

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Treasurers Report
- Planning Department Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report



## Town Administrator's Report

March 1, 2022

### Meetings

- Met with Ken Fender, SHA District 2 Engineer about the existing truck traffic on Aiken Avenue. SHA District 2 is in full support of making Aiken Avenue Local Traffic Only. Approval by Transportation Authority is the next step in the process.
- Met with AECOM and R.E. Pierson regarding Sanitary Sewer Improvement Project on February 3rd.
- Leadership Committee met on February 9<sup>th</sup>.
- Attended LSHG Board meeting.
- Met with Jeff Emmons, Public Affairs Manager, Delmarva
- Met with a representative from SureScan to discuss scanning all the old files. Also, received a bid from a moving company to move the boxes in the water tower for scanning.
- Met with representative from Perryville Little League regarding the batting cage, announcing booth roof, and fixing the outside water line from the snack building.
- Met with representatives from Chesapeake Overlook to discuss ownership of Overlook Court.
- Met with CBM regarding denitrification project and the stormwater management plans necessary for the county permit.
- Met with representatives from Great Wolf Lodge regarding the sewer improvement project and facility water meter.
- Met with David Cleghorn from Help USA and Veteran's Administration officials about the proposed construction/renovation of an additional 70 houses at the Perry Point Village
- Meet with Kate Moore, Partnership Coordinator/Trail Manager, Star Banner National Historic Trail and Dave Moore, Director Fort McHenry National Monument and Historic Shrine & Hampton National Historic Site, to discuss potential trail projects and Grant Funding.
- Meet with Jessica Cook, Central Maryland Representative for Senator Cardin and Mike Thomas, Senator Cardin's office to discuss potential federal earmarks from the federal infrastructure bill.

### Organization

- Developed an Active Shooter Emergency Response program. Active Shooter training program was held with town hall staff on February 17<sup>th</sup>.
- Completed the 2021 Annual Report
- IT Contractor, Onsite, provided a review of the unused computer equipment.
- Website is updated.

- Quarterly Employee of Month program will begin in April. There is also an opportunity for the citizens of the town to nominate an employee. The form is on the website.
- Safety & Health Committee Meeting met on February 2<sup>nd</sup>.
- Conducted interview for the various open positions.
- Attended and participated in the department budget meetings.
- Developing updated Public Information Act Disclosure policy with the assistance of Fred Sussman, Town Attorney.
- Placing "Authorized Personnel Signs" in all facilities to clearly identify public and non-public areas.

#### Daily Work Update

- Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had regular discussions with the Department Heads and town supervisors. Proof read minutes to meetings. Prepared Staff Reports for work session / town meeting. Reviewed and approved invoices. Reviewed and approved p.o.'s for greater than \$5,000. Set up virtual 2hour Website training for staff members.

#### Community

- We will be participating in Cecil County's Tourism event; Winter Lights Cecil Nights which promotes local businesses throughout the county. We will be offering two fun games to promote local eateries; Ice Fishing and Caching through the snow.
- Revived the Legacy Grant program through DHCD and completed the necessary follow up reports.
- The Grant application deadline for: Business Development, Revisitation, Non-profit, and Façade Improvement ended on February 18<sup>th</sup>.

#### Projects

- Water Line evaluation proposals were accepted with the winning bid from AECOM at \$46,100.
- To date R.E. Pierson has completed 10% of the Sanitary Sewer Improvement project for GWL. The construction has entered the Roundhouse Drive phase. There will be a flagger and detour in place during this phase.
- Paving the construction area of Frenchtown Road to begin the week of February 28<sup>th</sup>.
- Introduced upgrades to the Water Treatment Plant. Upgrades includes two additional membrane filtration trains and associated piping. The upgrade will also necessitate improvements to the raw water pump station, chlorine contact tanks and finished water pump station to handle the increased plant capacity.
- The AECOM Chesapeake Overlook sewer evaluation was completed.

