

## **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 November 2, 2021 Town Meeting**

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

### **EMPLOYMENT**

**Crewman I** – Interviews have been scheduled for November 2nd & 3rd.

### **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 13 deeds, 3 dump trailer rentals, 43 heavy trash calls and 6 park pavilion rentals, 2 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**

October 15, 2021 – Mailed 1480 water/sewer bills, 31-email bills, billed 19,264,555 gallons and 38 leak letters. There are 10 payment plans, 4 new meters installed and 6 settlement charges completed for the month.

### **MEETINGS**

October 5, 2021– Attended Town Meeting

October 7, 2021 – Attended meeting with Pierson, Contractor.

October 14, 2021 – Attended meeting with State Highway MD327

October 19, 2021 – Attended Work Session.

October 20, 2021 – Attended the Leadership Meeting.

October 21, 2021 – Attended the Safety Committee.

October 22, 2021 – Attended a meeting with Mr. Dugal

October 25, 2021 – Attended a phone meeting with Sec. McEvoy



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

**Projects:**

- **FY 22- Financial Statements**
  - Reviewed activity year to date and made adjustments as needed.
- **Audit**
  - Finance prepared the Management Discussion and Analysis which will be included in the audit.
  - We received a preliminary draft of the audit and did a quick review. A more thorough review and analysis will be done when we receive all of the backup information.
  - The Town of Perryville is receiving another unmodified opinion on our audit this year which is the best opinion available.
  - Final Audit was received by the end of October and disbursed to the various required government agencies.
- **American Rescue Act**
  - Continued to attend seminars on the latest updates of the American Rescue Act.
  - The first report's due date to be submitted to the Treasury has now been pushed back to April 30, 2022.
- **CDA Financing**
  - After getting revised cost estimates from our engineers and receiving notification from MDE of an increase in our grant, we determined that it would not make sense to go forward with a bond issuance at this time.
- **Denitrification Project/ Sewer Expansion Project**
  - Prepared summary of all activity to date for the Denitrification Project and the Sewer Expansion Project to track expenditures and progress.
- **Retention Plan**
  - Currently working on retention plan for the Town records. Coordinating with requests of the Department Heads. Contacted the State Archives and received

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

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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.

**September, 2021 Statistics:**

- 170 purchase orders were processed totaling \$326,585.75
- 78 Accounts payable checks were processed totaling \$181,514.37.
- 17 A/R invoices totaling \$39,272.95
- Local Impact Funds - Life to date (Sep-10 to Aug-21) slot revenue received \$15,333,073.80. Total received to date for FY 22 is \$316,125.67, We have not received our payments for September as of this time.

As of Sept 2021			
G/L Account #	Bank	Account Name	
1025	PNC	General Checking - PNC	\$ 217,207.39
1030	PNC	Payroll - PNC	(76,265.38)
1032	PNC	Health Savings Checking - PNC	13,447.80
1036	MLGIP	General - MLGIP	5,631,680.58
1037	MLGIP	MLGIP Assign Funds	2,177,013.45
1039	MLGIP	MLGIP Facility Reserve Acct	7,966.71
1045	HOWARD	Perryville Police Asset Seizure HOWARD	31,558.48
2035	PNC	W&S Savings - PNC	144,125.66
2036	MLGIP	W&S Fund Acct. - MLGIP	2,184,429.91
3030	MLGIP	Sewer Improvement Fund - MLGIP	6,474,610.66
3026	PNC	W&S Improvements - PNC	5,077.57
3046	HOWARD	W&S Improvements - HOWARD	472,685.81
8025	PNC	Local Impact Grant Fund	589,014.98
8038	MLGIP	MLGIP Local Impact Grant Fund	272,315.36
9053	MLGIP	MLGIP Capital Project Acct	534,453.50
		<b>Totals:</b>	\$ 18,679,322.48
			\$ 18,816,487.80

