

Staff Reports from Town Meetings

- Assistant Town Administrators Report
- Treasurers Report
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- Engineers Report
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- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Assistant Town Administrator Report for the August 3, 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 – Has been advertised and the deadline to file is August 6, 2021.

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 9 deeds, 2 dump trailer rentals, 48 heavy trash calls and 9 park pavilion rentals, 19 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

July 16, 2021 1491 2nd Quarter bills were mailed out. There were 20 E-billings. Completed 10 data logs. They're currently 9 payment plans. There were 28 leak letters mailed out on July 13, 2021. There were 0 new meters installed.

MEETINGS

July 6, 2021 – Attended Town Meeting.

July 14, 2021 – Held Leadership Meeting.

July 20, 2021 – Attended Work Session

July 20, 2021 – Attended Great Wolf Lodge Ground Breaking Ceremony

July 21, 2021 – Attended a meeting with Tele-message.

July 22, 2021 – Attended a meeting with the Outlets Owner

July 22, 2021 – Attended a meeting with Artesian.

**Treasurer's Report
Town of Perryville, Maryland
August 3, 2021**

Projects:

- **FY 21- Financial Statements**

- Continued reviewing financials, analyzed several accounts.
- Analyzed impacts of budgetary changes.
- Analyzed intercompany loans, transferred funds to appropriate account.

- **Audit**

- Auditors came to the office to perform their one day Pre-Audit. At that time, they tested the Town's internal controls, updated Policy and Procedures information and requested confirmation letters for all cash accounts and also for specific vendors.
- Auditors will be back for the final audit August 30th thru September 10th.
- Finance is currently preparing workpapers and documentation they will need at that time.

- **COVID-19**

- Received \$26,015.36 from Cecil County for reimbursed Covid-19 expenses.

- **LGIT**

- Renewed the Town's LGIT annual policy. The Town was notified it was receiving a small (\$1,784) credit for the measures we have taken for Loss Control. (training, body cams, policy implementations) (Additional credits, however, appeared on bill)
- LGIT had 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 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.
- **UPDATE:** Received our FY22 invoice from LGIT. Due to multiple credits for loss control measures our bill was not as high as originally projected. Also when calculating the Insurance cost for the FY22 budget the expenditures were factored for a 10% increase. Therefore, budget amendments in only a few departments will be necessary.

**Treasurer's Report
Town of Perryville, Maryland
August 3, 2021**

- **American Rescue Act**

- Received the Town's American Rescue Funds for this year. The amount was larger than previously notified. We received \$2,176,930.85. We should receive an identical amount a year from now. In total, the Town will receive \$4,353,861.70 which will be \$660,474.70 more than expected.
- Funds were moved to a MLGIP account specifically reserved for American Rescue deposits.

- **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.

June, 2021 Statistics:

- 238 purchase orders were processed totaling \$460,568.84
- 102 Accounts payable checks were processed totaling \$234,680.36
- 5 A/R invoices totaling \$1,441.28
- Local Impact Funds - Life to date (Sep-10 to May-21) slot revenue received \$14,870,307.26. Total received to date for FY 21 is \$1,568,950.53, which includes our annual Revenue of \$70,000 disbursed directly from the State. We have not received our payments for June as of this time. According to the State website, it should be approximately \$201,000.

Planning & Zoning Department

July Report – August 3, 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: Northern Bay Engineering has advised us that they intend to submit plans near November.
- **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 meet 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: Project broke ground on July 20th!
- **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	15						
<i>Violation Letters</i>	3	3	2	5	2	3	8						
<i>Citations</i>	0	0	0	0	1	0	1						
<i>Rental Licenses Issued</i>	32	2	6	8	1	0	2						
<i>Other</i>	Email: 1, Phone call: 7, In Person: 3 w/residents Honor Box: July Count 259 Month Total \$2,590.00 Year Total \$10,490.00												

- 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.
- Contacted various Sponsors and Vendors to support Tap into the Tavern Annual Fundraiser
- Tap into the Tavern Fundraiser – Weekly Meeting

Planning Commission: No meeting held in July.

Board of Appeals: No meeting held in July.

