

## **Staff Reports from Town Meetings**

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



## Town Administrator's Report

June 7, 2022

### Meetings

- Met with Brigitte Carty about the LSHG unfinished Trail.
- Met with AECOM, RME, and Stewart Companies regarding the Wastewater Study.
- Met with Constellation Excelon Group about the debris clean up at the Conowingo Dam. To date, over 300 20yard dumpsters have been filled with debris from behind the dam. 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 Ice House Park.
- Conducted a Leadership meeting on May 11th.
- Met with Cecil County Parks and Recreation about including Ice House Park Trail as part of the 5 Year Comp Plan to DNR. By inclusion of the Trail will allow for possible grant funding.
- Met with representatives from Chesapeake Overlook about future sewer capacities.
- Met with Help USA and representatives from VA Maryland regarding the request to construct an additional seventy-six units.
- Met with Kelly Anthony, Assistant Director, VAMHCS about the condition of the town owned bridge at Marion Tapp Blvd.
- Met with State regarding the Rt. 222 Sidewalk project from Saint Mark's Church Rd. and Clayton St.

### Organization

- Charles Hicks, Community Development and Code Enforcement Coordinator, was recognized at the employee breakfast as the Employee of the Quarter.
- I completed several LGIT Training Classes.
- Applied for Delmarva Power's Sustainable Community Grant for the Ice House Park Trail Concept Plan.
- The Town Employee Benefit meeting was held on June 1<sup>st</sup>.
- The DPW and Park staff completed their Active Threat Training conducted by Chief Nitz. Additional Departments will be receiving training within the next month.
- Chief Nitz and I conducted a "Safety Check" for the Waste Water Plant. Other Department Safety Checks will occur in the ensuing months.
- Initiating through the Cecil County Government, a Load Rating study on the bridge on Marion Tapp Way.
- Load Rating Analysis of the Bridge on Marion Tap Way was completed by Roads Division of Cecil County. In summary the ratings show the bridge has more than

enough capacity to carry all legal loads and permit loads, and a bridge load posting restriction is not required.

- Chesapeake Employers Insurance Dividend to the Town will be \$11,026 which will be payable next March.
- Rt. 222 Sidewalk project from Saint Mark's Church Rd. and Clayton St. is currently funded for Design only, not construction at this point. I will be meeting with the State to discuss easement right a ways in the future.

### 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.

### Community

- Painted, a no pass area on Martino Way to discourage automobiles from going around the speed bumps onto private property.
- New signs discouraging foul language & loud music were placed on the basketball court
- The Little League batting cage is currently under construction.
- Delmarva Power removed the dead tree at Rodgers Tavern at no expense to the town.
- Existing Amtrak Railroad Bridge. Later this week will be doing some surveying and mapping from a boat out on the river to capture information of the river bottom and above water features using laser scanning operations to map the existing bridge and abandoned piers south of the bridge. This work requires setting some small temporary survey points out on the railing of the fishing pier to reference our boat work with our land work. The points are small plywood squares about 1-foot square that are temporarily attached to the railing. They are located by GPS equipment to define their location and elevation and then they show up in our scanning data collected from the boat. After the field work is complete we transfer the location to the scan data to accurately connect it to the other survey work we're doing.
- Pickleball courts opened at the park tennis courts.

### Projects

- To date R.E. Pierson has completed 50% of the Sanitary Sewer Improvement project for GWL. The construction has entered the Front Street to Otsego Street Phase.

- Attended a Pre-Construction meeting on the Water Filtration Project on May 10<sup>th</sup> with AECOM and Suez.
- The Town submitted the permit with SHA to begin the process of the Collette water hook up project.
- The AECOM Chesapeake Overlook sewer study is complete, and distributed to the owner, and engineering team.
- WWTP Denitrification project: Waiting on final comments MDE.
- MDE approved the contractor for the Fire Company-Station 16 water tie in project. Construction will begin in 6 to 8 weeks.
- The GWL project is approximately 45% completed with a tentative opening date of June 23, 2023.



## **Assistant Town Administrator Report for the June 7, 2022 Town Meeting**

### **EMPLOYMENT**

Advertised for WWTP trainee. Interviews will be held on June 3, 2022.