(22.72)	
137,188.04	In transit
137,165.32	

- 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 12/31/20





## Planning & Zoning Department

### October Report – November 2, 2021 Town Meeting

#### Development/Projects:

- **Magraw Subdivision:** owner/developer to complete the Dedication Agreement for the road; resolve title issues to move forward; infill potential 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; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis.
- **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 complete.
- **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 continue.
- **Tiki Lee's Perryville (31 River Road):** Redevelopment 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; finalizing design. CURRENT STATUS: Concept Plan submitted for review; continue to review requirements.
- **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 with all final approvals received; Amendment to Final Site Plan approved for expansion as largest GWL; ground-breaking /construction start July 2021 CURRENT STATUS: Site work and construction ongoing. Steve Jacobsen reports Great Wolf ranked #47 in Newsweek's "America's Most Loved Workplaces 2021". The rankings "focused squarely on the degree to which employees have a positive feeling about their employer" and "employee's emotional connection is directly relatable to the success of a company". Congratulations to Great Wolf Lodge!
- **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; water and sewer connections made.
- **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: Reviewing Water & Sewer Construction Plans; Preliminary Site Plan submittal pending.

#### Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<b>Door Hangers</b>	13	19	7	9	17	21	15	11	13	5			
<b>Violation Letters</b>	3	3	2	5	2	3	8	1	2	0			
<b>Citations</b>	0	0	0	0	1	0	1	0	0	0			
<b>Rental Licenses Issued</b>	32	2	6	8	1	0	2	1	0	1			
<b>Other</b>	Email: 0, Phone call: 9, In Person: 2 w/residents  Honor Box: October Count 103 Month Total \$1,030.00 Year Total \$15,320.00												

**Planning Commission:** Planning Commission was held on October 18, 2021 to discuss the concept plan for Tiki Lees at 31 River Road. The Planning Commission approved the concept plan with the staff recommended conditions.

**Board of Appeals:** No meeting was held in October. A November 22<sup>nd</sup> meeting is scheduled.

#### P&Z Meetings/Events:

- 10/6 – LSHG Regional Greenway meeting in North East.
- 10/13 – Sewer Improvement progress meeting.
- 10/14 – virtual meeting with Michael Grassman, CAC, for updates to regulations; ongoing review of required changes to Chapter 84 Zoning.
- 10/15 – Maryland 5 Star; 3<sup>rd</sup> Friday Cruisers event.
- 10/20 – Leadership meeting; Town Administrator.
- 10/25 – meeting to discuss future development and planning utilities.

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## RODGERS TAVERN MUSEUM REPORT MEMORANDUM

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**TO:** DIANNA BATTAGLIA  
**FROM:** JENNIFER PITTS  
**SUBJECT:** OCTOBER 2021 REPORT  
**DATE:** OCTOBER 26, 2021

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### MEETINGS AND EVENTS:

10/6/2021: Washington-Rochambeau Revolutionary Route Monthly Planning Call; LSHG Regional Meeting; LSHG/MHAA site visit

10/7/2021: Webinar: "Beyond the Dinosaur Hall - Welcoming Young Children and Their Grown-Ups into Your Museum"; Potential donation examination

10/14/2021: BooBash 2021 Meeting

10/21/2021: Online Symposium: "Researching African Americans in Newspapers"

10/28/2021: BooBash 2021 Meeting; MDHS: Miller History Fund Applicant Workshop; Meeting with Dianna Battaglia and Debra Laubach about Maryland Historical Trust Grant

### ACTIVITIES:

1. MHT Non-Invasive Archaeological Survey Grant
  - Final Technical Report submitted to MHT, Museum, and Town for review.
  - Final Invoice Received from Washington College
  - Preparing next grant report
2. Events/Activities

- 10/26 – LSHG Board meeting.
- 10/28 – Boo Bash meeting to finalize details, placement of decorations.

