Building this spring – Mr. Hogue is very appreciative of the opportunity and eagerly awaits the start.
- 1/8 – Contacted Cecil County Department of Tourism to participate in the "Winter Lights, Cecil Nights " promotion for January through February – Newly Elected County Executive mentioned Perryville in promotional video – Green Turtle, Healthies, Lion Of Judah Bible Café have submitted menu items.
- 1/22 – Notified Perryville Small Business Community of BGE Small Business Grant for COVID -19 relief and recovery, up to \$20,000 – Three opportunities for the Grant Jan 20 – March 3, May 5 – June 16, and September 1 – October 13 – Not all Perryville Small Businesses have BGE services.
- 1/27 – Meeting with sports manager to discuss possible locations for youth summer camp program.

Farmers Market/Community Events:

- 1/21 –MML 's 2021 Mayor's Essay Contest - Contacted Perryville's fourth grade Teachers – Good Shepherd and Perryville Elementary, via phone and email to provide updated format and guidelines – this year's theme is Teamwork through flexibility: Respect, Leadership and Civility; essays due March 30.

Upcoming Events:

- Planning for 2021....

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

Rodgers Tavern:

- Museum is now open on Saturdays for FREE self-guided 45-minute tours for up to 5 members of the same household. Visitors can reserve their timed entry pass at <https://rtmgenadmin.eventbrite.com> or by calling 410-642-2164. Entry times are available from 12:00pm to 3:00pm. Timed entry ends at 3:00pm to give visitors enough time to explore before the museum closes at 4:00pm. Walk-ups are welcome; however, pass holders will receive priority.

- 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 by MDE was cancelled and will need to be rescheduled 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.
 - Elm Street Project off-site trees for the SWM mitigation must be re-planted (County requirement and enforcement)
- Fire House Station 16 Water Tie-in
 - Continuing the Design of the water main via boring operations and working with the Fire Company and MDE. (* Red font indicates priority and focus)
 - Will resume work with USDA for grant assistance if needed after construction plans are finished and a detail project cost estimate is created.
- 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 will be done in phases. 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). MDE has been notified of the completion of the emergency repairs to the bridge, to my knowledge the first phase of the repair project is complete to date.



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 January 2021

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})-*Training is scheduled for first week in February.*
- Hired two new police officers:
 - Themis Speis
 - Michael Palmer
- First vaccinations for COVID-19 were distributed to department members, approximately half of department employees received vaccination. Maryland is currently in Phase 1C for vaccinations.

MONTHLY MEETINGS/TRAINING

- Attended monthly Leadership meeting.
- Held a supervisor meeting for PD supervisors.
- Received training on issuing Daily Training Bulletins for Lexipol system
- Attended the Cecil County Hazard Mitigation Plan meeting (virtually)
- Participated in the Chiefs meeting for Eastern Shore Crisis Intervention Team

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Officer Pierson and Pastor Sheppard visited/delivered non-perishable food items.
- Cpl. Morgan, Officer Pierson, and Officer Huffstutler participated in the 59th Inauguration of the President of the United States in Washington, D.C. (see attached pictures)



Lancaster-Cecil Counties Multijurisdictional
59th Presidential Inaugural Task Force
Washington District of Columbia January 20, 2022



Lancaster-Cecil Counties Multijurisdictional
59th Presidential Inaugural Task Force
Washington District of Columbia January 20, 2022

Perryville Police Department Monthly Police Report
January, 2021

	January			Year to Date 2021		
ROBBERY	0			0		
ASSAULT	2			2		
BURGLARY	1			1		
THEFT	4			4		
Auto Theft	0			0		
CDS	2			2		
DISORDERLY	0			0		
MDOP	1			1		
ADULT ARREST	9			9		
JUVENILE ARREST	0			0		
Referrals to Outreach	0			0		
CITATIONS	6			6		
WARNINGS	16			16		
SEROS	0			0		
ACCIDENTS	6			6		
52 (Investigated)	3			3		
89 (no Investigation)	3			3		

January 25, 2021

Perryville Police Department

Outreach Program

Town Report

January 2021

Overall Monthly Attendance: 155 and counting

Number of New Referrals:

Number of New Members: 1

Announcements

This month we celebrated the new year with a New Year New Me! activity. We talked about our goals and what we wanted to achieve this year. We welcomed two new staff Activity Coordinator Justin Wilson and Police Officer Liaison Jerry Warner. Now that we are at full staff, we have decided to open on Fridays starting February. We were able to take some of our members who have achieved academic success as well as completed community service activities to Main Event for a field trip. We received a grant and purchased 4 new chrome books for our students to use. We are partnering with the Police Department and Pastor Reggie from New Beginnings Church to offer twice a month food outreach in which our officers go to the houses of families in need and deliver food. Mrs. Jane came this month and we made Snow Stompers with our kids!

