

## **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 September 7, 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 – The second interviews will be held on Thursday, September 2, 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 12 deeds, 2 dump trailer rentals, 39 heavy trash calls and 9 park pavilion rentals, 8 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**

August 17, 2021 – 548 Late Notices went out and are due September 6, 2021. There were 10 Payment plans and 12 new meters installed.

### **MEETINGS**

August 2, 2021 – Attended Court.

August 3, 2021– Attended Town Meeting.

August 9, 2021 – Attended Hiring Committee Meeting.

August 11, 2021 – Held Leadership Meeting.

August 17, 2021 – Attended the Town Work Session.

August 31, 2021 – Attended Ethics Meeting.



**Treasurer's Report  
Town of Perryville, Maryland  
September 7, 2021**

**Projects:**

- **FY 21- Financial Statements**

- Completed final analysis and adjustments for various accounts at year end in preparation of audit.

- **Audit**

- Auditors are to work off site September 1<sup>st</sup> and 2<sup>nd</sup>.
- Auditors will be back for the final audit on site September 7<sup>th</sup> through September 17<sup>th</sup>.
- Finance is continues to prepare workpapers and documentation they will need at that time.

- **American Rescue Act**

- Continued to attend seminars on the latest updates of the American Rescue Act.
- The first report is due to the US Treasury on October 31, 2021.

- **CDA Financing**

- Prepared application for Bond financing through the Maryland Local Government Infrastructure Finance Program. (CDA)
- Retained the services of Lindsey Rader, Principal with Funk & Bolton. She will be our bond counsel during this process. Ms. Rader represented the Town when we applied to CDA previously for funding for the Police Station.

- **BFR Operations and Maintenance Grant- FY22**

- Submitted our O & M Grant Payment Disbursement Request Form for the BRF Operations and Maintenance Grant which had been approved for Perryville for FY22. We have been notified that we will receive \$70,694 versus the \$60,000 we were originally awarded.

- **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.

**Treasurer's Report  
Town of Perryville, Maryland  
September 7, 2021**

**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.

**July, 2021 Statistics:**

- 147 purchase orders were processed totaling \$540,516.83
- 91 Accounts payable checks were processed totaling \$447,516.83
- 7 A/R invoices totaling \$72,760.91
- Local Impact Funds - Life to date (Sep-10 to June-21) slot revenue received \$15,016,948.13. Total received to date for FY 21 is \$1,715,591.40, which includes our annual Revenue of \$70,000 disbursed directly from the State. We have not received our payments for July as of this time.





## Planning & Zoning Department

### August Report – September 7, 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 they intend to submit plans in the fall.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Developers pursuing available opportunities.
- **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 1<sup>st</sup> 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: Demolition in progress.
- **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: Businesses have renewed interest in the project.
- **5<sup>th</sup> Company Brewing LLC:** Redevelopment continues with a projected opening in June. CURRENT STATUS: 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: Site grading in progress.
- **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 1<sup>st</sup>; 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; reviewing Water & Sewer Construction Plans; 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	11					
<i>Violation Letters</i>	3	3	2	5	2	3	8	1					
<i>Citations</i>	0	0	0	0	1	0	1	0					
<i>Rental Licenses Issued</i>	32	2	6	8	1	0	2	1					
<i>Other</i>	Email: 1, Phone call: 14, In Person: 4 w/residents  Honor Box: August Count 259 Month Total \$2,590.00 Year Total \$10,490.00												

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

**Planning Commission:** Meeting held August 16<sup>th</sup>: discussion of Critical Area Commission's map revisions and review of regulations.

**Board of Appeals:** No meeting held in August.

#### P&Z Meetings/Events:

- 8/5 – attended LSHG Board of Director's meeting.
- 8/10 – meeting to discuss redevelopment opportunity in the area.
- 8/11 – attended the Leadership meeting.
- 8/13 – meeting to discuss department updates/status.
- 8/24 – meeting with engineer to discuss process.

- 8/30 – virtual meeting to discuss project status.

**Zoning Certificates:** 13 certificates approved; 1 for roof mounted solar panels.

**Grants:**

- Developing the Town's Façade Improvement Grant Program that is funded by Maryland Department of Housing and Community Development's Community Legacy Program.

