

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 June 1, 2021 Town Meeting

COVID19 Update –Town Hall is open to the public. Masks are optional.

EMPLOYMENT

Park Position – We have received held interviews and the new employee will start on June 21, 2021.

Crewman I – Will be advertised in house.

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 19 deeds, 1 dump trailer rentals, 27 heavy trash calls and 13 park pavilion rentals, 32 in-state boat stickers and SOLD OUT of out of State boat stickers.

Town Clerk

Processed work session minutes and town meeting minutes. Prepares the agenda and materials through Board Docs. Scheduled meetings and responds to requests for the Mayor and Commissioners.

May 11, 2021 – Election was held for Mayor.

Water/Sewer

492 Water/Sewer late notices were mailed out on May 20th and due by June 9, 2021. Processed 10 settlement charges. Completed 7 data logs. They're currently 11 payment plans. There were 0 leak letters mailed out. There were 6 new meters installed.

MEETINGS

May 4, 2021 – Attended Town Meeting.

May 6, 2021 – Meeting with Lori Kern – Health Insurance

May 10, 2021 – Meeting with Ethics Attorney

May 10, 2021 – Meeting with Ethics Committee

May 12, 2021 – Held Leadership Meeting

May 12, 2021 – Meeting in Havre De Grace on Police Laws

May 18, 2021 – Attended Work Session

**Treasurer's Report
Town of Perryville, Maryland
June 1, 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-April, 2021- \$11,711.35
 - Total to date: \$ 39,613.22
- **FY 21- Financial Statements**
 - Continued reviewing financials, analyzed several accounts
 - Analyzed impacts of budgetary changes.
 - Analyzed restricted and assigned funds, transferred funds to appropriate account.
- **Budget**
 - Entered Final Budget into Edmunds, preparing for year end rollover
- **COVID-19**
 - Still awaiting receipt of \$26,015.36 from Cecil County for reimbursed Covid-19 expenses. We recently received the reimbursement check for a much smaller, later claim. Contacted the County, resubmitted the entire unreimbursed claim.
- **LGIT**
 - Started to review LGIT renewal policy. Verified all vehicle information agrees in LGIT, Fixed Assets, EZ Pass and various departments internal lists.
- **American Rescue Act**
 - Virtually attended multiple seminars held by the "National League of Cities" concerning the American Rescue Act. These meetings will be held weekly to update the different municipalities as information and guidelines become available on the implementation of the Act.
 - The IRS has issued an "Interim Final Report". It will remain open for 30 days for government comments, suggestions and feedback.
 - All municipalities with less than 50,000 residents will receive their funding directly from their State, not the IRS.

**Treasurer's Report
Town of Perryville, Maryland
June 1, 2021**

- The State has 30 days after receiving funds to disburse to their municipalities.
- Forms have been submitted to Maryland so our funds will be direct deposited.
- We have been notified that the actual amount previously reported as due to each municipality might be adjusted slightly based on updated census information.

- **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. We are discussing with our Town Attorney what, if any, legal action is deemed appropriate at this time.

- **Retention Plan**

- Currently working on retention plan for the Town records. Coordinating with requests of the Department Heads. Contacted the State Archives and received their guidelines. Once our tentative retention plan is complete, it will be submitted to the State for approval.

Current/Future Projects

- 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.

April, 2021 Statistics:

- 171 purchase orders were processed totaling \$314,711.95.
- 86 Accounts payable checks were processed totaling \$320,727.19
- 5 A/R invoices totaling \$231,497.66
- Local Impact Funds - Life to date (Sep-10 to Mar-21) slot revenue received \$14,546,430.37. Total received to date for FY 21 is \$1,245,073.64, which includes our annual Revenue of \$70,000 disbursed directly from the State. We have not received our payments for April as of this time. According to the State website, it should be approximately \$162,000.

