

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 July 6, 2021 Town Meeting

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

EMPLOYMENT

Crewman I – Will be advertised in house.

Town Administrator – Will be advertised outside.

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 15 deeds, 3 dump trailer rentals, 29 heavy trash calls and 7 park pavilion rentals, 27 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.

Water/Sewer

June 17, 2021 – 120 water/sewer door hanger notices. There were 60 shut-offs on June 22, 2021. Processed 7 settlement charges. Completed 16 data logs. They're currently 16 payment plans. There were 0 leak letters mailed out. There were 0 new meters installed.

MEETINGS

June 1, 2021 – Attended Town Meeting.

June 2, 2021 – Attended GWL walk of Turnpike Drive.

June 9, 2021 – Held Leadership Meeting.

June 15, 2021 – Attended Work Session

June 29, 2021 – Held meeting with Ralph Ryan.

June 29, 2021 – Held meeting with Teri Gividend, Perry Point.

June 30, 2021 – Meeting with Woodlands.

June 30, 2021 – Preconstruction Meeting with Pierson.

**Treasurer's Report
Town of Perryville, Maryland
July 6, 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-June, 2021- \$15,482.40
- Total to date: \$ 43,384.27

- **FY 21- Financial Statements**

- Analyzed Local Impact to determine whether a Budget Amendment was necessary to recognize overages/shortages for FY20 and FY21. To date, it appears as if FY21 is much higher than normal. It is hopeful that these surplus funds will cover the shortage caused by the pandemic in FY20. Our budgeted monthly average is approximately \$113,000 a month. Revenue for March and April were over \$160,000 each. We are expecting May's income to be about \$161,000. This should be received by the first week of July.
- Prepared the Budget for rollover into new year.
- Continued reviewing financials, analyzed several accounts.
- Analyzed impacts of budgetary changes.
- Analyzed restricted and assigned funds, transferred funds to appropriate account.

- **COVID-19**

- Still awaiting receipt of \$26,015.36 from Cecil County for reimbursed Covid-19 expenses. Contacted the County again requesting reimbursement prior to year end. As of the date of this report preparation, we have not heard back from the County.

- **LGIT**

- Renewed the Town's LGIT annual policy. The Town is receiving a small (\$1,784) credit for the measures we have taken for Loss Control. (training, body cams, policy implementations)
- LGIT has notified all of its policyholders that overall premiums for this new Fiscal Year are going up dramatically. Due to the instability of the world insurance market, LGIT had been advised the premiums from their reinsurer insurance company was going up by 50%. They attempted to find another broker with

**Treasurer's Report
Town of Perryville, Maryland
July 6, 2021**

better rates but were unsuccessful. However, LGIT was able to renegotiate with the current broker who, subsequently, reduced the rate increase to 33%. This will result in an increase of roughly \$42,000 over the current budget for FY22. Once final numbers are in, a budget amendment will be prepared.

- **American Rescue Act**

- Maryland received funding from the Government on June 15th. We should receive our funds by July 15th.
- All required paperwork due at this time for Perryville has been submitted and reviewed. An outside consulting firm (Hagerty Consulting) has been hired by the Federal Government to administer the Plan and will monitor all disbursements of funds.
- Continued virtually attending 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 finalized its "Interim Final Report". It had remained 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.
- 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.

- **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.

**Treasurer's Report
Town of Perryville, Maryland
July 6, 2021**

May, 2021 Statistics:

- 184 purchase orders were processed totaling \$221,631.44
- 91 Accounts payable checks were processed totaling \$219,714.28
- 16 A/R invoices totaling \$7,524.73
- Local Impact Funds - Life to date (Sep-10 to April-21) slot revenue received \$14,708,500.24. Total received to date for FY 21 is \$1,407,143.51, which includes our annual Revenue of \$70,000 disbursed directly from the State. We have not received our payments for May as of this time. According to the State website, it should be approximately \$161,000.

