

Staff Reports from Town Meetings

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- Engineers Report
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Town Administrator's Report

July 12, 2022

Meetings

- Attended MML
- Met with AECOM representatives to discuss the Sanitary Sewer Improvement project budget.
- Conducted a Leadership meeting on June 8th.
- 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 State regarding the Rt. 222 Sidewalk project from Saint Mark's Church Rd. and Clayton St.
- Met with John Donohue, Deputy Director of Cecil County Department of Emergency Services. CCDE reviewed the Town's Emergency Procedure Manual.
- Met with AECOM to discuss a solution to retro fit the WTP Pump House to install the new pump as part of the WTP Expansion Project.
- Met with AECOM and R.E. Pierson on July 7th regarding the Sanitary Sewer Improvement Project.

Organization

- Customer Service training was provided by the Cecil County Public Library with the following departments: Administration, Planning and Zoning, Community Development and Police.
- I completed several LGIT Training Classes.
- 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.
- 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.
- Conducted an Employee Satisfaction Survey with town staff.

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

- Aiken Avenue was declared a No Truck route except for local deliveries by SHA. PPD may begin enforcement the week of July 4th.
- The Little League batting cage is complete.
- On July 6th, I attended the ribbon cutting of Fin Kayak rental at the Perryville Park.

Projects

- To date R.E. Pierson has completed 70% of the Sanitary Sewer Improvement project for GWL. Current phase includes paving and construction area clean up.
- Attended a Construction meeting on the Water Filtration Project to discuss pre-ordering the pumps.
- WWTP Denitrification project: In the MDE comment phase.
- Board of Public Works approved the water project for the Fire Company-Station 16. Construction will begin in approximately 4 weeks.
- The GWL project is approximately 55% completed with a tentative opening date of June 23, 2023.

Assistant Town Administrator Report for the July 12, 2022 Town Meeting

EMPLOYMENT

Held one interview and they will start on July 11, 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 11 deeds, 1 dump trailer rentals, 43 heavy trash calls and 11 park pavilion rentals, 26 in-state boat stickers and 0 of out of State boat stickers(Sold Out).

Town Clerk

Processed work session minutes and town meeting minutes. Prepares the agenda and materials through Board Docs. Scheduled meetings and responds to requests for the Mayor and Commissioners.

Water/Sewer

163 Door hangers were completed on June 9, 2022

34 Shut offs on June 14, 2022

Processed 8 settlement charges. Completed 5 data logs. They're currently 9 payment plans. There were 0 leak letters mailed out. There were 27 new meters installed.

Mailed 2021 CCR on June 24th. They are required by the state to be out by July 1, 2022.

MEETINGS

June 1, 2022 – Held open enrollment for Health Insurance & Aflac

June 7, 2022 – Attended Town Meeting.

June 9, 2022 – Attended Leadership Meeting

June 15, 2022 – Attended Ethics Meeting

June 21, 2022– Attended Work Session

**Treasurer's Report
Town of Perryville, Maryland
July 12, 2022**

Projects:

- **FY 22- Financial Statements**
 - Reviewed all bank activity for the year, reclassified transactions as needed.
 - Transferred funds for all capital expenditures in FY22 that were allocated for future projects. Funds were deposited into MLGIP- Capital Projects.
 - Reviewed Local Impact outlays for FY22 and transferred surplus funds to MLGIP accounts.
 - 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.

- **Year End**
 - Successfully closed out year end and rolled over FY23 budget.

- **SAM Renewal**
 - Continued working on SAM renewal. "SAM" is the government agency that verifies entities eligible for Federal and State grants. The agency changed its source of information for legitimacy of grant applicants and there have been massive delays in the renewal process.

**Treasurer's Report
Town of Perryville, Maryland
July 12, 2022**

- **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.
- 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.

May, 2022 Statistics:

- 234 purchase orders were processed totaling \$1,081,686.51
- 105 Accounts payable checks were processed totaling \$724,694.55
- 4 A/R invoices totaling \$441.07
- Local Impact Funds - Life to date (Sep, 2010 to April, 2022) slot revenue received \$16,558,468.04. Total received to date for FY 22 is \$1,541,519.91
We have not received our payments for May-June as of this time.