- WWTP Denitrification project: were a few final comments regarding funding language in the Specifications that came up in his lookover of the latest set GMB sent (the one removing the EQ Covers?). I think I recall something regarding the or-equal criteria language and maybe one or two other minor items. The permit and P&S approval should follow shortly.
- Fire Company-Station 16 water tie in project update. There were five bidders for the proposed project. Proposals are being reviewed.
- The GWL project is approximately 30% completed with a tentative opening date of June 23, 2023.



**Treasurer's Report  
Town of Perryville, Maryland  
March 1, 2022**

**Projects:**

- **FY 22- Financial Statements**
  - Reviewed activity year to date and made adjustments as needed.
- **American Rescue Plan**
  - Prepared Budget Amendment to bring this year's ARPA funds into the budget.
  - 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.
  - Attended various virtual meetings which offered information concerning grants funds available from the State and Federal government. In addition to finding potential funds for numerous Town projects, we are hoping we will be able to piggyback our ARPA funds with another government grant to help finance the Water Membrane Expansion Project.
- **Denitrification Project/ Sewer Expansion Project**
  - Waiting on the final amount of the State grant which will be determined after the Town gets bids in and the contract is awarded.
  - Submitted another reimbursement request.
- **Retention Plan**
  - Continued to work on retention plan for submission to State Archives.
- **Budget**
  - Prepared formatted budget input sheets for distribution to all department heads.
  - Met with all department heads and review their departments budgets requests.
  - Entered all requests into our budget.

**Treasurer's Report  
Town of Perryville, Maryland  
March 1, 2022**

**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.

**January, 2022 Statistics:**

- 187 purchase orders were processed totaling \$538,478.81
- 81 Accounts payable checks were processed totaling \$1,336,685.32
- 14 A/R invoices totaling \$102,658.30
- Local Impact Funds - Life to date (Sep-10 to Oct-21) slot revenue received \$15,620,476.21. Total received to date for FY 22 is \$603,528.08 We have not received our payments for November as of this time.



## Planning & Zoning Department

### February Report – March 1, 2022 Town Meeting

#### Development/Projects:

- **Frenchman Land:** Site ready for construction and dirt pile has been moved. CURRENT STATUS: Property owner is utilizing site for parking of empty trailers.
- **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. 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. Staff has been informed that D.R. Horton is the intended builder. CURRENT STATUS: No update.
- **Woodlands:** Owners researching prospects for development of the site; meeting held 12/17 to discuss opportunities and infrastructure needs. CURRENT STATUS: No update.
- **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. Demolition complete. CURRENT STATUS: No update.
- **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. Engineering started for Lot 5 and requested “Fast Track” designation to make the site ‘pad ready’ and install necessary infrastructure to support future uses. CURRENT STATUS: Engineering plans continue review; Offsite Road Improvement Plans (at I-95/MD222 interchange) have been submitted to Cecil County for review.
- **5<sup>th</sup> Company Brewing LLC:** Redevelopment, Interior renovations continue. CURRENT STATUS: Opening tentative early Spring.
- **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. Concept Plan submitted for review; continue to review requirements. CURRENT STATUS: Plan in progress.
- **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. Supply and maintenance building to be demolished. CURRENT STATUS: Plans are pending to address all requirements for redevelopment.
- **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; 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! CURRENT STATUS: Construction process is at 34% complete; on schedule for opening June 2023.

- **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. Water & Sewer Construction Plan reviewed; Preliminary Site Plan submittal pending. CURRENT STATUS: No update.

#### Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	7	11											
<i>Violation Letters</i>	0	0											
<i>Citations</i>	0	0											
<i>Rental Licenses Issued</i>	18	6											
<i>Other</i>	Complaint Forms - 9												

**Planning Commission:** Meeting held February 28<sup>th</sup> – annual vote for Chairman and Co-chairman.

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

#### P&Z Meetings/Events:

- 2/1 – meeting with Commissioner Aldridge for department updates.
- 2/2 – meeting with engineer to discuss project.
- 2/3 – sewer improvements status meeting; discussion of anticipated sewer flows.
- 2/4 – virtual meeting for pending redevelopment.
- 2/8 – meeting with vendor for event possibilities.
- 2/9 – Leadership meeting; virtual meeting with Critical Area.
- 2/14 – virtual MEDA Economic Development Directors Meeting.
- 2/17 – virtual meeting with Cecil County for fast track status for Chesapeake Overlook.
- 2/18 – discussion with AECOM regarding capacity needs with future projects; met with National Park Service.
- 2/23 – met with property owner to discuss property use.

