

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

April 4, 2022

Meetings

- Met with Jessica Cook, Regional Representative from Senator Cardin office, to discuss potential earmark projects.
- Met with Chris Becraft of Underwood and Associates about stream and shore restoration at Icehouse Park.
- Met with Steve Jacobsen, Great Wolf Lodge Vice-President about the construction of the circle on Chesapeake Overlook Blvd and I-95 ramp improvements.
- Met with AECOM and R.E. Pierson regarding Sanitary Sewer Improvement Project on March 8th with 20% of the project completed.
- Leadership Committee met on February 9th.
- Attended LSHG Board meeting.
- Met with Jeff Emmons, Public Affairs Manager, Delmarva
- The announcer's booth at Perryville Little League has begun construction. The outside water line from the snack building is also being replaced.
- Met with representatives from Chesapeake Overlook to sewer capacities.
- Met with Help USA and representatives from VA Maryland regarding the request to construct an additional seventy-six units.
- 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 seventy houses at the Perry Point Village

Organization

- Water-Sewer Bill Assistance the Low Income Household Water Assistance Program (LIHWAP) is available statewide and provides Maryland households with financial relief toward water and/or wastewater bills. Eligible households may receive up to \$2,000. LIHWAP funding is limited, and applications will be accepted on a first come, first served basis.
- The Town Hall staff completed the Active Threat course conducted by Chief Nitz. Additional Departments will be receiving training in the next few months.
- A new Active Threat Policy was adopted and will be part of the overall Emergency Response Program.
-
- As part of the Active Threat Plan, the back room of Town Hall was cleaned for the staff to reach the outside door of the hose shaft. Also, new evaluation plans were installed at the townhall as well as "Door Blockers"

- Submitted Senator Van Hellen's and Senator Cardin's Congressional Direct Spending Request Form for the Water Plant Expansion Project.
- Completed the 2021 Annual Report
- For the commitment to workplace safety and accident prevention the town received a \$8,622 dividend through Chesapeake Employers Insurance/Worker's Compensation.
- Delmarva Power will be removing the dead tree by Rodgers Tavern.
- In addition, the request for installing lights along River Road was submitted to Delmarva Power.
- 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.
- Attended and participated in the department budget meetings.
- Developing updated Public Information Act Disclosure policy with the assistance of Fred Sussman, Town Attorney.

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. Proofread 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

- Downtown curbs have been repainted yellow for the non-parking areas of the streets.
- New Street Sign that was destroyed by a truck has been replaced at the Stop Sign Triangle at the intersection of Aiken and Broad

Projects

- To date R.E. Pierson has completed 20% of the Sanitary Sewer Improvement project for GWL. The construction has entered the Roundhouse Drive to Otsego Street Phase. There will be a flagger and detour in place during this phase.
- The order for the new Water Plant Filtration Membranes were placed on March 24th. The WTP Expansion contract with MDE was executed on March 23rd.
- The Town submitted the permit with SHA to begin the process of the Collette water hook up project.
- The AECOM Chesapeake Overlook sewer study will be completed in April.
- 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?). MDE is waiting for final comments from GMB's electrical engineer.

- Fire Company-Station 16 water tie in project update. Final comments from MDE were submitted on March 25th and the Town is waiting on bid approval.
- The GWL project is approximately 35% completed with a tentative opening date of June 23, 2023.

**Treasurer's Report
Town of Perryville, Maryland
April 5, 2022**

Projects:

- **FY 22- Financial Statements**
 - Reviewed activity year to date and made adjustments as needed.
 - Prepared ongoing spreadsheets to capture all expenditures to date for the Sewer Expansion Project and the Sewer Denitrification Project.
- **American Rescue Plan**
 - 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.
 - Prepared budget amendment bringing the remainder of the funds for FY22 into the budget allocating the full amount for the replacement of the Water Membrane 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**
 - Attended four public budget hearings during the month of March. Made adjustments to the budget based on the Mayor and Commissioners recommendations. Did projections for various scenarios involving payroll increases.

**Treasurer's Report
Town of Perryville, Maryland
April 5, 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.

February, 2022 Statistics:

- 186 purchase orders were processed totaling \$845,598.07
- 75 Accounts payable checks were processed totaling \$780,631.12
- 8 A/R invoices totaling \$98,181.15
- 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

March Report – April 5, 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: Property owner is searching for commercial user; developers and builders interested for residential units.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; owner willing to discuss alternative development options; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Property owner submitted other options for 1st floor retail and residential above and vehicle storage of automobiles and light trucks but their intention is to resubmit request for rezoning for the warehouse. 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.
- **5th Company Brewing LLC:** Redevelopment, Interior renovations continue. CURRENT STATUS: Opening tentative late 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 42% 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 1st; 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	10										
<i>Violation Letters</i>	0	0	1										
<i>Citations</i>	0	0	0										
<i>Rental Licenses Issued</i>	18	6	4										
<i>Other</i>	Complaint Forms - 5												

Planning Commission: No meeting held in March.