As of May 2021				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 422,770.17	\$ 422,770.14
1030	PNC	Payroll - PNC	27,647.70	(33,851.25)
1032	PNC	Health Savings Checking - PNC	8,150.80	8,150.81
1036	MLGIP	General - MLGIP	5,552,861.39	5,552,861.39
1037	MLGIP	MLGIP Assign Funds		
1039	MLGIP	MLGIP Facility Reserve Acct	7,961.74	7,961.74
1040	PNC	Community Act Committee - PNC		
1042	PNC	Parade - PNC		
1045	HOWARD	Perryville Police Asset Seizure HOWARD	28,127.18	28,127.18
1051	HOWARD	Accounts (Revitalization & Non Profit)		
1052	HOWARD	Facilities Reserve		
2035	PNC	W&S Savings - PNC	369,503.69	369,503.69
2036	MLGIP	W&S Fund Acct. - MLGIP	1,042,009.64	1,042,009.64
3030	MLGIP	Sewer Improvement Fund - MLGIP	194,651.48	194,651.48
3026	PNC	W&S Improvements - PNC	5,077.40	5,077.40
3046	HOWARD	W&S Improvements - HOWARD	472,653.43	472,653.43
3025	PNC	Local Impact Grant Fund	1,079,970.40	1,079,970.40
3038	MLGIP	MLGIP Local Impact Grant Fund	400,877.78	400,877.78
3053	MLGIP	MLGIP Capital Project Acct	534,393.35	534,393.35
		Totals:	\$ 10,146,656.15	\$ 10,085,157.18

(61,498.97)

unreconciled

reconciled

No statement

Account Closed

REVIEWED BY:

My signature above verifies the following:

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

All funds in "interest-bearing" transaction accounts are fully collateralized as of 5/31/2021.

(0.03)

(61,498.95) clears in June

0.04

account closed

account closed

account closed

account closed

CERTIFICATION IN SUPPORT OF INTER-FUND LOAN NO. 1

July 17, 2021

I, Debra Laubach, Finance Director of the Town of Perryville certify that Inter-fund Loan No. 1 has been recorded on the books of the Town effective June 17, 2021, the date the loan transfers were made. It will be repaid without interest, with equal payments over 20 years. First payment will be due on July 17, 2021. I also certify to the Mayor and Commissioners of the Town of Perryville as follows in support of Inter-fund Loan No. 1:

1. The Loan will not negatively affect the General Fund's ability to pay its own obligations;
2. The Loan is in excess of anticipated cash needs of the General Fund throughout the duration of the loan and legally is available for investment; and
3. The Sewer Fund anticipates sufficient revenues to be in a position over the period of the Loan to make the specified payments of principal and interest, if any, as required by the authorizing Ordinance.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Debra Laubach".

Debra Laubach, Finance Director

CERTIFICATION IN SUPPORT OF INTER-FUND LOAN NO. 2

June 17, 2021

I, Debra Laubach, Finance Director of the Town of Perryville certify that Inter-fund Loan No. 2 has been recorded on the books of the Town effective June 17, 2021, the date the loan transfers were made. It will be repaid without interest with equal payments over 20 years. First payment will be due on July 17, 2021. I also certify to the Mayor and Commissioners of the Town of Perryville as follows in support of Inter-fund Loan No. 2:

1. The Loan will not negatively affect the Water Fund's ability to pay its own obligations;
2. The Loan is in excess of anticipated cash needs of the Water Fund throughout the duration of the loan and legally is available for investment; and
3. The Sewer Fund anticipates sufficient revenues to be in a position over the period of the Loan to make the specified payments of principal and interest, if any, as required by the authorizing Ordinance.