Planning & Zoning Department

May Report – June 1, 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; renewed interest in the project for 10 single family homes. CURRENT STATUS: No update.
- **Frenchman Land:** Site ready for construction and dirt pile has been moved; owner has potential tenant for PPE storage, temporary permit issued. 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 approved by Cecil County; plans back to priority to move forward. CURRENT STATUS: No update.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Owner has a partnership with local developers to revive the project.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; owner willing to discuss alternative development options; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Property owner submitted other options for 1st floor retail and residential above and vehicle storage of automobiles and light trucks but their intention is to resubmit request for rezoning for the warehouse. Site inspection conducted 1/22/2020 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 3/5/2020 to discuss warehouse feasibility; 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. Inspection with Cecil County conducted, follow up continues. CURRENT STATUS: Contractors bidding on demolition.
- **Chesapeake Overlook project:** Owner continues to actively market the site and in negotiations with prospective businesses; Chesapeake Overlook Parkway has been dedicated as a Town road; owner continues to move forward with engineering and surveying for mass grading plans to prepare pad sites. Final negotiations pending. CURRENT STATUS: Business has renewed interest in the project.
- **5th Company Brewing LLC:** Redevelopment continues with a projected opening in June. CURRENT STATUS: Rear patio foundation in and interior renovations progressing.
- **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; architect working on building plans and site development; reviewing code requirements for site development prior to submitting for zoning approval/building permit. CURRENT STATUS: Owner representatives moving forward with design.
- **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; 10/16/2020 Cecil County

Circuit Court Judge Sexton affirmed the decision and dismissed and denied the Petition for Judicial Review.; an appeal of the judge's decision has been submitted to the court. **CURRENT STATUS:** No update.

- **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; Amendment to Final Site Plan approved for expansion (will be the largest GWL). **CURRENT STATUS:** Zoning Certificate issued; plans under review for building permit; grading permit pending; anticipated mobilization of construction equipment at site early June.
- **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; Zoning Certificate issued and building permit application submitted to the County. **CURRENT STATUS:** Construction progressing.
- **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; Preliminary Stormwater Management and Erosion and Sediment Control Plans were submitted to Cecil County for review. **CURRENT STATUS:** Roads and Storm Drains Plan reviewed and comments provided; pending Preliminary Site Plan submittal.

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	19	7	9	17								
<i>Violation Letters</i>	3	3	2	5	2								
<i>Citations</i>	0	0	0	0	1								
<i>Rental Licenses Issued</i>	32	2	6	8	1								
<i>Other</i>	Email: 1, Phone call: 5, In Person: 11 w/residents Honor Box: May Count 238 Month Total \$2,380.00 Year Total \$4,610.00												

- Ongoing - follow up w/Logitech and COVID-19 Relief Funding – High Priority for Technology Needs in Government - creating a project plan request to finance for purchase using CARES Act funding for Technology upgrades for the Town.

Planning Commission: No meeting held in May.

Board of Appeals: May 24th hearing for Special Exception Highway Corridor Unified Development by Perryville Station.

P&Z Meetings/Events:

- 5/3 - Economic Development Directors virtual meeting.
- 5/6 – virtual update meeting with Cecil County related to GWL review of construction plans and details.
- 5/12 – attended virtual leadership meeting.

- 5/18 – Department of Housing & Urban Development provide virtual training for FY22 State Revitalization Programs.
- 5/19 – met with staff for planning annual fundraiser event.
- 5/20 – virtual update meeting with Cecil County related to GWL construction plans and details.

Zoning Certificates: 6 certificates approved; 0 for roof mounted solar panels.

Grants:

- Grant funds on hold due to COVID-19.
- 2 applications for Business Development on hold pending review and fund availability.

Economic & Community Development:

- Contacted various vendors to support Town events - 3rd Friday Cruisers, Perryville Farmers Market.
- Updated local small businesses and restaurants of continued COVID-19 relief opportunities.
- Updated Restaurants and Small Businesses of participation in the Cecil County Tourism "Spring Vibes – Cecil Tides" Promotion
- 5/15 – Ribbon Cutting of "The Snacklebox" – 501 Roundhouse Drive, Town Concessions Building.
- 5/19 – Towns – County Partners Meeting
- Continue to meet with local businesses and restaurants for the Cecil County Tourism "Spring Vibes – Cecil Tides" promotion that ends June 19th.

Farmers Market/Community Events:

- Every Saturday - Farmer's Market at Rodgers Tavern Museum 9:00 a.m. - 12:00 p.m.
- 3rd Friday Cruisers at Lower Ferry Park 4:00pm – 7:00pm – 27 cars were here for the first event held May 21st. The next event will be held June 18th.....all are welcome....look at the cars, get some dinner from the food trucks and buy 50-50 tickets to support the Outreach Program.