Board of Appeals: No meeting held in March.

P&Z Meetings/Events:

- 3/1 – review with Town attorney of Critical Area regulations.
- 3/2 – department meeting.
- 3/3 – status meeting for sewer improvement project; active shooter training; grant review committee.
- 3/4 – meeting to discuss infrastructure availability for proposed projects.
- 3/9 – leadership meeting.
- 3/14 – phone call with Town attorney for revisions to draft concession agreement.
- 3/17 – meeting to discuss development opportunities/annexation.
- 3/18 – met with ecological specialist for stream restoration and living shoreline opportunities; met with engineer to discuss site plan process.
- 3/22 – department meeting.
- 3/23 – meeting with builder to discuss potential development.
- 3/24 – met with business owner to discuss marketing opportunities.
- 3/25 – virtual meeting with Cecil County to discuss progress of the off-site road improvements at I-95.

Zoning Certificates: 9 certificates approved; 0 for roof mounted solar panels.

Grants:

- Grant information meeting was held January 19 for 2022 grant funds available; total of 17 applications received; committee review and recommendations provided to Mayor and Commissioners; awards to be announced at the April 5th Town Meeting.

Economic & Community Development:

- Community Giveaway – Each Saturday 12pm to 3pm at Lion of Judah Bible Café and Charity Crossing to give away Clothing, Hygiene Products, Toys, Household Items, Packaged Foods, etc.
- 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.

Farmers Market/Community Events:

- Welcome to our new employee Alisha Garlie, Events Coordinator. Alisha brings enthusiasm, organization and new ideas for our community events.
- Planning is proceeding with the Farmers Market.

Upcoming Events:

- Farmers Market opens Saturday May 6th 8:00 to 12:00pm.
- 3rd Friday Cruisers May 15th 4:00 to 7:00pm.

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

Rodgers Tavern:

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

RODGERS TAVERN MUSEUM QUARTERLY REPORT

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: JANUARY – MARCH 2022 REPORT
DATE: MARCH 28, 2022

MEETINGS AND EVENTS:

1/1/2022: Museum closed (New Year's Day)

1/5/2022: Lower Susquehanna Heritage Greenway meeting

1/26/2022: Webinar: "How Cultural Organizations are Envisioning Digital Engagement, Hybrid Models, and Innovation in 2022 and Beyond"

1/27/2022: Monthly meeting with Dianna Battaglia

2/3/2022: Virtual meeting: Harford 250 Committee - General Meeting

2/15/2022: Virtual PastPerfect Web Edition Demo

2/26/2022: Webinar: "Reframing History: A Conversation at National Museum of American History"

3/2/2022: Washington-Rochambeau Revolutionary Route National Historic Trail Monthly Planning Meeting

3/3/2022: Webinar: "Women of the Chesapeake during the War of 1812"

3/9/2022: Maryland State Archives research appointment

3/10/2022: Webinar: "A Half Centuries of Discoveries at Historic St. Mary's City"

3/12/2022: Museum closed due to forecasted weather

3/19/2022: RTM Virtual Lecture: "Women in Colonial Era Public Houses" with Rod Cofield at 6:30pm

3/31/2022: Monthly meeting with Dianna Battaglia

ACTIVITIES:

1. Events/Activities

- Speaker Series: Spring Virtual Lectures presented on Zoom platform.
 - March 19th "Women in Colonial Era Public Houses" with Rod Cofield, Executive Director of Historic London Town and Gardens. This lecture did very well in terms of raising public awareness about the Museum and meeting its purpose as an educational institution. 75 registered with 38 in attendance. Event attendees live in MD, DE, VA, PA, TX, SC, AL, IN, KY, DC, OH, MO, RI, FL, AR, MI, SD, ME, and NY. Facebook advertising reached 18,620 people with 191 indicating an interest in the event; \$20.00.
 - Next lectures: 6:30pm, April 19th "Life in the Past Lane at Rodgers Tavern" with Historian Mike Dixon and May 21st "Dining in Colonial Maryland" with Culinary Historian Joyce White, also at 6:30pm
- 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. UPDATE: Purchase orders for fabrication of Smithsonian posters, a new printer and oversized photo paper approved.
- Received a \$5,000 mini-grant from the Lower Susquehanna Heritage Greenway to conduct research into the military activities of Col. John Rodgers during the Revolutionary War. Grant also includes a public presentation of research findings. Partnered with the Washington-Rochambeau Revolutionary Route Association (a Friends Group to the National Park Service Washington-Rochambeau Revolutionary Route National Historic Trail) to obtain \$2,500.00 in matching funds. The Town is contributing \$2,500 in staff and Museum Director as part of the match requirement. Total Project Cost: \$10,000.00