### **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 3 deeds, 4 dump trailer rentals, 40 heavy trash calls and 14 park pavilion rentals, 54 in-state boat stickers and 3 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.

May 11, 2022 – Election was held for 2 Commissioners seats.

#### **Water/Sewer**

464 Water/Sewer late notices were mailed out on May 17<sup>th</sup> and due by June 6, 2022. Processed 8 settlement charges. Completed 4 data logs. They're currently 6 payment plans. There were 0 leak letters mailed out. There were 7 new meters installed.

### **MEETINGS**

May 3, 2022 – Attended Town Meeting.

May 5, 2022 – Meeting with Lori Kern – Health Insurance

May 11, 2022 – Attended Leadership Meeting

May 17, 2022 – Attended Work Session

May 18, 2022 – Meeting with Megan – Retirement

May 19, 2022- Attended a meeting with Commissioner Snelling.





**Treasurer's Report  
Town of Perryville, Maryland  
June 7, 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.
- **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.
- **Retention Plan**
  - Continued to work on retention plan for submission to State Archives.
- **Budget**
  - Amended the FY23 Budget with changes noted at May's Town Hall Meeting.
  - Amended and introduced the FY23 Local Impact Budget.
- **LGIT**
  - Reviewed all assets and submitted renewal of FY23 LGIT renewal policy.
  - Loss Control Survey was also submitted. In the past, this has yielded us several discounts.
- **Railroad Leases**
  - Continued to negotiate with Railroad Management, the company that invoices the Town for our railroad easement leases. Currently working on a 20 year lease for the two easements they manage.

**Current/Future Projects**

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.

**Treasurer's Report  
Town of Perryville, Maryland  
June 7, 2022**

- 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.

**April, 2022 Statistics:**

- 170 purchase orders were processed totaling \$273,604.18.
- 79 Accounts payable checks were processed totaling \$274,379.62
- 16 A/R invoices totaling \$196,080.94
- Local Impact Funds - Life to date (Sep, 2010 to Jan, 2022) slot revenue received \$16,087,849.91. Total received to date for FY 22 is \$1,070,899.78.  
We have not received our payments for February-May as of this time.

## Planning & Zoning Department

### May Report – June 7, 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: Cecil County Land Use and Development is reviewing the project to provide comments.
- **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: Developers have inquired about potential uses for the site and owner information was forwarded. 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: Offsite Road Improvement Plans (at I-95/MD222 interchange) are under review pending approval from MDTA.
- **5<sup>th</sup> Company Brewing LLC:** Redevelopment, Interior renovations continue. Use & Occupancy permit has been issued. CURRENT STATUS: Pending June opening.
- **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: Concept stormwater plans have been submitted to Cecil County for review.
- **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: Redevelopment plans are pending to address all requirements; conditional ESC approval from Soil Conservation District; Cecil County review.

- **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 54% with all elevated concrete slabs complete....ahead of schedule and under budget! Grand opening June 2023.
- **Richmond Hills at Charles Street:** Concept Plan for proposed 22 single family dwellings approved by the Planning Commission; 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 approved by Cecil County; Water & Sewer Construction Plan reviewed. CURRENT STATUS: 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
<i>Door Hangers</i>	7	11	10	8	9								
<i>Violation Letters</i>	0	0	1	0	3								
<i>Citations</i>	0	0	0	0	0								
<i>Rental Licenses Issued</i>	18	6	4	1	3								
<i>Other</i>	Complaint Forms - 3												

**Planning Commission:** No meeting held in May.

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

#### P&Z Meetings/Events:

- 5/5 – sewer improvement project update meeting.
- 5/6 – virtual meeting to discuss trail options.
- 5/9 – virtual meeting to discuss infrastructure at Chesapeake Overlook project.
- 5/10 – virtual meeting with GWL to discuss updates of offsite road improvements at I95.
- 5/11 – leadership meeting; meeting with engineer to discuss infrastructure needs and other potential developments.
- 5/12 – discussion with AECOM for infrastructure capacity and future needs.
- 5/17 – meeting with Underwood & Associates to discuss potential shoreline restoration; site tour of GWL.
- 5/18 – attended Cecil County Economic Development Summit
- 5/19 – Employee appreciation breakfast
- 5/20 – virtual County-Towns quarterly partners meeting; Friday Cruisers event.