**Zoning Certificates:** 2 certificates approved; 0 for roof mounted solar panels.

#### Grants:

- Grant information meeting was held January 19 for 2022 grant funds available.
- Submitted a grant application to MHAA (Maryland Heritage Areas Authority).

**Economic & Community Development:**

- 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.
- 1/25 Community Activities Committee Meeting – discussed possibilities of a music festival in June.
- 2/18 Received 14 Grant Applications for Town Grant Programs.
- 2/24 Attended webinar by the US Department of Labor for grants and funding opportunities.

**Farmers Market/Community Events:**

- Thank you for your support of the Farmer's Market.....looking forward to 2022!

**Upcoming Events:**

- 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:**

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





# *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 February 2022**

### **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}).
- Reviewed and prepared PO requests for various items.
- Working with RedSpeed for speed camera implementation.
- Continue working on updating employee performance evaluations.
- Preparing for upcoming FY 23 budget meetings.

### **MONTHLY MEETINGS/TRAINING**

- Attended the viewing for fallen Baltimore City Firefighters (Lt. Sadler had ties to the Town of Perryville/Cecil County 2/1/2022)
- Attended Town Hall meeting (2/1/2022)
- Sgt. Hoffman, Officers Huffstutler, Palmer, Kennedy, and Lenzi attended a one-day Mental Health First Aid class at MPCTC (2/1/2022)
- Met with Town Administrator George Patchell (2/2/2022)
- Met with DPW Superintendent Aaron Ashford (2/2/2022)
- Met with Commissioner Linkey (2/8/2022)
- Lt. Reno began attending the 2022 session of Cecil Leadership Institute (2/10/2022)
- Chief Nitz gave a presentation to town hall staff on Active Threat response (2/17/2022)
- Officers completed 8 hours of In-Service

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

- Lt. Reno attended a safety meeting at the GWL construction site (2/9/2022)
- Chief Nitz attended the Town Leadership meeting (2/9/2022)
- Onboard meeting with RedSpeed (2/15/2022)
- Lt. Reno attended the HERC/LEPC meeting virtually (2/16/2022)
- Attended the town Employee Healthy lunch (2/17/2022)
- Completed the LINX/NCR audit (2/18/2022)
- Participated in the truck traffic convoy with MSP virtually (2/23/2022)
- Attended the Town of North East meeting where Stephen Yates was sworn in as Chief of Police (2/23/2022)
- Attended the Governors Office Law Enforcement Appreciation press conference (2/24/2022)

Perryville Police Department Monthly Police Report  
February, 2022

	January	February		Year to Date 2022		
ROBBERY	2	0		2		
ASSAULT	7	6		13		
BURGLARY	0	2		2		
THEFT	5	5		10		
Auto Theft	0	1		1		
CDS	2	1		3		
DISORDERLY	0	0		0		
MDOP	0	1		1		
ADULT ARREST	19	15		34		
JUVENILE ARREST	1	0		1		
Referrals to Outreach	1	0		1		
CITATIONS	13	9		22		
WARNINGS	40	19		59		
SEROS	0	0		0		
ACCIDENTS	0	5		5		
52 (Investigated)	0	2		2		
89 (no Investigation)	0	3		3		
DRIVING UNDER THE INFLUENCE	1	1		1		
CALLS FOR SERVICE	268	235		503		

February 22, 2022

# Perryville Police Department

## Outreach Program

### Town Report

February 2022

Overall Monthly Attendance: 315

Number of New Referrals: 2

Number of New Members:

Total number of donated meals provided: 250

## **Announcements**

Embracing the spirit of kindness and love, outreach was focuses on serving the community. This month we cleaned up our community with trash pickup! In light of the tragic loss of three Baltimore City fire fighters our members decided to show love to our fire department with a Fire Fighter banner. The Town of Perryville also mourned the loss of Denise Breder our former Town Administrator. Denise was a wonderful advocate for the program during her tenure with the Town. To show our appreciation for her and how much she will be missed members created a pancreatic cancer awareness banner in her honor. We had an early dismissal from school this month, so we took some of our members on a field trip to Main Event. Members are considered for field trips based on merit, participation, and behavior. Mrs. Jane came this month and did a valentines day craft for our members. It was a huge hit. Our life skills this month focused on kindness and gratitude.

Outreach received donations from our local churches, and Mrs. Marilyn from Good Shephard,

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 - February 2022

## **PUBLIC WORKS:**

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

- N/A.

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

- N/A.

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

- Staff continues performing data logs, rereads and checking for leaks for residents after meter readings.
- Staff is preparing for another section of waste water main relining.
- Asst. Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing wastewater upgrade project.
- 2 Water service repairs were made on Bayscape Drive and 2 water service repairs were made on Roundhouse Drive.
- Waste Water improvement project continued moving forward.
- DPW took ownership of "Hydrant Defender" hydrant locks. The locks will be installed in the near future.

### ***Training:***

- Employees continue to attend online training through LGIT and MRWA as they are available.

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

- Employees attended a community events planning meeting.

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

- Staff checked roadways for a few small winter events during February.

### ***Vehicle/Equipment Maintenance:***

- Staff installed work lights on the new salt spreaders for better visibility during winter storms.

**Other:**

- Speed Limit Sign batteries are replaced on a weekly basis.
- Trash cans throughout town are emptied weekly.
- Town owned properties are mowed on a weekly basis (during spring and summer).
- The DPW has two job openings that have been advertised.

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

- Parks staff has replaced mulch in the large playground area.
- Parks Staff have been trimming trees throughout the park in preparation for the upcoming spring season.

***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**

### **February, 2022**

#### **Wastewater:**

Plant Influent Monthly Flow:	20.58 Million Gallons
Plant Effluent Monthly Flow:	19.51 Million Gallons
Veterans Center Monthly Flow:	6.42 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of January, 2022 and February, 2022 with the February lab results received to-date.

#### **Activities:**

1. Conducted interviews for position open at the wastewater plant
2. Continued working with GMB Engineers on the final submittals to MDE for the construction permit to advertise construction RFP
3. Composite samples were collected and sent to contract lab to perform annual toxicity testing
4. Completed draft budget for 2022-23 and met with finance department to review
5. Enrolled Scott Talbert to sit for MDE 5,A wastewater certification exam
6. Repairs were made to the John Deere loader
7. Completed Active Shooter SOP for the wastewater plant
8. Continue to adhere to all safety protocols regarding COVID 19
9. Tested all emergency lighting & monthly check of fire extinguishers
10. Monthly housekeeping was performed
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **February, 2022**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	9.4 Million Gallons
Plant Finished Water Flow:	9.0 Million Gallons
Plant Backwash Water:	1.4 Million Gallons

Plant in compliance with MDE regulations for the month of January, 2022 and February, 2022 with the February lab results received to-date.

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Corrected issue with air compressor pressure on/off switch
3. Completed draft budget for 2022-23 and met with finance department to review
4. Ordered another new heater for CIP tank
5. Performed routine overnight cleans on both membrane trains
6. Power vent on Pilot water tower failed
7. Suez will be on-site on March 3<sup>rd</sup> to repair Pilot water tower vent
8. Contacted SUEZ to correct SCADA system programming
9. Checking water towers equipment and water quality weekly
10. Adjusted raw pump(s) packing and greased pumps
11. Working on new maintenance repair list of Misc. items
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