2. Museum Collection Management Manual:

- Development continues

3. Gift Shop: Began developing an internal inventory tracking system, updated stock counts

4. **Museum Visitation:** The museum implemented new hours. Regular season hours beginning on March 25th – Fridays & Saturdays, 10:30am-5:30pm. Winter season begins November 26 – Saturdays 12:00pm-400pm.
5. **Perryville Farmers Market:**
 - Vendor Application and Vendor Agreement updated
 - Vendor Information updated on museum's web site
 - Recruitment email sent to Cecil County farmers and other potential vendors
 - 5 confirmed vendors, 3 more indicated interest
 - Investigating becoming a CSA (Community Supported Agriculture) pick-up location for farms that have this program

- 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.
 - Preparing 2022 MDE annual report.
- 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.
 - Obtained easement requirements.
 - Submitting bid results to MDE, recommending Stewart and Tate as Station 16 contractor for \$132,850.
- 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 have been planted in the fall season along Avenue G as mitigation for SWM for the Elm Street Project completed several years ago.
- Outreach Building Demo and Parking Lot
 - Construction Estimate for Outreach Building demolition and parking lot construction with SWM
- 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 March 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 SHA and Town Admin George Patchell on continued truck traffic issue along Aiken Avenue.
- Preparing for upcoming FY 23 budget meetings.
- Responded to various MPIA requests.
- Active Threat Response policy/procedures
- Submitted grant application for Radio equipment
- Updating police department policies on Body Worn Camera to reflect recent changes to law

MONTHLY MEETINGS/TRAINING

- Meeting with Redspeed and George Patchell over placement of speed cameras (3/1/2022)
- Attended March town hall meeting (3/1/2022)
- Met with Outreach director Danielle Hemling ref. collaborating with Port Deposit on an outreach idea (3/3/2022)
- Met with police department supervisors to discuss miscellaneous operations and projects (3/8/2022)
- Attended monthly leadership meeting (3/9/2022)
- Attended budget work session meeting (3/10/2022)
- Met with night shift officers following budget work session (3/10/2022)
- Officers attended Mental Health First Aid training; Morgan, Leas, Speis, and Peer (3/15/2022)
- Attended the HERC/LEPC meeting at DES (3/16/2022)
- Attended monthly Chief's meeting at DES (3/16/2022)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Chief Nitz instructed town hall staff on Active Assailant response (3/3/2022)
- Transport police vehicle to BlueTech for installation of equipment (3/10/2022)
- Attended the Maryland Association of Police Planners in Bel Air, MD. Discussed myriad of issues to include upcoming legislation that is taking effect July 1. (3/11/2022)

- Chief Nitz and Lt. Reno assisted in presentation at Perryville Elementary School on substance abuse for grades 3-5 (3/16/2022)
- Participated in a panel discussion at Cecil College as part of Cecil Leadership Institute on At-Risk Youth (3/17/2022)
- Met with Aaron Ashford, DPW Superintendent (3/23/2022)
- Took delivery of two new marked patrol vehicles. Will have radios installed and in-service within several weeks (3/25/2022)
- Review police department time sheets (3/28/2022)

Perryville Police Department Monthly Police Report
March, 2022

	January	February	March	Year to Date 2022		
ROBBERY	2	0	0	2		
ASSAULT	7	6	4	21		
BURGLARY	0	2	1	3		
THEFT	5	5	4	10		
Auto Theft	0	1	0	1		
CDS	2	1	2	5		
DISORDERLY	0	0	2	2		
MDOP	0	1	1	2		
ADULT ARREST	19	15	19	53		
JUVENILE ARREST	1	0	1	2		
Referrals to Outreach	1	0	0	1		
CITATIONS	13	9	55	77		
WARNINGS	40	19	67	120		
SEROS	0	0	5	5		
ACCIDENTS	0	5	16	21		
52 (Investigated)	0	2	4	6		
89 (no Investigation)	0	3	12	15		
DRIVING UNDER THE INFLUENCE	1	1	3	5		
CALLS FOR SERVICE	268	235	317	820		

March 29, 2022

March, 2022

[illegible]

March 29, 2022

Perryville Police Department

Outreach Program

Town Report

March 2022

Overall Monthly Attendance: 395

Number of New Referrals: 3

Number of New Members: 0

Total number of donated meals provided: 350

Announcements

This month was all about enjoying these warmer days! We are using every opportunity we can to get outside on warmer days and get moving. This month we have been working on our car bed for the April 1st bed race in Cecilton. This race benefits the Non-Profit Faith in Action and has been a great team building activity for our members. We would like to thank Officer Warner for all of his handy work in the construction of our bed. Thanks to the Manager of the Blast Gianni Tumminello we were able to enjoy a free game at the SECU Arena in Towson. It was a fun night watching the game with members and their families. We even got to go onto the field after the game and take pictures. Amazon gave us grocery coupons to use for food for our members and the Elkton Acme helped facilitate our purchase. We are so grateful for our community partners. Mrs. Jane came this month and did a tile craft message board with our members and Mrs. Nancy came and facilitated a felting project. Our life skills this month focused on self-awareness and control. We had a meeting with our 501c3 Board and are finishing completion of all necessary task to start fundraising.