**Zoning Certificates:** 9 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 Businesses and Vendors to support Town events – Season Finale 3rd Friday Cruisers Oct.15<sup>th</sup>, Perryville Farmers Market Oct.30<sup>th</sup>.
- Contacted various Businesses and Vendors to support Boo Bash 2021 Oct. 29<sup>th</sup>.
- Community Activities Committee - 25 members met to discuss upcoming events: September 30<sup>th</sup>, October 14<sup>th</sup>
- Town Boo Bash – Bi-Weekly planning meeting, Thursday at 10:30am
- Updated local businesses on COVID Economic Injury Disaster Loan program from Department of Commerce.
- Updated local businesses on Maryland Department of Housing and Community Development, Project Restore.
- Oct. 7<sup>th</sup> – Winter Lights-Cecil Nights planning meeting with Cecil County Tourism
- Oct. 25<sup>th</sup> - Atlantic Auto Service Center – Recognized by Cecil County Economic Development for Economic Development Week – Richard Starr, Sandra Edwards, Steven Overbay, Director of Planning, Mayor in attendance.

**Farmers Market/Community Events:**

- Every Saturday - Farmer's Market at Rodgers Tavern Museum 9:00 a.m. - 12:00 p.m. Season final October 30<sup>th</sup>.
- 3<sup>rd</sup> Friday Cruisers at Lower Ferry Park 4:00pm – 7:00pm – 36 cars were at the event on October 15<sup>th</sup> for the final Car Cruise of the season. MacGregors food truck was present at the event.
- Morning Mindfulness at Roger's Tavern Museum Saturdays September 25<sup>th</sup> –October 30<sup>th</sup> 7:30am to 8:30am Free to all ages – Yoga taught by Town Resident.

**Upcoming Events:**

- October 29, 2021: Boo Bash @ Lower Ferry Park and Rogers Tavern Museum 5pm-7pm.
- December 11, 2021: Perryville Christmas Parade & Tree Lighting @ Lower Ferry Park 2:30-5:00pm.
- January - February 2022: Winter Lights – Cecil Nights, Cecil County Tourism Winter Promotion.

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

**Rodgers Tavern – attached update:**

- Museum is now open on Saturdays for FREE self-guided 45-minute tours for up to 5 members of the same household.

- Speaker Series: in development. All three speakers originally booked for 2020 are available for a spring speaker series, March-May 2022. Currently confirming booking fees, topics and specific dates.
  - Traveling Exhibit: in development. “Journey Stories” is a poster exhibition from the Smithsonian Institution Traveling Exhibition Service. From the website: “For four centuries, movement, across short distances and far, has shaped America. Our nation’s history is a patchwork of many stories, woven over time from the voyages of people—voluntary and involuntary—who traveled to build new lives state-to-state, across the continent, and from around the world. No matter the country of origin or reason for coming here, from our earliest days, Americans have been intensely mobile, and we still are. Travel over roads, rails, rivers, and trails—even the skies—have shaped our cultural and economic landscape.” Rodgers Tavern/Susquehanna Lower Ferry history will be included to compliment the exhibit.
  - Holiday decorating: Decorating the interior of the museum will take place on 11/12/2021 beginning at 10:30am.
  - Perryville Farmers Market:
    - Farmers Market last day is October 30<sup>th</sup>
3. Museum Collection Management Manual:
    - Continue writing the Collection Management Manual
  4. Virtual volunteer opportunities
    - Interactive online timeline allowing visitors to dive deeper into the Tavern/Ferry’s history [project assigned to Volunteer Tyler Osbourn]
    - Social media to promote the Museum and the Farmers Market [project on hold while reviewing Town’s social media policy]
  5. Gift Shop open. Venmo approved as a Payment Processing System
  6. Museum Visitation: open Saturdays from 12:00pm – 4:00pm. No appointment necessary. Mask requirement reinstated per Town requirement (effective 9/13/2021) that masks be worn in common areas and within 6 feet of another person.