We fed over 30 children this month though school distributed meals and community member donations. We would like to thank all the participating agencies for your help and participation as well as all those who donate food! We could not do it without you.

Donations: Community members

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 - January 2021

PUBLIC WORKS:

Projects/Other Events:

- Meters were read for quarterly billing.
- Staff distributed shut off notices for nonpayment of water bills from previous quarters.
- Employees performed water shut offs for residents with unpaid water bills.

Paving/Sidewalk Repairs:

- A section of sidewalk was replaced on Otsego Street.
- Crusher Run was spread along alley ways between Cherry Street and Elm Street.
- An small section of roadway on Broad Street in the area of the Susquehanna intersection was repaired.

Water/Sewer/Stormwater:

- Staff worked multiple days to diagnose water pressure related issues in the Chesapeake Landing neighborhood. A pilot valve was replaced on a Pressure Reducing Valve that controls that area.
- Two service leak repairs were made on Bayscape Drive.

Training:

- Employees continue to attend virtual training through MRWA.
- Employees continue to take virtual training through LGIT website.
- Multiple DPW employees have been studying to take collection/distribution exams.

Town Events:

- N/A

Weather Related Events:

- DPW pre-treated roadways for a small winter storm on January 25.

Vehicle/Equipment Maintenance:

- The statebody truck received a full diesel service.

Other:

- Bulk Trash pickup continues with restrictions and limitations due to the current pandemic situation.

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

- .

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Pavilions are pressure washed every week (Spring to Fall) 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.
- A push blower was serviced and needed repairs were made.

Training:

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

Rodgers Tavern/Lower Ferry Pier:

- A street light at the Rodgers Tavern parking lot was reported to DelMarva Power for repair.

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 spring (April 2021).
- **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

January, 2021

Wastewater:

Plant Influent Monthly Flow:	21.28 Million Gallons
Plant Effluent Monthly Flow:	19.01 Million Gallons
Veterans Center Monthly Flow:	6.50 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2020 and January, 2021 with the January lab results received to-date.

Activities:

1. R. Taylor completed all required LIGT online training
2. R. Taylor completed routine daily operations training
3. S. Talbert completed all required LGIT online training
4. S. Talbert continues working on Sacramento Intro to Wastewater online course
5. S. Talbert worked four days cross training on water operations at WTP
6. Replaced backup wetwell level floats at reed bed pump station
7. Performed quarterly chemical cleaning of Aqua disk filters
8. Operations staff continue working on education requirements for MDE wastewater license certification renew
9. Arranged to replace SBR blower #3 under vendor exchange program
10. Continue to adhere to all safety protocols regarding COVID 19
11. Annual 2020 results qualify to meet ENR nitrogen and phosphorous reduction to receive annual \$60,000 grant from MDE
12. Tested all emergency lighting & monthly check of fire extinguishers
13. Monthly housekeeping was performed
14. Monthly tank cleaning was performed
15. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
January, 2021
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Water:

Plant Raw Water Monthly Flow:	12.7 Million Gallons
Plant Finished Water Flow:	8.8 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

Plant in compliance with MDE regulations for the month of December, 2020 and January, 2021 with the January lab results received to-date.

Activities:

1. Replaced NTRON ethernet switch for main HMI microprocessor, all three HMI's are now communicating with each other
2. TTHM and HAA5 fourth quarter test results were below the MCL, results passed
3. Monthly bacti distribution samples results were negative indicating water safe for consumption
4. Marino's Industrial Electric replaced defective digital level indicators and totalizers for the reject and CIP waste vaults
4. Received letter from SRBC regarding notice of violation withdrawal letter, explanation was excepted and no fine incurred for violation
5. The MDE bi-annual water withdrawal report was prepared and mailed
6. Staff is working on replacing 12" valve actuator on filter #4
7. Submitted 4th quarter SRBC water withdrawal report
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