Respectfully Submitted,



Debra Laubach, Finance Director

Loan from Water Fund to Sewer Fund

Page: 1

Schedule: 001

Principal: \$2,000,000.00 amortized over 20 years at 0.0001% (Ordinary Interest)

Issued: 6-17-2021 with first payment on 6-17-2022

Payment: Equal Annually (Principal + Interest)

APR %	Finance Charge	Amount Financed	Total Of Payments
0.0001%	\$21.00	\$2,000,000.00	\$2,000,021.00

# Of Payments	Amount Of Payments	Payments Due
19	\$100,001.06	Equal Annually Starting 6-17-2022
1	\$100,000.86	6-17-2041

<u>Pymt No.</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Principal Payment</u>	<u>Interest Payment</u>	<u>Principal Balance</u>
	6-17-2021				2,000,000.00
1	6-17-2022	100,001.06	99,999.06	2.00	1,900,000.94
2	6-17-2023	100,001.06	99,999.16	1.90	1,800,001.78
3	6-17-2024	100,001.06	99,999.26	1.80	1,700,002.52
4	6-17-2025	100,001.06	99,999.36	1.70	1,600,003.16
5	6-17-2026	100,001.06	99,999.46	1.60	1,500,003.70
6	6-17-2027	100,001.06	99,999.56	1.50	1,400,004.14
7	6-17-2028	100,001.06	99,999.66	1.40	1,300,004.48
8	6-17-2029	100,001.06	99,999.76	1.30	1,200,004.72
9	6-17-2030	100,001.06	99,999.86	1.20	1,100,004.86
10	6-17-2031	100,001.06	99,999.96	1.10	1,000,004.90
11	6-17-2032	100,001.06	100,000.06	1.00	900,004.84
12	6-17-2033	100,001.06	100,000.16	0.90	800,004.68
13	6-17-2034	100,001.06	100,000.26	0.80	700,004.42
14	6-17-2035	100,001.06	100,000.36	0.70	600,004.06
15	6-17-2036	100,001.06	100,000.46	0.60	500,003.60
16	6-17-2037	100,001.06	100,000.56	0.50	400,003.04
17	6-17-2038	100,001.06	100,000.66	0.40	300,002.38
18	6-17-2039	100,001.06	100,000.76	0.30	200,001.62
19	6-17-2040	100,001.06	100,000.86	0.20	100,000.76
20	6-17-2041	100,000.86	100,000.76	0.10	0.00
Grand Totals		<u>\$2,000,021.00</u>	<u>\$2,000,000.00</u>	<u>\$21.00</u>	

Total Payments Made: 20

Loan from General Fund to Sewer Fund

Page: 1

Schedule: 001

Principal: \$1,065,496.00 amortized over 20 years at 0.0001% (Ordinary Interest)

Issued: 6-17-2021 with first payment on 6-17-2022

Payment: Equal Annually (Principal + Interest)

APR %	Finance Charge	Amount Financed	Total Of Payments
0.0001%	\$11.20	\$1,065,496.00	\$1,065,507.20

# Of Payments	Amount Of Payments	Payments Due
20	\$53,275.36	Equal Annually Starting 6-17-2022

<u>Pymt No.</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Principal Payment</u>	<u>Interest Payment</u>	<u>Principal Balance</u>
	6-17-2021				1,065,496.00
1	6-17-2022	53,275.36	53,274.29	1.07	1,012,221.71
2	6-17-2023	53,275.36	53,274.35	1.01	958,947.36
3	6-17-2024	53,275.36	53,274.40	0.96	905,672.96
4	6-17-2025	53,275.36	53,274.45	0.91	852,398.51
5	6-17-2026	53,275.36	53,274.51	0.85	799,124.00
6	6-17-2027	53,275.36	53,274.56	0.80	745,849.44
7	6-17-2028	53,275.36	53,274.61	0.75	692,574.83
8	6-17-2029	53,275.36	53,274.67	0.69	639,300.16
9	6-17-2030	53,275.36	53,274.72	0.64	586,025.44
10	6-17-2031	53,275.36	53,274.77	0.59	532,750.67
11	6-17-2032	53,275.36	53,274.83	0.53	479,475.84
12	6-17-2033	53,275.36	53,274.88	0.48	426,200.96
13	6-17-2034	53,275.36	53,274.93	0.43	372,926.03
14	6-17-2035	53,275.36	53,274.99	0.37	319,651.04
15	6-17-2036	53,275.36	53,275.04	0.32	266,376.00
16	6-17-2037	53,275.36	53,275.09	0.27	213,100.91
17	6-17-2038	53,275.36	53,275.15	0.21	159,825.76
18	6-17-2039	53,275.36	53,275.20	0.16	106,550.56
19	6-17-2040	53,275.36	53,275.25	0.11	53,275.31
20	6-17-2041	53,275.36	53,275.31	0.05	0.00
Grand Totals		<u>\$1,065,507.20</u>	<u>\$1,065,496.00</u>	<u>\$11.20</u>	