Upcoming Events:

- August 9-13 9:00 a.m. -12:00 p.m. Baltimore Blast soccer camps for youth soccer players ages 5-13
- August 28th, 3:00 p.m. – 7:00 p.m. Tap Into The Tavern, the Annual Fundraiser at Rodgers Tavern Museum.

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

Rodgers Tavern - see attached Quarterly Report:

- 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.

RODGERS TAVERN MUSEUM REPORT MEMORANDUM

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: MARCH 2021-MAY 2021 QUARTERLY REPORT
DATE: MAY 24, 2021

MEETINGS AND EVENTS:

3/3/2021: Washington-Rochambeau Revolutionary Route Monthly Planning Call

3/4/2021: Farmers Market Meeting. MHT grant meeting with John Seidel and Dianna Battaglia

3/10/2021: Webinar: Farmers Market Training/MD SNAP-Ed. Webinar: Connecting to Collections
"REopening Archives, Libraries and Museums (REALM), Caring for Your Resources During COVID-19"

3/11/2021: Webinar: MD State Archives "Laws of Racial Control and Oppression in MD from 1634-1865"

3/18/2021: Tap Into the Tavern meeting with Dianna

3/23/2021: Webinar: "Implementing the Incident Command System at the Repository Level"

3/26/2021: Meeting with Josh Slates

3/30/2021: Submission of Fifth Progress Report to the Maryland Historical Trust for the Non-invasive Archaeological Survey of Rodgers Tavern Museum and Lower Ferry Park grant

4/7/2021: Washington-Rochambeau Revolutionary Route Monthly Planning Call. Meeting: Lower Susquehanna Regional Greenway meeting.

4/8/2021: Meeting with John Seidel to discuss metadata and file sharing of final products from MHT grant

4/15/2021: Webinar: "DAM + Museums: Demystifying the Cloud"

4/22/2021: Meeting with 5th Company Brewing Co. and Charles Hicks to discuss 5th Co.'s potential participation in Farmers Market. Webinar: "Putting It O Paper- Incorporating MOUs Into Your Community Engagement Plans"

4/23/2021: Webinar: "More than Slaves, More than Artifacts – Telling Black History at Mount Clair." Meeting with Farmers Market vendor FreshSource Farms

4/30/2021: Meeting with Laughing Crab Catering about setup location at Farmers Market

5/1/2021: Perryville Farmers Market Opening Day at the Rodgers Tavern Museum

5/5/2021: Washington-Rochambeau Revolutionary Route Monthly Planning Call

5/19/2021: Meeting with Dianna Battalia and Charles Hicks: 2021 Tap Into the Tavern

ACTIVITIES:

1. MHT Non-Invasive Archaeological Survey Grant
 - Draft Technical Report to be submitted to MHT, Museum, and Town for review.
 - Comments sent back to Washington College for review and incorporation into Final Technical Report
2. Event Development
 - Waiting on budget approval for:
 - Tap Into the Tavern Fundraiser
 - RTM/W3R Virtual Challenge Fundraiser
 - Speaker Series
 - Traveling Exhibit
 - Perryville Farmers Market:
 - Farmers Market Opened on May 1st at the Rodgers Tavern Museum
 - Discounted vendor fee for new vendors reduced to \$189 for full season.
 - Market graphics updated to reflect new Market days and times.
 - Purchased yard signs to promote Market. Received price quote for 4 ft.x8ft. Banner to be installed on Community Events sign on Aiken Ave.
 - Marketing:
 - Utilized Eventbrite, Perryville Patch, Cecil County Chamber of Commerce, and Museum calendar of events to advertise Market for free. Note: Cecil Whig pulls event information from Eventbrite

- Weekly promotion of new vendor products on Market Facebook page
 - Collaborate with vendors to promote Market
 - Market page added to Museum website with vendor featurettes information for shoppers and potential vendors
 - Continue efforts to add new vendors
3. New Museum Website: web site launched!
 4. Museum Collection Management Manual:
 - Continue writing the Collection Management Manual for the museum's two collection categories (the Permanent Collection and the Education Collection).
 5. Developing virtual volunteer opportunities
 - Interactive online timeline allowing visitors to dive deeper into the Tavern/Ferry's history
 - Social media to promote the Museum and the Farmers Market
 6. Gift Shop closed. Awaiting set-up of Square Payment Processing System
 7. Tap Into the Tavern Annual Fundraiser:
 - Update Vendor Application
 - Finalize Sponsorship Levels and create flyer for Charles to use when recruiting sponsors
 - Begin work on event flyer design
 - Begin reaching out to previous years Tap vendors
 8. Museum Visitation: open Saturdays from 12:00pm – 4:00pm
 - March: 20
 - April: 24
 - May: 19