P&Z Meetings/Events:

- 7/7 – attended virtual LSHG Regional Greenway meeting: introduction of an app (CLIO) for museums and site tours; updates given for local trail groups: Washington-Rochambeau Revolutionary Route, September 11 National Memorial Trail, local trail systems; River Sweep is scheduled for September 18th; updates provided by local representatives: increase in visitors, events are being scheduled again, Martha Lewis restoration, developing tours and byway plans to highlight historic sites, September is International Underground Railroad month.
- 7/13 – attended virtual MDE outreach meeting for discussion of the Conowingo Settlement between Maryland and Exelon and implementation to address water quality, resiliency and ecosystem restoration goals in the Susquehanna River and Chesapeake Bay, programs such as living shorelines, pollution reduction and assist with the Conowingo Watershed Implementation Plan.
- 7/14 – attended the Leadership meeting.
- 7/15 – attended virtual update meeting with Cecil County and Great Wolf contractors; event planning meeting for Tap Into The Tavern; discussion with legal counsel regarding business proposal.
- 7/16 – attended virtual MPCA Mastering the Master Plan Workshop: Maryland Land Use Article codifies specific requirements that all jurisdictions with planning and zoning authority must meet when completing and adopting a comprehensive plan, include 2020 census data that will be released later this year.
- 7/20 – attended Great Wolf Lodge ground breaking event.
- 7/22 – meeting with outlet property owner/developer to discuss options; event planning meeting.

Zoning Certificates: 5 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 businesses on COVID Economic Injury Disaster Loan program from Department of Commerce.
- 7/26-30 - Attended virtual MEDA Chesapeake Basic Economic Development Course: Classes include Managing EDO, Strategic Planning, Business Development & Expansion, Introduction to Real Estate, Redevelopment & Reuse, Marketing and Attraction, Neighborhood Development, Workforce Development, Ethics and Case Study with presentation.

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 – 17 cars at the event held July 16th. The next event will be held August 20th.....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 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:

- 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
 - Developed construction plans & details for Station 16 water main.
 - Updated 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.
 - Obtaining easement requirements.
- 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 Cecil County 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. Trees should be planted in the fall season.

- **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 July 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 (*new grant to GOCCP for a Command and Leadership training plan in the amount of \$7,770.00/Received notification that we were not selected to receive the Body Armor Grant through GOCCP*)
- Reviewed and prepared PO requests for various items.
- Preparing for upcoming events (Tap into the Tavern/Susquehanna River Running Festival)
- Upgrading the LiveScan machine in cooperation with DPSCS/Onsite Computers/CJIS to install a new Edge device
- Preparing to upfit the Interview Rooms with Axon Interview for more efficient and better quality recordings for interviews of both suspects/victims/witnesses.

MONTHLY MEETINGS/TRAINING

- Attended townhall meeting (7/6/2021)
- Attended town leadership meeting (7/14/2021)
- PPD hosted a patrol rifle school. Off. Speis/Det. Peer attended (7/12-7/13/2021)
- Lt. Reno/Off. Speis attended Integrated Response to Active Threats hosted by Harford Co. DES/Louisiana State University (7/16-7/18/2021)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Meeting with ATF representative regarding resources available to our agency (7/1/2021)
- Meeting with Mayor Roath, Lt. Reno, and DPW (7/1/2021)
- Met with Charles Hicks, Planning/Zoning and Code Enforcement (7/1/2021)
- Met with new Administrators of Perryville Middle School (7/6/2021)
- Diamond in the Rough Triathlon (7/10/2021) **Next triathlon scheduled 7/9/2022**
- Virtual meeting with MD Chiefs of Police for the upcoming Faith and Blue Weekend scheduled 10/9-10/11/2021. (7/13/2021)
- Met with Commissioner Linkey to discuss speed camera options (7/15/2021)
- Attended groundbreaking for Great Wolf Lodge (7/20/2021)

- Met with the site superintendent for the Great Wolf Lodge construction site (7/21/2021)
- Virtual meeting MCAC Law Enforcement Coordinating Council (7/21/2021)
- Lt. Reno attended a meeting regarding the dilapidated Outlet property (7/22/2021)
- Met with representative from Enterprise Leasing (7/22/2021)
- Participated in a zoom meeting with Red Speed USA (speed camera vendor) with Commissioner Linkey and Lt. Reno. (7/26/2021)
- Reprogrammed portable/mobile radios to allow communication with Harford County law enforcement (7/27/2021)
- Lt. Reno participated in an AAR meeting regarding the line of duty shooting of a Cecil County Sheriff's Deputy (7/28/2021)