Total Payments Made: 20

Planning & Zoning Department

June Report – July 6, 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: D.R. Horton has contacted staff about possible purchase of the project.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Owner has a partnership with local developers to revive the project. Staff and mayor to met with interested parties on June 30th.
- **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: Zoning Certificate approved for 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	21							
<i>Violation Letters</i>	3	3	2	5	2	3							
<i>Citations</i>	0	0	0	0	1	0							
<i>Rental Licenses Issued</i>	32	2	6	8	1	0							
<i>Other</i>	Email: 3, Phone call: 10, In Person: 5 w/residents Honor Box: June Count 329 Month Total \$3,290.00 Year Total \$7,900.00												

- 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.
- 6/11 – Habitat for Humanity Susquehanna – Meeting
- 6/17 – Tap into the Tavern Fundraiser – Meeting
- 6/22 – 2015/18 International Code Flood Provisions and the National Flood Insurance Program

Planning Commission: No meeting held in June.

Board of Appeals: Board of Appeals met on June 21, 2021 to sign the resolution for Special Exception Highway Corridor Unified Development by Perryville Station.

P&Z Meetings/Events:

- 6/23 – Meeting with Mayor Roath, Cathy McCardell, & William Cole to discuss potential of 68 Heather Road (outlet) property.
- 6/30 – Meeting with developers of Woodlands Project with Mayor Roath and Cathy McCardell.
- 6/30 – Pre-Construction meeting with Pearson for Sewer/Water improvements for Great Wolf Lodge.

Zoning Certificates: 10 certificates approved; 1 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.
- Central Region - Maryland Connected and Automated Vehicles Regional and Local Agency Outreach Meeting
- 6/24 – Government Relations Committee - Virtual Meeting – Susquehanna Workforce - live Job Fair July 15th Minker Banquet Hall

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 – 44 cars at the event held June 18th. The next event will be held July 16th.....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:

- July 16th, 4pm-7pm - Third Friday Cruisers
- August 20th, 4pm – 7pm – Third Friday Cruisers
- 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 for 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.

- 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
- 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 has completed the first phase for approximately \$17,066. The remaining project will be done in phases.
- SWM BMPs for Sewer Improvement Great Wolf Lodge
 - FWA has submitted concept plans to the Town for review. The concept plans are for SWM design mitigation work of POI 9 and POI 10 for mitigation of Sewer Improvements for the Great Wolf Lodge project.
- Elm Street SWM Mitigation (Tree Planting on Avenue G)
 - Got price quotes from three vendors to plant 48 trees along Avenue G as mitigation for SWM for the Elm Street Project completed several years ago. Unfortunately, all the original trees planted for that

project died and Cecil County is forcing the Town to re-plant the trees. Waiting till FY 22 (July) to begin project with ODS landscaping for \$13,240.00.



Perryville Transportation and Feasibility Study

- Working with both the Mayor and Commissioners to obtain a comprehensive transportation study of downtown Perryville for possible commercial development and general traffic safety.



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

Matthew Roath
Mayor

Monthly Report for June 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 completed for Chief Nitz, Lt. Reno, Sgt. Hoffman, Cpl. Morgan and Ms. Crew-Severson. End-user training will be conducted for all other officers at the PD.*
- Reviewing and preparing grant funding requests to GOCCP and MD Highway Traffic Safety Office. (Body Armor grant, Pedestrian/Bicycle enforcement, and DUI enforcement). *(Attended the post-award meeting 6/22/2021 for the Pedestrian/Bicycle grant awarded for July 1)*
- Reviewed and prepared PO requests for various items.
- Preparing for the Diamond in the Rough Triathlon (scheduled for 7/10/2021)