**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.

**Farmers Market/Community Events:**

- Every Saturday - Farmer's Market at Rodgers Tavern Museum 9:00 a.m. - 12:00 p.m.
- 3<sup>rd</sup> Friday Cruisers at Lower Ferry Park 4:00pm – 7:00pm – 28 cars at the event held August 19th. The next event will be held September 17<sup>th</sup>.....all are welcome....look at the cars and get some dinner from local eateries or food trucks.
- River Sweep 2021 – Annual Shoreline Cleanup will be held September 18 9:00 a.m. - 12:00 p.m. Register online at [www.upperbaytrails.com](http://www.upperbaytrails.com). Multiple locations: Perryville Community Park, Perryville Boat Launch and Garrett Island, Rodgers Tavern.

**Upcoming Events:**

- August 28<sup>th</sup>, 3:00 p.m. – 7:00 p.m. Tap Into The Tavern, the Annual Fundraiser for Rodgers Tavern Museum – thank you to all attendees, participants and volunteers!

**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.
  - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
  - 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.
  - Development Legal Bidding documents
- 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 Community Park Improvements
  - Working with Mayor's concept to improve the Perryville Community Park with fishing pond, relocated senior baseball field, walking track, fitness stations, a new band shell, and a renovated Park House building with ADA bathrooms.
- Sanitary Sewer Concept Layout to Port Deposit
  - Working on a concept estimate for a sanitary sewer system from the Casino area to outfall at Port Deposit if feasible, or to outfall within the Town of Perryville along Aiken Ave if feasible.



# 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 August 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})-*All updates on computers have been completed as well as soap files installed in machines running NIBRS reports.*
- Reviewing and preparing grant funding requests to GOCCP (*Received notification that we were selected to receive the Command and Leadership training plan in the amount of \$3095.00*)
- Reviewed and prepared PO requests for various items.
- Preparing for upcoming events (Tap into the Tavern/Susquehanna River Running Festival)
- Preparing to upfit the Interview Rooms with Axon Interview for more efficient and better-quality recordings for interviews of both suspects/victims/witnesses.
- Prepared the newly mandated report to the Attorney Generals office regarding Sexual Assault kits.

### MONTHLY MEETINGS/TRAINING

- Attended townhall meeting (8/3/2021)
- Det. Peer attended Major Case training (8/10/2021)
- Attended town leadership meeting (8/11/2021)
- Attended town work session. (8/17/2021)
- Off. Pierson attended University of Maryland DUI College (8/22-8/27/2021)
- Attended Chiefs meeting at DES (8/25/2021)

### COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Meeting with MSP representative regarding shooting (8/2/2021)
- Zoom meeting for NIBRS kickoff (8/4/2021)
- Zoom meeting with organizers of Susquehanna River Running Festival (8/4/2021)
- Updated agency laptops for NIBRS update (8/5/2021)
- Attended Tap into the Tavern meeting (8/5/2021)
- Meeting with uniform vendor (8/10/2021)
- Lt. Reno met with PVFD Chief Wills, DES Director Wayne Tome and Fairgreen management regarding ongoing alarm issues. (8/11/2021)
- Meeting with PVFD Chief Willis and Bill Bishop, site superintendent GWL. (8/13/2021)

- Conducted the Security Survey at Perryville Elementary School. (8/16/2021)
- Attended orientation in Lt. Reno's place for the NJ Chief's of Police Command and Leadership school. (8/18/2021)
- Met with Madison Griffiths, manager of Perryville Library. (8/19/2021)
- Re-implemented COVID protocols with increased cases of COVID. (8/23/2021)
- Deep cleaning/ionization of PD due to COVID cases. (8/24/2021)
- Zoom meeting with MD Chiefs to discuss HB 600. (8/24/2021)
- Met with the new Cecil County Heroin Coordinator, Bob Kamryn (8/25/2021)

Perryville Police Department Monthly Police Report  
August, 2021

	June	July	August	Year to Date 2021
ROBBERY	0	0	0	0
ASSAULT	2	3	2	21
BURGLARY	1	1	0	6
THEFT	7	3	5	37
Auto Theft	0	0	2	3
CDS	9	18	6	60
DISORDERLY	2	4	1	9
MDOP	4	1	1	14
ADULT ARREST	28	37	24	183
JUVENILE ARREST	0	1	1	4
Referrals to Outreach	2	0	0	3
CITATIONS	50	25	28	286
WARNINGS	50	60	60	434
SEROS	5	6	3	16
ACCIDENTS	5	8	7	58
52 (Investigated)	2	2	2	21
89 (no Investigation)	3	6	5	37
DRIVING UNDER THE INFLUENCE		0	2	2
CALLS FOR SERVICE		247	248	495

August 30, 2021

# Perryville Police Department

## Outreach Program

### Town Report

August 2021

Overall Monthly Attendance: 209

Number of New Referrals:

Number of New Members: 2

Total number of donated meals provided: 180

## **Announcements**

This month at Outreach, we focused on serving our community. We took some of our members to Sue E's Legacy. This is a nonprofit pig sanctuary taking in pigs who need homes or who are being mistreated. We spent the day feeding, cleaning, and watering the pigs. We also did some community clean up around town this month. This tied along well with our life skill of the month accountability. Children learned how it is important to show up when you are needed and to help out when you can.