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

**Grants:**

- FY22 Grant funds were provided to 2 awardees; 1 has requested an extension due to supply issues.

**Economic & Community Development:**

- Band Shell & Lower Ferry Park used May 28<sup>th</sup> – Perryville Community Karaoke Day – The Lion of Judah Bible Café sponsored event – Merian Harmon posted Facebook live video to see
- Community Giveaway – Each Saturday 12pm to 3pm at 304 Aiken Avenue the Lion of Judah Bible Café and Charity Crossing give away new 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 the Small Business Credit Initiative - Maryland Department of Housing and Community Development, Project Restore.
- Updated local businesses on Grant Resources – multiple grant opportunities and contacts
- 501 Round House Drive issued a Food Service Facility License (Community Boat Ramp) – Town Concession Building – Snackle Box selling hotdogs this season.

**Farmers Market/Community Events:**

- Farmers Market at Rodgers Tavern.....Saturdays 12:00 PM – 3:00 PM! Over 65ppl in attendance each day.

**Upcoming Events:**

- Bazaar – 1<sup>st</sup> Saturday of each month 12:00 PM – 3:00 PM
- 3<sup>rd</sup> Friday Cruisers at Lower Ferry Park 4:00 to 7:00pm. June 17<sup>th</sup> celebrate Father's Day and raffle for a propane grille, Mad Max Food Truck!

**Website:** Continue to update timely information is posted for related departments.

**Rodgers Tavern:**

- Museum is open Fridays & Saturdays, 10:30am - 5:30pm.





# *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 May 2022**

### **CURRENT PROJECT(S)**

- Reviewed and prepared PO requests for various items.
- Working with SHA and Town Admin George Patchell on continued truck traffic issue along Aiken Avenue.
- Responded to various MPJA requests.
- Researching and applying for the COPS new hire grant program and Body Armor grant through GOCCP

### **MONTHLY MEETINGS/TRAINING**

- Attended defensive tactics training with other half of department (5/3/2022)
- Attended monthly town hall meeting (5/3/2022)
- Checked monthly NIBRS reports (5/5/2022)
- Town leadership meeting (5/11/2022)
- HERC/LEPC (Chief's meeting) 5/18/2022)
- Attended Employee Appreciation breakfast (5/19/2022)

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

- Meeting with Town Administrator Patchell and Cathy McCardell (5/5/2022)
- Meeting with Mayor Roath, Town Admin. Patchell and Cathy McCardell (5/5/2022)
- Meeting with Chief Yates of North East PD (5/5/2022)
- Worked on updating Use of Force policy per new state regulations (5/9/2022)
- Met with George, Aaron Ashford, and AECOM regarding detours on election day (5/9/2022)
- Foot patrol downtown (5/9/2022)
- Participated in Police Unity tour (5/10/2022)
- Officer Palmer and Chief Nitz attended Wheels Day at Perryville Elementary School (5/11/2022)
- Met with Cathy McCardell (5/11/2022)
- Met with Town Administrator Patchell (5/12/2022)
- Continue updating Use of Force policy (5/12/2022)
- Foot patrol through construction site and downtown (5/16/2022)
- Met with Town Administrator Patchell and Cathy McCardell reference personnel issue (5/16/2022)

- Attended a zoom conference reference new Juvenile Justice reformation legislation taking effect July 1, 2022. (5/16/2022)
- Met with Lt. Reno and Officer Huffstutler reference updating Use of Force training curriculum to meet new state standards (5/17/2022)
- Prepare additional applications/forms for RedSpeed (5/18/2022)
- Met with Town Administrator Patchell and Cathy McCardell (5/18/2022)
- Met with Danielle Hemling to finalize Community Cookout details (5/19/2022)
- Held 3<sup>rd</sup> Annual Cookout with Cops/Community Cookout (5/21/2022)
- Checked Paysheets (5/23/2022)
- Assisted Officer Huffstutler with firearms range qualifications/first half rifle qualifications (5/24/2022)
- Presented Active Threat training to DPW staff and Outreach (5/25/2022)
- Met with Mayor Roath and Town Administrator Patchell (5/26/2022)
- Attended zoom meeting for the Maryland Association of Police Planners meeting (5/27/2022)
- Participated in the American Legion Memorial Day ceremony as the guest speaker (5/30/2022)