Planning & Zoning Department

June Report – July 12, 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. CURRENT STATUS: Proposed road improvements and traffic flow is on the agenda for discussion at the Planning Commission meeting July 18, 2022 at 6:30pm.
- **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 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: 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. Lot 5 engineering, "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. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive. Preliminary Plan submitted for Wawa.
- **5th Company Brewing LLC:** Redevelopment, Interior renovations continue. Use & Occupancy permit has been issued. CURRENT STATUS: Owners have targeted 1st week in August for grand opening, with "soft openings" and private events planned in late July. Grand opening date to be announced.
- **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 at 59%....ahead of schedule and under budget! Anticipate grand opening in May 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 1st; 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/Subdivision Plat discussed at June Planning Commission meeting; developer requested an extension for further research.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations, reviewed by Planning Commission June 27th with recommendation to the Mayor and Commissioners for approval.

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	6							
<i>Violation Letters</i>	0	0	1	0	3	5							
<i>Citations</i>	0	0	0	0	0	0							
<i>Rental Licenses Issued</i>	18	6	4	1	3	2							
<i>Other</i>	Complaint Forms – 5 Complaint Website – 3												

Planning Commission: Meeting held June 27th: Preliminary Plan for Wawa at Chesapeake Overlook recommendation to Mayor and Commissioners for approval; Richmond Hills at Charles Street-extension granted to developer.

Board of Appeals: No meeting held in June.

P&Z Meetings/Events:

- 6/2 – sewer improvement project update meeting; discussion of business opportunities; meeting with Rodgers Tavern Director.
- 6/3 – virtual meeting to discuss Great Wolf off-site road improvements; team department meeting.
- 6/7 – virtual meeting to discuss annexation potential.
- 6/9 – Great Wolf update meeting.
- 6/10 – Leadership meeting.

- 6/12-15 – MML Conference.
- 6/22 – participated with LSHG listening session for developing the organization's five-year strategic plan (FY 2024-2028).
- 6/23 – on-site meeting with Great Wolf construction contractors to provide updated information on construction schedule, expected need for increased water and sewer service as construction proceeds and anticipated completion.
- 6/28 – Customer Service Training.
- 6/29 – attended MAFSM Lunch & Learn Purple-Roof Concept-optimize storm water retention utilizing green roofs, living walls and green screen/trellis façade.

Zoning Certificates: 11 certificates approved; 2 for roof mounted solar panels.

Grants:

- FY22 Grant funds provided to completed projects; some extensions due to scheduling and shipping delays.

Economic & Community Development:

- 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.

Farmers Market/Community Events:

- Farmers Market at Rodgers Tavern.....Saturdays 12:00 PM – 3:00 PM! Average 65ppl in attendance each day.
- Bazaar – 1st Saturday of each month 12:00 PM – 3:00 PM – over 100 ppl in attendance at first Bazaar of year.
- 3rd Friday Cruisers at Lower Ferry Park 4:00 to 7:00pm – good turn out in May and June. Acquired sponsorships for radio marketing in May and raffle items including a BBQ grill in June.
- 6/10 – Hollywood Casino's Barstool Sportsbook - NOW OPEN!
- 6/10 - Grand Opening and Ribbon Cutting - Broad Street Tavern.

Upcoming Events:

- Tap Into the Tavern at Rogers Tavern– August 27th 3-7pm – Live Band booked, Acquiring Sponsors and vendors
- Family Camp Out at the Community Park – Sept 9th 6pm – 10th 9am
- July Ribbon Cutting for 5th Company Brewing (date TBD)

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

Rodgers Tavern – see attached Quarterly Report:

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

RODGERS TAVERN MUSEUM QUARTERLY REPORT

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: APRIL – JUNE 2022 REPORT
DATE: JULY 5, 2022

MEETINGS AND EVENTS:

4/5/2022 Meeting with Dianna Battaglia and Alisha Garlie

4/16/2022: Zoom practice session with Mike Dixon; Meeting with Alizon Holbrook, Perryville Library Branch Manager to discuss feasibility of expanding library's Story Trail to the Museum

4/23/2022: Hosted River Sweep. Members of Perryville Outreach picked up trash along the river bank under the railroad bridge then toured the Museum.

4/26/2022: Webinar: "Reframing History, Planning the 250th"

5/4/2022: Webinar: "Beyond the Bake Sale-Fundraising for Local History Organizations"

5/16/2022: Webinar: New Tourism and Attraction Trends for Summer 2022"

6/1/2022: Cottage Food Seminar at North East Library

6/2/2022: Meeting with Dianna Battaglia, re: MHT Grant in-kind documentation

6/10/2022: Submission of LSHG Mini-Grant Mid-Project Report

6/11/2022- 6/25/2022: Museum closed while on vacation

ACTIVITIES:

1. Events/Activities

- Speaker Series: Spring Virtual Lectures presented on Zoom platform.
 - Both lectures did very well in terms of raising public awareness about the Museum and meeting its purpose as an educational institution. Twenty-two people attended both “Life in the Past Lane at Rodgers Tavern” with Historian Mike Dixon was on April 19th and “Dining in Colonial Maryland” with Culinary Historian Joyce White was on May 21st.
- 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: Seven posters printed by the UPS Store. Finalizing design and exhibit for Rodgers Tavern/Lower Ferry.
- FY 23 Lower Susquehanna Heritage Greenway Mini-grant: RFQ developed and disseminated via online employee recruitment websites (ex. Indeed, Glassdoor), major universities (University of Maryland, Johns Hopkins, University of Delaware), posted on the Museum’s Website/social media, and regional heritage resource management firms. Requested two-month extension on project due to uncovering three potential John Rodgers overlapping within the same time period in the colonial records during ongoing research into the tavern/ferry history. Clarity was needed so the selected consultant can focus on the correct individual. Grant agreement with the Washington-Rochambeau Revolutionary Trail Revolutionary Route Association and model town ordinance forwarded to Town for signature and adoption. Total Project Cost: \$10,000.00

2. Museum Collection Management Manual:

- Development continues
3. Gift Shop: Continue developing an internal inventory tracking system, completed 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: Opened on May 14th instead of Mary 7th due to inclement weather.



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 June 2022

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Researching and applying for the COPS new hire grant program and Body Armor grant through GOCCP.
- Working on completing employee evaluations.
- Reviewing year end budget items.
- Preparing for the Diamond in the Rough triathlon scheduled for 7/9/2022.

MONTHLY MEETINGS/TRAINING

- Officer Speis attended and graduated top of his class in the widely recognized University of Maryland DUI Institute (6/5/-6/10/2022)
- Officers Pierson and Huffstutler attended field training officer refresher (6/10/2022)
- Attended MML Summer Conference (6/12-6/15/2022)
- Officer Kennedy attended SFST school (6/12/-6/17/2022)
- Detectives Peer and Lenzi attended free training on Identifying Deceptive Behavior (6/12-6/14/2022)
- Provided the first class on the new Use of Force Standard mandated by legislation from 2021 legislative session (6/22/2022)
- Detectives Peer and Lenzi attended free training on Forensic Statement Analysis (6/21-6/22/2022)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Attended Fun and Fitness Day at Perryville Elementary school (6/1/2022)
- Meeting with Town Admin. Patchell and Cathy McCardell (6/2/2022)
- Met with Town Admin. Patchell re personnel issue (6/3/2022)
- Met with Greg Hawkins reference logistics for the triathlon (6/6/2022)
- Foot patrol downtown (6/7/2022)
- Met with Aaron Ashford reference moving stop sign at Front/Otsego St (6/7/2022)
- Attended 5th grade promotion ceremony with Lt. Reno at Perryville Elementary school (6/8/2022)
- Met with Chief Peterson regarding pending legislation on Police Accountability board/Administrative Charging Committee (6/8/2022)
- Zoom meeting for the Susquehanna River Running Festival (6/8/2022)

- Meeting with Sheriff and county police chiefs regarding PAB/ACC (6/9/2022)
- Assisted Bel Air Police with their oral board promotional process (6/10/2022)
- Onsite compliance visit from GOCCP related to juvenile detentions (6/15/2022)
- Meeting with Outreach director (6/22/2022)
- Met with Alex Mann, young man who has Autism and is a strong advocate for law enforcement. Provided him a tour of station and took several pictures with him. (6/22/2022)
- Met with Laurie Hags, Law Enforcement Liaison for Harford Memorial Hospital (6/27/2022)
- Conducted safety inspection at the Waste Water plant with Town Admin George Patchell (6/30/2022)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 22 citations and 70 warnings for various traffic infractions. 6 parking violation warnings were issued as well. They made 13 arrests for drug abuse violations with a total of 26 criminal arrests along with responding to 368 calls for service. Detectives authored/executed 2 Search and Seizure warrants for various investigations.

The speed trailer has been deployed to various areas around town. We have attempted to pull data from the unit itself, however the data was not formatted correctly. We have been working with the vendor to resolve this issue.

Also, Red Speed advised that all permits have been sent to the State for final approval. Once they are returned (approximately 3-4 weeks) they will begin erecting the speed cameras with a target date of end of August/early September for deployment.