- 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.
  - Submitting annual report to MDE by October 31st.
- 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
  - Pricing a 1.5" hose bib from the LL Building exterior, in order to water the field.
- 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.
  - Submitted Legal Bidding documents & construction plans
- 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)
  - 48 trees should be planted in the fall season 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. .
- 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.
- Richmond Hills
  - Reviewed the construction plans for the Richmond Hills development
- Cedar Meadows
  - Reviewed the construction plans for the Cedar Meadows development





# 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 October 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 on machines running NIBRS reports.*
- Reviewed and prepared PO requests for various items.
- Preparing for upcoming events (Boo Bash and FD trunk or treat)
- Preparing to upfit the Interview Rooms with Axon Interview for more efficient and better-quality recordings for interviews of both suspects/victims/witnesses.
- Distributed new policies and direction for the new laws regarding Law Enforcement on October 1<sup>st</sup>.
- Working through MPIA requests because of the new laws that took effect October 1.
- Had one cell door replaced that was severely damaged from a prisoner.
- Preventative maintenance completed on HVAC system on police building.
- Continued preparing for National Night Out 2021

### MONTHLY MEETINGS/TRAINING

- Attended the Town hall meeting (10/5/2021)
- AAR virtual meeting for SRRF (10/6/2021)
- Project kickoff virtual meeting with Axon regarding Interview room retrofit (10/14/2021)
- Attended the MD Chiefs/Sheriff's Conference (10/17-10/20/2021)

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

- Prepared and submitted reports to the Grant Management system (10/11/2021)
- Held the 2021 National Night Out (10/12/2021 special thanks to our allied partners for making it an enjoyable event)
- Worked to reconcile the police Asset Forfeiture Account (10/13/2021)
- Prepared Quarterly reports for the LET's grant (10/14/2021)
- Officer Pierson and Speis both recognized by MADD for their efforts in identifying and removing impaired/intoxicated drivers from the roads in Perryville. (10/19/2021)
- Meeting with Mrs. McCardell and Town Admin. George Patchell (10/22/2021)
- Telephone conference with legal counsel Fred Sussman (10/22/2021)

- Officer Pierson received recognition and award for his performance in DUI enforcement for 2020 by the Maryland Highway Traffic Safety Office (10/24/2021)Prepared article for towns newsletter (10/25/2021)
- Officer Leas attended the SRO meeting virtually (10/26/2021)
- Meeting with Town Admin. George Patchell (10/27/2021)



Officer Pierson and Speis receiving MADD awards (above)



Officer Pierson receiving award from MD Highway Safety Office

Perryville Police Department Monthly Police Report  
October, 2021

	August	September	October	Year to Date 2021		
ROBBERY	0	0	0	0		
ASSAULT	2	2	5	28		
BURGLARY	0	1	5	12		
THEFT	5	7	10	54		
Auto Theft	2	1	2	6		
CDS	6	7	2	69		
DISORDERLY	1	1	2	12		
MDOP	1	1	2	17		
ADULT ARREST	24	27	25	235		
JUVENILE ARREST	1	0	0	4		
Referrals to Outreach	0	0	0	3		
CITATIONS	28	51	24	361		
WARNINGS	60	28	25	487		
SEROS	3	2	0	18		
ACCIDENTS	7	12	8	66		
52 (Investigated)	2	3	6	27		
89 (no Investigation)	5	9	2	39		
DRIVING UNDER THE INFLUENCE	2	2	2	6		
CALLS FOR SERVICE	248	265	296	1056		