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

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

DPW Report - March 2022

PUBLIC WORKS:

Projects/Other Events:

- The DPW has hired (2) new employees (Corey Hunt and Brian Baldwin). Both employees are local to Perryville and this brings the DPW crew back to being fully staffed.
- The pole mounted Christmas Lights were removed. The lights were left up until March 1st for the "Winter Lights, Cecil Nights" promotion.
- A contractor has been contacted in regards to painting "pickleball" court markings at the tennis courts in the Community Park. This will allow one of the tennis courts to also be used as 2 "pickleball" courts. Portable nets for this project have also been purchased. (A date has not been determined as warm weather is needed)
- Superintendent met with Economic Development and Cecil County Health Dept to see what would be needed to allow for a contractor to do minor food prep in the concession stand at the Community Boat Launch.
- Election information signs were placed throughout Town.
- Employees picked up litter/trash throughout Town.

Paving/Sidewalk Repairs:

- DPW staff patched potholes throughout Town.
- A contractor is set to make roadway patch repairs to Cecil Avenue.
- Waste water mains on Cherry Street have been re-lined.
- Employees have been painting curbs throughout Town as needed.

Water/Sewer/Stormwater:

- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- A contractor has re-lined waste water mains on Cherry Street.
- Asst. Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing waste water upgrade project.
- Two Water service repairs were made on Roundhouse Drive (The leaking services were found during the waste water main upgrade project.
- Two Water Main Valves were repaired in the area of Elm Street.
- Staff placed door hangers for non-payment of water/sewer bills and performed water shut offs as needed.

- A sewer lateral was repaired on Frenchtown Road.
- MRWA assisted DPW employees in locating water utilities on River Road.
- Pump #2 and the "Muffin Monster" grinder at PS1 have been sent away for repairs. The station is currently operating with one pump and emergency back-up pump has been placed. Once Pump #2 is repaired it will be re-installed and the emergency pump will be removed.

Training:

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

Town Events:

- N/A.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- DPW has removed and cleaned winter weather equipment and has moved it to storage for the Spring/Summer months.
- Spring/Summer equipment has been brought out of storage, serviced and is ready for the upcoming mowing season.
- A new tailgate was installed on the Stake Body Truck.

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).

PARKS AND RECREATION:

Projects/Town Events:

- Parks staff has removed, cleaned and stored winter weather equipment.
- Parks Staff has serviced and readied all spring/summer equipment.

- Employees are cleaning, replacing boards and painting the picnic tables at the park.
- New mulch has been installed in the large playground at the Community Park.

Paving/Sidewalk Repairs:

- 2 sections of the Park Road are being overlaid.

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

March, 2022

Wastewater:

Plant Influent Monthly Flow:	19.87 Million Gallons
Plant Effluent Monthly Flow:	19.75 Million Gallons
Veterans Center Monthly Flow:	6.77 Million Gallons

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

Activities:

1. Filled open position 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. Completed sampling for annual toxicity testing
4. Attended draft budget meeting with Mayor and Commissioners for 2022-23
5. Scott Talbert sat for MDE 5,A wastewater certification exam
6. Repairs were made to the plant half ton pickup truck
7. Repairs were made to SBR #1 decanter
8. Installed new YSI DO meter and probe in SBR #2
9. Continue to adhere to all safety protocols regarding COVID 19
10. Tested all emergency lighting & monthly check of fire extinguishers
11. Monthly housekeeping was performed
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants

Monthly Operating Report

March, 2022

Page 2

Water:

Plant Raw Water Monthly Flow:	9.6 Million Gallons
Plant Finished Water Flow:	9.1 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Replaced 6" valve and actuator on CIP line
3. Attended draft budget meeting with Mayor and Commissioners for 2022-23
4. Replaced 6" actuator on backpulse line
5. Performed routine overnight cleans on both membrane trains
6. Replace air block and adjusted air flow to 4" fill line for CIP tank
7. Replaced drain valve on air compressor tank #1
8. Greased both distribution pumps
9. Checking water towers equipment and water quality weekly
10. Installed pressure gauge on air line for CIP valve and adjusted air pressure to the system
11. Installed a new water flow cell for the chlorine analyzer
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