- 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.
 - No feedback on the MS4 annual report from MDE.
 - Holding meetings with Town departments and / public meetings to fulfill MSM 1 & 2.
- 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
 - Updated EAP (Emergency Action Plan)
- 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
 - Developing construction plans & details for Station 16 water main.
 - Updating the construction cost estimate based off detailed design.
 - 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 has been completed.
- SWM BMPs for Sewer Improvement Great Wolf Lodge
 - Working with FWA as they pursue the SWM design mitigation work of POI 9 and POI 10 for mitigation of Sewer Improvements for the Great Wolf Lodge project. Project timelines have been submitted to the Town.
- Elm Street SWM Mitigation (Tree Planting on Avenue G)

- Got price quotes from two vendors to plant 48 trees along Avenue G as mitigation for SWM for the Elm Street Project completed several years ago. Still waiting for a third vendor's submission. Unfortunately, all the original trees planted for that project died and Cecil County is forcing the Town to re-plant the trees.



Perryville Police Department

448 Otsego Street, P.O. Box 511 Perryville, MD 21903

*Robert S. Nitz
Chief of Police*

TELEPHONE: 410.642.3725 FAX: 410.642.3724

*Matthew Roath
Mayor*

Monthly Report for May 2021

CURRENT PROJECT(S)

- 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 has been scheduled for June 8, 9, and 10. Chief Nitz, Lt. Reno and Ms. Kim Crew-Severson will attend the Admin portion. Sgt. Hoffman/Cpl. Morgan will attend Train the Trainer class to teach all officers the new system.*
- Reviewing and preparing grant funding requests to GOCCP and MD Highway Traffic Safety Office. (Body Armor grant, Pedestrian/Bicycle enforcement, and DUI enforcement).

MONTHLY MEETINGS/TRAINING

- Attended LEPC/HERC virtual meeting.
- Participated in the town leadership meeting.
- Attended an information session at Havre de Grace PD with Lt. Reno and Ms. Cathy McCardell regarding new legislation for police reform and its effects on the agency/municipality.
- First half of firearms qualifications were completed.
- Attended town work session.

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Coordinated traffic control for and Participated in the Little League opening day parade.
- Met with Pastor Sheppard
- Met with Ms. Danielle Hemling and Ms. Beth Creek of "YES" regarding collaborated efforts and our Youth population.
- Responded to the pier for a reported small fire on 5/3/2021. Investigation was assumed by State Fire Marshal.

Perryville Police Department Monthly Police Report
May, 2021

	March	April	May	Year to Date 2021		
ROBBERY	0	0	0	0		
ASSAULT	4	2	3	14		
BURGLARY	1	1	1	4		
THEFT	4	6	5	22		
Auto Theft	0	0	0	1		
CDS	5	12	8	27		
DISORDERLY	0	1	1	2		
MDOP	2	2	2	8		
ADULT ARREST	22	30	26	94		
JUVENILE ARREST	2	0	0	2		
Referrals to Outreach	1	0	0	1		
CITATIONS	27	69	55	183		
WARNINGS	112	39	84	264		
SEROS	0	0	1	2		
ACCIDENTS	7	7	9	38		
52 (Investigated)	3	2	4	15		
89 (no Investigation)	4	5	5	23		

May25, 2021

Perryville Police Department

Outreach Program

Town Report

May 2021

Overall Monthly Attendance: 168

Number of New Referrals:

Number of New Members: 2

Total number of donated meals provided: 160

Announcements

This month at Outreach, staff took part in training our newly hired officers in what Outreach is and how they are an integral part in fulfilling its mission. We participated in the first Third Friday's event and were successful in raising over \$100 for Outreach. We would like to thank Mrs. Battaglia and her staff for this opportunity. Mrs. Jane joined us for some mirror crafts for all the special women in our families lives. They were given to those women as gifts in celebration of Mother's Day. Two of our members were entered into an essay contest put on by the American Legion Auxiliary. These two members both won prizes and certificates, winning first and second place in the contest. One of our members essay even won first place in the district. We are so proud of our members and their hard work.