We help our annual school supplies drive. Thanks to the help of our community members, local churches, and the anonymous people who give a damn, we were able to provide school supplies for our community members, Perryville Elementary school, and Perryville Middle.

Those members that attended and participated in our community service opportunities were invited to our last summer trip to Guppy Gulch Park. Children has fun in the sun all day in the water.

We have applied for to more grants for this fall to help provided salary support for our Activity Coordinators position and to provided continued funding for our officer liaison position.

Outreach received food, clothing, school supplies and monetary donations this month all thanks to our wonderful and supportive community members and churches.

To stay updated on all activities, events, and donation information, please go over to Facebook and give our page a like: [facebook.com/PPDOP](https://facebook.com/PPDOP). There you can find our monthly schedule, events, and any activities we are currently up to.

# Perryville Police Department

## Outreach Program

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# DPW Report - August 2021

## **PUBLIC WORKS:**

### ***Projects/Other Events:***

- Several leaning/dangerous trees were cut down along the park road.

### ***Paving/Sidewalk Repairs:***

- Areas of Harford Street were patched. Three storm drains were repaired as part of that project.
- A section of failing roadway on Bay Circle Drive was repaired.

### ***Water/Sewer/Stormwater:***

- A water main leak was repaired on Cherry Street.
- A water meter setter was replaced at a residence on John Street. Everything in the meter pit had to be removed and replaced with new materials.
- Wastewater mains along Rte 222 (Sumpter Drive to Bridge) were completely relined to take the pipes back to a "like new" condition. Prices are currently being obtained to do the same thing in the downtown area as well.
- A section of sewer main was repaired on Rte 40 near the toll removal project.

### ***Training:***

- Employees continue to attend online training through LGIT and MRWA.
- Sean Gurney passed his collections license and will be able to receive his operator's license in February 2022.

### ***Town Events:***

- Staff assisted in the setting up for the annual Tap into the Tavern event.

### ***Weather Related Events:***

- N/A.

### ***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 continues 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 Tap into the Tavern event at Rodgers' Tavern.

***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**

### **August, 2021**

#### **Wastewater:**

Plant Influent Monthly Flow:	20.55 Million Gallons
Plant Effluent Monthly Flow:	16.58 Million Gallons
Veterans Center Monthly Flow:	7.40 Million Gallons

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

#### **Activities:**

1. Cleaned SBR basin #2, removed grit and rags, re-seeded with biomass
2. Replaced SBR #2 decanter
3. Ordered parts to repair decanter removed from SBR #2
4. Replaced SBR #2 sludge wasting pump
5. Continue 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
12. Received letter from MDE, Town approved to receive \$60,000.00 grant for FY 2020 for meeting enhanced nutrient removal performance of the effluent discharge

#### **Note:**

Cleaning SBR #2 and replacing decanter was a huge undertaking completed in a 24-hour period and one week cleanup of equipment, grounds and return of rented equipment



# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **August, 2021**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	9.8 Million Gallons
Plant Finished Water Flow:	9.4 Million Gallons
Plant Backwash Water:	1.4 Million Gallons

Plant in compliance with MDE regulations for the month of July, 2021 and August, 2021 with the August lab results received to-date with the exception of TTHM's.

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. PLC lost operating program for scada system, reprogramed
3. Replaced scada backup battery
3. Performed routine overnight cleans on both membrane trains
4. Discovered defective fiber optic line on scada system, switched to back-up
5. Requested proposal from Marino's Industrial Electric to install new fiber optic line for future spares
6. Walker Diving inspected and cleaned the raw water intake vaults, small amount of debris was removed and screens were power washed
7. Checking water towers equipment and water quality weekly
8. Sprayed plant fence line with weedkiller
9. Flushed all chemical lines
8. Repaired defective check valve on distribution pump #1
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

#### **Note:**

Cleaning schedule of raw water intake vaults will be changed from every two years to every three years