Perryville Police Department Monthly Police Report
June, 2022

	April	May	June	Year to Date 2022		
ROBBERY	1	1	0	4		
ASSAULT	6	1	2	30		
BURGLARY	0	0	0	3		
THEFT	9	2	2	23		
Auto Theft	0	2	0	3		
CDS	6	12	13	36		
DISORDERLY	1	2	0	5		
MDOP	2	3	1	8		
ADULT ARREST	22	20	26	121		
JUVENILE ARREST	0	0	0	2		
Referrals to Outreach	2	0	0	3		
CITATIONS	23	33	22	155		
WARNINGS	48	58	70	296		
SEROS	3	1	5	14		
IN-TOWN CITATIONS	-	5	0	5		
ACCIDENTS	7	5	10	43		
52 (Investigated)	5	1	5	17		
89 (no Investigation)	2	4	5	26		
DRIVING UNDER THE INFLUENCE	1	2	1	9		
CALLS FOR SERVICE	402	363	368	1953		

June 30, 2022

June 30, 2022

Perryville Police Department

Outreach Program

Town Report

June 2022

Overall Monthly Attendance: 302

Number of New Referrals: 0

Number of New Members: 3

Total number of donated meals provided: 400

Announcements

This month school ended, and summer vacation BEGAN!!!! We have started our summer schedule and our days are filled with water days, sports tournaments, Xbox tournaments, garden tending, community service, life skills, and of course field trips. We wasted no time in exploring this summer. We took a trip to the Franklin Institute and saw the Harry Potter exhibit along with many other cool exhibits. We also got to see the sights and scenery of downtown Philly. It was a blast. We started the summer food program hosted by Cecil County Public Schools. We are handing out free breakfast and free lunch for 4 weeks this summer, all provided by CCPS. Mrs. Jane visited us and helped our members create a Father's Day craft for our dads. At the end of the month, we took a field trip to Painted Sky Alpaca Farm and learned about Alpacas and how their fur is used to make yarn. We are once again partnering with Susquehanna Workforce Network to provide a place for two of our members to work at Outreach for the summer. These members are employees of SWN and report for their duty day at Outreach! Our life skills this month focused on time management and responsibility.

Outreach received donations from our local Perryville 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. 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 final 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
 - Proceeding to design LSHG trail using Wet Bioswales due to response from the county to use SWM proposal.

DPW Report - June 2022

PUBLIC WORKS:

Projects/Other Events:

- Staff has installed "senior banners" on poles along Aiken Avenue for the Perryville High School class of 2022. They continue to install them as replacement come in.

Paving/Sidewalk Repairs:

- 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.
- Assistant supervisor attended a meeting with Turner construction regarding the progress of Great Wolf Lodge water and sewer completion.
- Superintendent has obtained a permit for the removal of the 550 Otsego St property. (Former Outreach Building)
- A contractor has completed the lining of the sewer main on Otsego St.
- McGuirk Construction has repaired a collapsed storm pipe on Smith Lane. Sidewalk and roadway repairs will be completed in the following weeks.
- In the month of June the Public Works Department has installed 31 water meters. This is being done to upgrade every home and business to the latest technology in water metering.

Training:

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

Town Events:

- DPW assisted with needs for the Cruisers night out in Lower Ferry Park.

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. The mower is also scheduled to have the front glass window repaired from damage due to a rock breaking it while mowing.

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

June, 2022

Wastewater:

Plant Influent Monthly Flow:	21.05 Million Gallons
Plant Effluent Monthly Flow:	19.46 Million Gallons
Veterans Center Monthly Flow:	6.51 Million Gallons

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

Activities:

1. Completed MDE state inspection and will receive results in the beginning of July
2. J. Morton has taken over as superintendent of the water and wastewater plants
3. Continue to work on changing all air diffusers socks in SBRs
4. Completed our portion of the EPA DMR-QA 42 annual study
5. Continue to adhere to all safety protocols regarding COVID 19
6. Tested all emergency lighting & monthly check of fire extinguishers
7. Monthly housekeeping was performed
8. Monthly tank cleaning was performed
9. Scheduled preventive maintenance was performed
10. Operator cross training will resume July 2022
11. Hired new operator trainee who will begin working July 11th

Water & Wastewater Treatment Plants

Monthly Operating Report

June, 2022

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Water:

Plant Raw Water Monthly Flow:	10.1 Million Gallons
Plant Finished Water Flow:	10.1 Million Gallons
Plant Backwash Water:	1.9 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Completed the 2021 Consumer Confidence Report
2. Replaced a pressure sensor for the air line from the blowers
3. Had one of the blowers repaired
4. New immersion heater for the CIP tank was installed by D&P Electric
5. Performed routine overnight cleans on both membrane trains
6. Repaired the air compressors so that they properly rotate every 12 hours as designed
7. Cleared brush and trimmed low hanging tree branches from the fence
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 July 2022
15. Continue working with AECOM to complete drawings and specifications to upgrade the facility
16. Got a price quote to repairing 3 leaks in stainless steel piping in the pump room.