Our garden has come to life and we have already started harvesting lettuce from our plants! This is an excellent life skill our members get to learn! Other Life Skills this month consisted of cooking lessons and lessons in cleanliness. This month's community service opportunities where OP clean up and community trash pickup. This time of year, Outreach is still planning and preparing for new grant opportunities to help supplement our budget. We received donations from community members in the form of clothes and food.

To stay updated on all activities, events, and donation information, please go over to Facebook and 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 - May 2021

PUBLIC WORKS:

Projects/Other Events:

- N/A

Paving/Sidewalk Repairs:

- Sidewalk sections that were becoming trip hazards from tree roots on River View Drive were removed, tree roots addressed and sidewalk sections replaced..
- An area of roadway at the intersection of Thomas Point Way and Concord Point Drive was repaired..

Water/Sewer/Stormwater:

- A replacement fire hydrant for Beacon Point was purchased and will be installed when the contractor is available. (Expected to be in the coming weeks)
- Employees have completed hydrant flushing. The project was delayed a few times for unforeseen issues that had arisen.
- Several data logs were performed throughout town.
- DPW is trying to schedule a "bypass" installation at PS1 and PS2. The project is trying to be schedule overnight during low flow hours. This is trying to be lined up with the Contractor's availability. (This project is still trying to be scheduled as other issues have delayed this project)
- A sewer service lateral at 6 River View Drive was completely replaced as a result of a root intrusion that compromised the condition of the lateral.

Training:

- Superintendent attended training that is required to renew licensing.
- Employees continue to take virtual training through LGIT website.
- Multiple DPW employees continue studying to take collection/distribution exams.
- Sean Gurney took the Waste Water Collection Operator's exam and passed.

Town Events:

- Employees cleaned up areas around Town Hall and set up the meeting room for Election Day.
-

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- N/A.

Other:

- Bulk Trash pickup continues with restrictions and limitations due to the current pandemic situation.
- Speed Limit Sign batteries were replaced on a weekly basis.
- Replaced security camera batteries at the Outreach Dept.
- Trash cans throughout town are emptied weekly.
- Town owned properties are mowed on a weekly basis.
- Superintendent picked up the voter registry from the county building.

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

- Parks staff continues mowing responsibilities for the Spring/Summer season. (This takes up a majority of the staff's time during the Spring and Summer)

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.
- 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 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

May, 2021

Wastewater:

Plant Influent Monthly Flow:	18.64 Million Gallons
Plant Effluent Monthly Flow:	13.92 Million Gallons
Veterans Center Monthly Flow:	4.77 Million Gallons

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

Activities:

1. Spring cleaning was performed on interior rooms of all buildings
2. Treated exterior of buildings with spider spray
3. Cleaned filtrate pump station wetwell and recalibrated level sensor
4. S. Talbert continues working on Sacramento Intro to Wastewater online course
5. S. Talbert continuing cross training at the water treatment plant
6. R. Taylor continuing cross training at the water treatment plant
7. R. Taylor working on Sacramento Intro to Water Treatment online course
- 8.
9. Operations staff continue working on education requirements for MDE wastewater license certification renew
10. Continue to adhere to all safety protocols regarding COVID 19
11. G. Smith submitted MDE application to renew superintendent licenses
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
May, 2021
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Water:

Plant Raw Water Monthly Flow:	10.1 Million Gallons
Plant Finished Water Flow:	9.4 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

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

Activities:

1. Preparing to collect second quarter TTHM and HAA5 lab samples
2. Replacing both membrane backwash blowers under Aerzen exchange program
3. Monthly bacti distribution samples results were negative indicating water safe for consumption
4. Replaced distribution pump flapper valve
5. Sherwood Logan completed servicing raw pump motors anti-ratcheting devices
6. Repaired leak on chlorine feed line
7. Sprayed fence line with weed killer
8. Collected quarterly TTHM & HAA5 required samples
9. Completed annual CCR report for distribution
10. Continue to adhere to all safety protocols regarding COVID 19
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Continue to adhere to all safety protocols regarding COVID 19