#### **PROACTIVE/NOTE-WORTHY CASES**

- Officers took a report for a stolen dirt bike from the Chesapeake Landing area. The investigation is still ongoing however active investigative leads are pointing investigators to the Baltimore County area.
- Officers arrested one of the suspects related to the personal armed robbery which occurred outside of the casino. The suspect, Donald Taylor of Aberdeen, Maryland was taken into custody without incident and is currently held without bond at the Cecil County Detention Center.

Officers issued 33 citations and 58 warnings for various traffic infractions. 6 parking violation warnings were issued as well. They made 6 arrests for drug abuse violations with a total of 20 criminal arrests. Detectives authored/executed 3 Search and Seizure warrants for various investigations.



Perryville Police Department Monthly Police Report  
May, 2022

	March	April	May	Year to Date 2022		
<b>ROBBERY</b>	0	1	1	4		
<b>ASSAULT</b>	4	6	1	28		
<b>BURGLARY</b>	1	0	0	3		
<b>THEFT</b>	4	9	2	21		
<b>Auto Theft</b>	0	0	2	3		
<b>CDS</b>	2	6	12	23		
<b>DISORDERLY</b>	2	1	2	5		
<b>MDOP</b>	1	2	3	7		
<b>ADULT ARREST</b>	19	22	20	95		
<b>JUVENILE ARREST</b>	1	0	0	2		
<b>Referrals to Outreach</b>	0	2	0	3		
<b>CITATIONS</b>	55	23	33	133		
<b>WARNINGS</b>	67	48	58	226		
<b>SEROS</b>	5	3	1	9		
<b>IN-TOWN CITATIONS</b>	-	-	5	5		
<b>ACCIDENTS</b>	16	7	5	33		
<b>52 (Investigated)</b>	4	5	1	12		
<b>89 (no Investigation)</b>	12	2	4	21		
<b>DRIVING UNDER THE INFLUENCE</b>	3	1	2	8		
<b>CALLS FOR SERVICE</b>	317	402	363	1585		

May 31, 2022



# Perryville Police Department

## Outreach Program

### Town Report

May 2022

Overall Monthly Attendance: 341

Number of New Referrals: 0

Number of New Members: 3

Total number of donated meals provided: 350

## **Announcements**

This month we started our Horseback riding program free of charge thanks to Freedom Hills Therapeutic Riding Program. On May 9<sup>th</sup> we attended the Perryville Middle School resources fair to share information about our program to the parents and students at the middle school. We have been planning for summer as children are ending their school year. We have plans for Hershey Park, The Franklin Institute, swim lessons, and Pool Days. Our 501c3 has decided on a logo and we are working on getting apparel and promotional items made. We helped facilitate the Chief's Community Cook Out. We estimate that over 200 people attended the cookout. Activities ranged from police department tours, game truck activities, fire department apparatus tours, face painting, free food, and music. We would like to thank Gianni Trumminello for donating his time to DJ, the fire department for participating, Isiah Ringgold for face painting, and those that donated money for the food. Most of all we would like to thank our Chief for his leadership and support. Without his help and his officers, this event would not be possible. We are creating Memorial Day banners with our children that will be displayed at OP in honor of all that serve. Our life skills this month focused on keeping your hands to yourself and respect.

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

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.



- 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.
  - Bidding out Otsego Street land survey work for the design of Otsego Street reconstruction.
- 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.
  - Held a meeting with Stewart and Tate on project specifics. Catering engineering data and specific details to aid Stewart and Tate and subcontractors as related to the directional drilling aspect of the project. MDE should approve Stewart and Tate as contractor within the month of June. Project can begin after MDE approval.
- MD 222 Sidewalk Construction
  - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
  - Attending semi-regular meetings with SHA and other government agencies associated with the project.
- 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.
- 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.
  - Planning and laying out a proposed dog park facility with various amenities.
- 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
- Perry Point – LSHG Trail
  - Originally designed the LSHG trail using bioswales and microbioretention basins, but was found to be too expensive and obnoxious for county approval. Proposed to county the use of Wet Bioswales with check dams, awaiting response from the county to use SWM proposal.