Perryville Police Department Monthly Police Report
July, 2021

	May	June	July	Year to Date 2021		
ROBBERY	0	0	0	0		
ASSAULT	3	2	3	19		
BURGLARY	1	1	1	6		
THEFT	5	7	3	32		
Auto Theft	0	0	0	1		
CDS	8	9	18	54		
DISORDERLY	1	2	4	8		
MDOP	2	4	1	13		
ADULT ARREST	26	28	37	159		
JUVENILE ARREST	0	0	1	3		
Referrals to Outreach	0	2	0	3		
CITATIONS	55	50	25	258		
WARNINGS	84	50	60	374		
SEROS	1	5	6	13		
ACCIDENTS	9	5	8	51		
52 (Investigated)	4	2	2	19		
89 (no Investigation)	5	3	6	32		
DRIVING UNDER THE INFLUENCE			0	0		
CALLS FOR SERVICE			247	247		

July 27, 2021

Perryville Police Department

Outreach Program

Town Report

July 2021

Overall Monthly Attendance: 150

Number of New Referrals:

Number of New Members:

Total number of donated meals provided: 160

Announcements

This month at Outreach, staff participated in the Third Friday's event. Mrs. Jane joined us for homemade ice cream making. We also helped host an appreciation night for our officers at Aberdeen Iron Birds stadium. We are always grateful for their support and assistance.

Outreach stayed busy this month between field trips, life skills, community service activities and crafts. We are gearing up for our trip to Ocean City our first ever overnight trip with OP! Members who attend daily and participate in ALL life skills and community service activities are allowed to attend. Our garden is flourishing due to our kid's hard work and dedication. We made pickles, pasta sauce, and zucchini bread from our garden so far! 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. 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 - July 2021

PUBLIC WORKS:

Projects/Other Events:

- Employees blocked off sections of parking areas for an all star tournament.

Paving/Sidewalk Repairs:

- Areas of John Street were patched as needed.
- The contractor is scheduled to start hauling the pile of dirt that is near Trego Field.

Water/Sewer/Stormwater:

- A water main leak was repaired in the area of the Aiken Avenue/Otsego Street intersection.
- A sewer backup was addressed at the Owen's Condominiums.
- A sewer cleanout was excavated and repaired on Franklin Street.
- Meters were read for quarterly billing.
- Employees are performing data logs as needed or requested from residents.

Training:

- Employees continue to attend online training through LGIT and MRWA.
- An employee took the collection's exam and is awaiting results.

Town Events:

- N/A.

Weather Related Events:

- An employee worked overnight as a heavy rain event moved through the area (7/25)

Vehicle/Equipment Maintenance:

- N/A.

Other:

- Speed Limit Sign batteries were replaced on a weekly basis.
- Trash cans throughout town are emptied weekly.

- Town owned properties are mowed on a weekly basis.

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)
- Staff worked during the triathlon.

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

July, 2021

Wastewater:

Plant Influent Monthly Flow:	20.77 Million Gallons
Plant Effluent Monthly Flow:	17.37 Million Gallons
Veterans Center Monthly Flow:	7.64 Million Gallons

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

Activities:

1. Provided a tour of the water and wastewater plant to two Town resident
2. Placed order for a new decant flex joint for SBR #2 decanter
3. Ordered replacement SBR aeration socks, U.V. bulbs, jackets & O-Rings and other misc. parts
4. Obtaining labor cost quotes from vendors to replace flex joint
5. Working on completing EPA QA Study #41 results for submittal
6. Staff continue working on education requirements for MDE wastewater license certification renew
7. Continue to adhere to all safety protocols regarding COVID 19
8. Tested all emergency lighting & monthly check of fire extinguishers
9. Monthly housekeeping was performed
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
July, 2021
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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 June, 2021 and July, 2021 with the July lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Returned used blowers to vendor to complete exchange program
3. Performed routine overnight cleans on both membrane trains
4. Replaced 12" drain valve on membrane train #4
5. Checking water towers equipment and water quality weekly
6. Submitted quarterly TTHM & HAA5 sample results to MDE
7. Submitted annual CCR certification of completion report to MDE
8. New air compressors were installed and operating
9. Continue to adhere to all safety protocols regarding COVID 19
10. Monthly housekeeping was performed
11. Scheduled preventive maintenance was performed
12. Tested all emergency lighting & monthly check of fire extinguishers
13. Continue to adhere to all safety protocols regarding COVID 19