MONTHLY MEETINGS/TRAINING

- Attended townhall meeting (6/1/2021)
- Officer Speis attended Basic Radar/Lidar speed detection training (6/1-6/3/2021)
- Lt. Reno attended a presentation from the Secret Service in conjunction with all Cecil County law enforcement agencies regarding SERIAL training (6/3/2021)
- Attended a Chief's/Sheriff's meeting at Sykesville regarding the 2021 Legislative session and new laws governing law enforcement. (6/3/2021)
- Lt. Reno participated in the town leadership meeting. (6/9/2021)
- Detectives Lenzi and Peer attended Cell Phone Investigations course (6/9-6/10/2021)
- Cpl. Morgan/Det. Peer attended Child Safety Seat installation course (6/23-6/26/2021)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Met with Mr. Charles Hicks/Code Enforcement (6/2/2021)
- Participated in the annual Maryland Special Olympics Torch Run. Officer Huffstutler and Speis ran the route. (6/7/2021)
- Prepared two letters of commendations for Cpl. Morgan and Ofc. Huffstutler. (6/10/2021)
- Met with Ms. Danielle Hemling, OP Director (6/10/2021)
- Coordinated with OP to hold a Cookout with Cops at the PD. (6/12/2021)
- Lt. Reno assisted Perryville Middle School with the 8th grade promotion ceremony. (6/14/2021)

- Chief Nitz attended the 5th grade promotion ceremony at Perryville Elementary School. (6/14/2021)
- Chief Nitz and Corporal Morgan hosted Cub Scout pack 144 for a tour of the police building to earn a merit badge. (6/21/2021)
- Prepared the year-end report for SAPP grant funds (new requirement this year, 6/22/2021)
- Began working on the annual Community Policing report due July 15th to MPCTC (6/22/2021)

Perryville Police Department Monthly Police Report
June, 2021

	April	May	June	Year to Date 2021		
ROBBERY	0	0	0	0		
ASSAULT	2	3	2	16		
BURGLARY	1	1	1	5		
THEFT	6	5	7	29		
Auto Theft	0	0	0	1		
CDS	12	8	9	36		
DISORDERLY	1	1	2	4		
MDOP	2	2	4	12		
ADULT ARREST	30	26	28	122		
JUVENILE ARREST	0	0	0	2		
Referrals to Outreach	0	0	2	3		
CITATIONS	69	55	50	233		
WARNINGS	39	84	50	314		
SEROS	0	1	5	7		
ACCIDENTS	7	9	5	43		
52 (Investigated)	2	4	2	17		
89 (no Investigation)	5	5	3	26		

April 27, 2021

Perryville Police Department

Outreach Program

Town Report

June 2021

Overall Monthly Attendance: 198

Number of New Referrals: 2

Number of New Members: 1

Total number of donated meals provided: 180

Announcements

This month at Outreach, staff participated in the Third Friday's event and were successful in raising another \$100 for Outreach. We would again like to thank Mrs. Battaglia and her staff for this opportunity! In anticipation of the last day of school, our kids participated in a summer bucket list craft where we discussed summer plans and reading goals. Mrs. Jane joined us for soap crafts and most kids got to make soap on a rope. We also helped host a cookout with our police force to further solidify a positive rapport between our members and the valued officers of our town's police force.

We held a beginning of summer pizza party after school let out which was a big hit with our members! Outreach stayed busy this month between field trips, life skills, community service activities and crafts. Last week our older members were treated to a trip to Hershey Park, while our younger members were treated to a day at North Bay Adventure Camp to celebrate the end of another trying school year. Everyone had a amazing time. Our garden is flourishing due to our kids hard work and dedication. We have harvested spinach, romaine lettuce, tomatoes and squash this month. We also focused on communication and gratitude along with gardening for life skills this month. Our kids again assisted in cleaning up both Outreach as well as the surrounding streets for community service in an effort to foster a sense of community pride for our kids. Ms. Jane will be visiting with us again this week to work on fun fourth of July crafts for our members. Outreach received food, clothing, toys, school supplies and monetary donations this month all thanks to our wonderful and supportive community members!

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 - June 2021

PUBLIC WORKS:

Projects/Other Events:

- The town basketball court was striped with 3 point lines and foul lines.
- An 8' bench was placed at the basketball court.
- DPW installed security cameras and a doorbell camera to the rear of Town Hall.
- A contractor repaired several fencing issues on ball fields at the Community Park.
- Staff checked/cleaned gutters on Rodgers Tavern.
- Spoil piles were removed from behind town hall. A large concrete pillar and an old pile of asphalt were also removed.

Paving/Sidewalk Repairs:

- Sidewalks that were pushing up because of tree roots on River View Drive were replaced and roots were addressed.
- A section of the Frenchtown Road was overlayed with asphalt.
- Multiple areas of roadway throughout town were patched.

Water/Sewer/Stormwater:

- A fire hydrant was replaced in the Beacon Point neighborhood at the corner of Craighill Channel and Cedar Point Drive. The previous hydrant was beyond repair and a new hydrant was installed. (The hydrant is currently green and will be repainted yellow)
- A service line repair was made at the Good Shepherd School.
- A valve repair was made at the corner of Honaker Street and Aiken Avenue.
- A service line leak on Harford Street was repaired.
- Bypass installations at PS1 and PS2 have been completed.
- A section of sewer main on Perryville Road and a section of sewer main that is between Perryville Road and Clayton Street were inspected for I&I. Any found issues will be addressed when quotes are received.
- Fixed a leak in the valve vault at 231 Roundhouse Drive.

Training:

- Employees continue to attend online training through LGIT and MRWA.

Town Events:

- N/A.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- Replaced the spindle on the Parks Bobcat Mower.

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 has resumed mowing responsibilities for the Spring/Summer season. (This takes up a majority of the staff's time during the Spring and Summer)
- The Lower Ferry Comfort Station has been de-winterized and will be open for use.
- Crew mowed Lower Ferry Park as part of the weekly schedule as well as in preparation for the Farmer's Market to resume.
- Staff opened the Community Park early to accommodate a sunrise service on Easter Sunday.
- A vacancy in the parks department was filled by Paul Frazier.

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

June, 2021

Wastewater:

Plant Influent Monthly Flow:	20.64 Million Gallons
Plant Effluent Monthly Flow:	16.13 Million Gallons
Veterans Center Monthly Flow:	5.21 Million Gallons

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

Activities:

1. Provided a tour of the wastewater plant to the Town of Chesapeake City Mayor & officials. Town is constructing an Aqua-Aerobics plant like Perryville's
2. S. Patchell completed on-line annual AWWA short Course
3. Obtained cost quotes for annual replacement of SBR aeration socks, U.V. bulbs, jackets & O-rings and other misc. parts
4. Hosed and cleaned the step aeration effluent tank
5. Exterior touchup painting of tanks and vaults was completed
6. Completed 9 months employee evaluation for S. Talbert
7. Completed 6 months employee evaluation for R. Taylor
8. Attended virtual public hearing regarding water/sewer rates
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. Tested all emergency lighting & monthly check of fire extinguishers
12. Monthly housekeeping was performed
13. Monthly tank cleaning was performed
14. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
June, 2021
Page 2

Water:

Plant Raw Water Monthly Flow:	9.5 Million Gallons
Plant Finished Water Flow:	9.1 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

Activities:

1. Flushing of the water distribution system and fire hydrants was completed
2. 1.1 million gallons of potable water was used to flush the distribution system
3. Monthly bacti distribution samples results were negative indicating water safe for consumption
4. Replaced 6" air operated valve on membrane train #3
5. Staff installed two new membrane blowers under exchange program with vendor
6. Replaced 12" drain valve on membrane train #4
7. Checking water towers equipment and water quality weekly
8. Collected quarterly TTHM & HAA5 required samples
9. Town Hall distributed annual CCR report to residents
10. New air compressors arrived, scheduled installation date with vendor
11. Continue to adhere to all safety protocols regarding COVID 19
12. Monthly housekeeping was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguishers
15. Continue to adhere to all safety protocols regarding COVID 19