# DPW Report - May 2022

## **PUBLIC WORKS:**

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

- Staff has installed "senior banners" on poles along Aiken Avenue for the Perryville High School class of 2022.
- A large dead ash tree was cut down near Rodger's Tavern. Staff removed the discarded wood and cleaned up the area so it would not interfere with events at the Tavern.

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

- Roadway patching was performed on Richmond Street, Front Street and other areas throughout town.
- The contractor performing the wastewater improvement project has temporarily paved the trenches that were excavated.

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

- DPW employees are continuing with the flushing of fire hydrants. Hydrants are flushed throughout town twice each year.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing waste water upgrade project.
- Staff has completed the painting fire hydrants.
- Superintendent is working on obtaining a demo permit for 550 Otsego Street (Former Outreach Building)
- A contractor is scheduled to line another section of wastewater main on Otsego Street as part

### ***Training:***

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

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

- DPW staff assisted in setting up for the yearly commissioner's election.

***Weather Related Events:***

- N/A.

***Vehicle/Equipment Maintenance:***

- The large slope mower is scheduled to have a full service. The mower is used to mow the banks along Frenchtown Road and to mow the areas around Ice House Park that aren't suited for a finish mower.

***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).
- DPW staff mark utilities as need for "Miss Utility". Markings come in daily for any project (commercial and residential) to have utilities marked if any excavating is going to take place.

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

- Pickleball court striping was placed on one of the tennis courts at the Community Park. The court (along with 2 portable nets) allows for park patrons to use one of the tennis courts at the park to play pickleball. It is designed that two games can take place at the same time.
- A directional sign for the Community Park amenities has been received. The sign will be posted near the entrance to the park to show which direction to go to access the different amenities.

***Paving/Sidewalk Repairs:***

- N/A



***Maintenance:***

- Staff has begun mowing and maintaining the Parks grounds for the Spring and upcoming Summer months.
- 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 May of 2022 and will take place again in the fall (October 2022).
- **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**

### **May, 2022**

#### **Wastewater:**

Plant Influent Monthly Flow:	24.67 Million Gallons
Plant Effluent Monthly Flow:	22.65 Million Gallons
Veterans Center Monthly Flow:	7.11 Million Gallons

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

#### **Activities:**

1. E. Griffin has been fingerprinted and received his town ID
2. J. Morton has submitted application to be Superintendent with MDE
3. Completed changing all 250 air diffusers socks in SBR #2. Started working on changing SBR #1 socks
4. Installed new YSI DO meter and probe in SBR #1
5. Started the EPA DMR-QA 42 annual study
6. Started the process of applying for the new NPDES discharge permit
7. Continue to adhere to all safety protocols regarding COVID 19
8. Tested all emergency lighting & monthly check of fire extinguishers
9. Monthly housekeeping was performed
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed
12. Operator cross training will resume June 2022
13. Cecil County approved grading permit for facility upgrade
14. Advertised for open trainee position

**Water & Wastewater Treatment Plants**  
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**Water:**

Plant Raw Water Monthly Flow:	11.1 Million Gallons
Plant Finished Water Flow:	10.8 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

**Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Performed preventative maintenance on distribution pumps
3. Removed winter covers on all the exhaust vents
4. Received new immersion heater for the CIP tank and waiting for D&P Electric to install
5. Performed routine overnight cleans on both membrane trains
6. Repaired the entry door to the garage so that it opens and closes properly
7. Prepared for and MDE completed the tri-annual sanitary survey inspection on site 5/26/2022
8. Checking water towers equipment and water quality weekly
9. Collected all monthly samples
10. Continue to adhere to all safety protocols regarding COVID 19
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Cross training will resume June 2022
15. Continue working with AECOM to complete drawings and specifications to upgrade the facility