October 26, 2021

# Perryville Police Department

## Outreach Program

### Town Report

October 2021

Overall Monthly Attendance: 317

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided: 260

### **Announcements**

This month at Outreach, we hosted our annual national night out at the Perryville Fire Department. This was almost a completely free event thanks to grants we received from the GOCCP. This event was a huge success with agencies from across Cecil County participating. We also received food donations from Wild Cat Point and are so grateful for their contribution. We would also like to thank Carrie from Sue E's Legacy for adding to the fun with her "Kiss a Pig" Booth. Thanks to our Mayor, Commissioners, and Fire Department for all their help. Jane Bellmyer stopped by and did a pumpkin lanterns craft. We participated in the last Third Friday's event and again are grateful for Mrs. Battaglia and her staff for allowing us to participate. Mrs. Nancy Murphy stopped by and volunteered her time with a painted glass craft, and it worked out so well we have plans to do the craft again closer to Christmas. We have started to carve pumpkins to be displayed at Boo Bash and plan to decorate the playground as a spider nest for the event. We are excited to participate with the fire department as well and hold a "Hocus Pocus" movie night at their trunk or treat event. We have already started our holiday gift and food registrations and along with Ikea, Mr. Tom Duffy and his friends graciously donated \$600 in toys. We are still looking for toy donations and food donations for the Holidays. Our life skill this month were honesty and sharing.

We are still waiting to hear if our grant application has been approved to help provided salary support for our Activity Coordinators position and to provide continued funding for our officer liaison position.

Outreach received food, school supplies, and clothes 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.

# DPW Report - October 2021

## **PUBLIC WORKS:**

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

- Parks and DPW employees assisted with the preparations for the Annual "Boo Bash". Parks employees will assist with the event.
- Staff obtained quotes to possibly make use of the previous Outlet Mall Sign.

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

- N/A.

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

- Employees flushed hydrants throughout Town. (This is performed twice a year as maintenance)
- Employees read meters for quarterly billing.
- Staff is performing data logs, rereads and checking for leaks for residents after meter readings.
- A contractor relined a section of waste water main along a section of Susquehanna Ave and Locust Street. The mains were lined with CIPP (Cured in Place Pipe) to take them back to a "like new" status.
- Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing wastewater upgrade project.

### ***Training:***

- Employees continue to attend online training through LGIT and MRWA as they are available.
- An employee attended two online courses through MRWA (Maryland Rural Water Association).
- An employee has taken the Water Distribution Operator's exam and is awaiting results.

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

- Parks staff continued attending the Annual Halloween Party meetings in preparation for assisting with the event.

***Weather Related Events:***

- Staff worked during two heavy rain events.

***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.
- Employees mowed along Frenchtown Road and Ice House Park with the slope mower.
- Staff replaced all batteries in smoke detectors at Rodgers Tavern.
- Staff replaced all the light bulbs in the basement area of Rodgers Tavern.

**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 is preparing for and will work during the annual Halloween Party.

***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.
- Employees cut up trees that had fallen during a wind/storm event
- Staff trimmed bushes along Roundhouse Drive.



***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**

### **October, 2021**

#### **Wastewater:**

Plant Influent Monthly Flow:	18.41 Million Gallons
Plant Effluent Monthly Flow:	18.53 Million Gallons
Veterans Center Monthly Flow:	5.68 Million Gallons

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

#### **Activities:**

1. Compiled data requested by Mayor for a meeting to be scheduled regarding Perry Point VA flows and contract
2. Removed SBR # 2 mixer and sent 50HP motor out for repairs
3. SBR mixer #1 is tripping out multiple times per day, electrician on-site to determine issue
4. Completed and submitted EPA QA Study #41 results to MDE
5. Ordered 500 replacement socks for SBR's aeration system
6. Randy Taylor passed the class 4 water license certification test
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**

### **October, 2021**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	11.6 Million Gallons
Plant Finished Water Flow:	11.3 Million Gallons
Plant Backwash Water:	1.9 Million Gallons

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

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. All test results for tri- annual 20 lead and copper samples are within acceptable limits
3. Repairing multiple air operated valves
4. Submitted Susquehanna River Basin 3<sup>rd</sup> quarter report for 2021
5. Performed routine overnight cleans on both membrane trains
6. DPW will began flushing the water distribution system
7. Staff completed fall cleanup of buildings and grounds
8. Flushed all chemical feed lines
9. Checking water towers equipment and water quality weekly
10. Performed routine maintenance of membrane sluice gates
11. Flushed all chemical lines
12. Continue to adhere to all safety protocols regarding COVID 19
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers