

Staff Reports from Town Meetings

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Town Administrator's Report
November 1, 2022

Meetings

- Met with GMB Engineering for the bidding of the Denitrification Project.
- Conducted the Staff Leadership meeting on October 12th.
- Met with John Delaney, SHA Highway Division, regarding the Rt. 222 Sidewalk Project.
- Met with AECOM representatives for the Monthly Progress report for the Water Treatment Plant Expansion project.
- Met with Artesian Water, Inc. to discuss water service to the possible annexed Bartlett Property.
- Met with LGIT Insurance about the Wind Damage Claim at the Perryville Park.
- Met with AECOM representatives for the Water Quality Study Kickoff meeting.
- Met with Kelli Petry, Director of Wetland Studies and Solutions, Inc about the MS4 Grant for the Bare Farm Property
- Met with AECOM regarding the Water Plant Expansion Project
- Met with AECOM about the Town's Water and Sewer Usage Rate Schedule.
- Met with Help USA and Perry Point representatives regarding the construction of 40 additional houses at the Perry Point campus.
- Met with Perryville Fire Department representatives regarding the Fire Station 16 Water project.
- Spoke with Brigitte Carty, Executive Director of LSHG, about finishing the trail that is connected to Marion Tapp Parkway.

Organization

- Agreed to participate in the Cecil County Weed Program which will allow the Cecil County Weed Staff to spray the sidewalk areas for weeds in Town.
- Completed the necessary MDE paperwork for the installation of TRS (Trihalomethane Removal System) System in the Pilot Water Tank.
- AECOM will be performing a Water Quality Study which will include, evaluating the water distribution system piping age, pipe conditions, and identify the cause of recurring problems with water quality complaints of odor and high turbidity water from residents.
- AECOM performed an analysis of the Town's Water and Sewer Usage Rates and incorporated the 3", 8", 10, and 12" to complete the rate chart. This task was completed in preparation of GWL utilizing Town water and sewer this spring.
- Edwards Software Cloud has been installed and is currently being tested. By offering the Cloud based software this will allow for the implementation of the Town's Contingency Plan shall Town Hall become unavailable for use.
- Compiled proposed Charter Amendments from the Mayor and Commissioners. Charter Resolutions have been prepared and will be introduced at tonight's

meeting. A public hearing on the Charter Resolutions will be held on December 6th at 6³⁰pm.

- Attended the Chesapeake Gateway Grant Overview meeting.
- Attended Senator Brinkman's 2024 State Budget Request meeting.

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

- I attended, National Night Out, Friday Cruisers, and the Boo Bash.

Projects

- To date R.E. Pierson has completed 70% of the Sanitary Sewer Improvement project for GWL. The Open cut of Mill Creek to install the sewer pipe was successful. The pump station 4 bypass is being installed. The next phase will include retro fitting the pump stations to accommodate the new pumps which will begin in early November. Due to shipping delays in materials the completion date is now set for mid-February.
- Water Treatment Plant Expansion to date; drawings are complete and have been submitted to MDE for approval. There has been a delay from Suez in the filter membranes. However, construction is still set to begin April 3, 2023. With final project completion set for November 3, 2023.
- WWTP Denitrification project: Pre-construction meeting was held on October 17th with bids being accepted until December 6th at 2pm.
- Fire Company-Station 16 Water Tie in Project. Construction began on September 12th; the connection is now complete and final excavation is taking place.
- The GWL project is approximately 70% completed with a tentative opening date of June 23, 2023.
- Project Kickoff for the Water Quality Study with AECOM was held on October 7th.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. The Town will have to secure the of right of ways. Project is scheduled to begin in April 2024 with the completion of June 30, 2025.

Assistant Town Administrator Report for the November 1, 2022 Town Meeting

EMPLOYMENT

The WWTP employee started on October 10, 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 8 deeds, 1 dump trailer rentals, 26 heavy trash calls and 1 park pavilion rentals, 0 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

October 2022 - 1523 Water/Sewer Bills went out on 10/19/22
26 Leak letters went out on 10/11/22
22 Data logs have been completed
3 Settlement Charges
2 Bulk Water Purchases
21 New Meters have been installed
7 Payment Plans

MEETINGS

October 4, 2022 – Attended Town Meeting
October 11, 2022 – Attended a meeting with Pierson Construction
October 12, 2022 – Attended Leadership Meeting
October 13, 2022 – Attended Safety Committee Meeting

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

Projects:

- **FY 23- Financial Statements**
 - Continued processing financial statements for FY23, training new staff on our accounting software.
- **Audit**
 - Finalized the audit. Delivered additional information to the auditors as needed.
 - Auditors provided a preliminary audit report which is currently being reviewed.
- **Electricity Provider**
 - The contract with the Town's Electric Provider will expire in December. We are working with CQI, our current broker, to find the best rate. Unfortunately, market indicators show a potential 50% increase in provider costs. Our broker now feels that these rates will continue to rise and recommends locking in the rate as soon as possible.
 - At last month's work session our broker presented a proposal to the Board with rates from three companies. As the market is so volatile the rates in the proposals can not be guaranteed to be honored for more than a few hours. The Board will vote at the November Town Hall Meeting to give the Town Administrator the authority to sign an agreement when the next proposal is presented.
- **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. We have prepared retention proposals for each individual department and will present them to the Maryland Archives in October.

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

- **Budget**

- Inflation is causing shortfalls in multiple areas necessitating ongoing budget amendments.
- After the audit is finalized we will be reviewing all line items as both expenditures and revenue has been greater than originally budgeted and we will prepare amendments accordingly.

Current/Future Projects

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.
- Devise a simpler method to allocate salary and benefits from support departments to other departments.
- Working on an employee discount/benefit package that would include various free or discounted offers to our Town employees.

September 2022 Statistics:

- 171 purchase orders were processed totaling \$564,359.22
- 86 Accounts payable checks were processed totaling \$40,585.54
- 5 A/R invoices totaling \$40,585.54
- Local Impact Funds - Life to date (Sep, 2010 to June, 2022) slot revenue received \$16,855,056.67. Total received to date for FY 22 is \$1,838,108.54

Planning & Zoning Department

October – November 1, 2022 Town Meeting

Development/Projects:

- **Frenchman Land:** Site ready for construction and dirt pile has been moved. Property owner has lease property for parking of empty trailers. CURRENT STATUS: No update.
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County; plans back to priority to move forward. 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. Proposed road improvements and traffic flow was discussed with possible solutions; additional information requested for consideration and further discussion. CURRENT STATUS: Comments received from Cecil County and developer is coordinating with engineer.
- **Woodlands:** Owners researching prospects for development of the site; meeting held 12/17 to discuss opportunities and infrastructure needs. Property owner is researching potential to develop one parcel; will require rezoning application. 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: 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. 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. CURRENT STATUS: Plan details finalized and moving forward.
- **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. Preliminary stormwater plans and building plans have been submitted to Cecil County for review; preliminary site plan with water and sewer construction details pending for Town review. CURRENT STATUS: Preliminary Plans are in revision based on initial review comments by town engineer.
- **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. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending for Town review. CURRENT STATUS: No update.

- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook with all final approvals received; Amendment to Final Site Plan approved for expansion as largest GWL; ground-breaking /construction start July 2021; 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! Topping Out Ceremony held July 26, a significant milestone in the construction process. CURRENT STATUS: Construction is now 80% and continues ahead of schedule! Focus on the water park and finishing the interior of the resort.
- **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. Preliminary Site Plan/Subdivision Plat discussed at June Planning Commission meeting; Preliminary Plan and Subdivision Plat approved at September meeting. CURRENT STATUS: Water Distribution Network Analysis to be performed by AECOM.
- **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; Mayor and Commissioners approved at August Town Meeting. CURRENT STATUS: No update.
- **Chesapeake Overlook Lot 5 Common Area:** Plans in the review process for development of the common area to prepare site ready pad sites. CURRENT STATUS: Plans reviewed by the Mayor and Commissioners at October work session.

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	5	9	4	7			
<i>Violation Letters</i>	0	0	1	0	3	5	5	4	3	4			
<i>Citations</i>	0	0	0	0	0	0	0	0	1	0			
<i>Rental Licenses Issued</i>	18	6	4	1	3	2	1	2	1	2			
<i>Other</i>	Complaint Forms – 2 Complaint Website – 0												

Planning Commission: Meeting held October 17th: zoning certificate for improvements to 5404 Pulaski Hwy in the Highway Corridor Overlay.

Board of Appeals: No meeting held in October.

Zoning Certificates: 11 certificates approved; 1 for roof mounted solar panels.

Grants:

- FY23 Town Grant Applications were submitted October 14th and are now under review by the Review Committee.

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.
- Reminded local businesses on the Small Business Credit Initiative - Maryland Department of Housing and Community Development, Project Restore.
- Updated local businesses on Grant Resources from the Maryland Department of Commerce – grant opportunities and contacts.
- Local Business Meet & Greet and Information Exchange was held on October 5th.
- Updated local businesses on Free Small Business Digital Marketing Workshop hosted by Cecil County Office of Economic Development – 10/25/2022 from 8:30am – 4:30pm at the North East Library.

Farmers Market/Community Events:

- Farmers Market at Rodgers Tavern has been changed to every 1st Saturday 12:00 PM – 3:00 PM for the remainder of the year. Due to an increase in vendor participation and foot traffic, vendors have requested that we are extending the market and Bazaar through Nov. Final date Nov 5th
- Bazaar – 1st Saturday of each month 12:00 PM – 3:00 PM.
- 3rd Friday Cruisers at Lower Ferry Park 4:00 to 7:00pm. Last Cruiser event of the season was Oct. 21st: great turnout, live band, food truck and lots of give aways.
- Halloween Boo Bash – October 28th at Lower Ferry Park 5:00 to 8:00 p.m.

Upcoming Events:

- Stay up to date on our Facebook Page @Perryville, Maryland and our website www.perryvillemd.org

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.

- 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.
 - Submitted 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.
 - Received four Otsego Street land survey work bids 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.
 - Working with Stewart & Tate on project construction (See Construction Log). Construction 99% complete. Parking Lot asphalt paving still needed to be completed.
- 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. Easement and Right-of-Way documents will need to be developed for three property owners including the HOA of Beacon Point.
- 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.
- Working with George and AECOM on establishing water and sewer billing rates for 3", 8", 10", and 12" meters, and possibly revising billing rates for all the Town's meter sizes for more consistency. Created meter rate models based off the meter capacity. Discussed and presented the meter rate situation in a Town Hall work session meeting as well as preparing discussion with GWL.
- 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.



Perryville Police Department

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

***Robert S. Nitz**
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

***Matthew Roath**
Mayor*

Monthly Report for October 2022

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily
- Respond to MPIA request(s)

MONTHLY MEETINGS/TRAINING

- Attended the town hall meeting (10/4/2022)
- Lt Reno attended Town Leadership meeting (10/12/2022)
- Chief Nitz attended the HERC/LEPC/Chiefs meeting (10/19/2022)
- Det. Peer attended Delaware State Police Homicide Training (10/17-10/21/2022)
- Detectives Lenzi/Peer attended the weekly Criminal Intelligence meeting (multiple days)
- Sgt. Hoffman and Morgan attended ICS 300/400 training (10/24-10-29-2022)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Phone calls with Commissioner Linkey (multiple days)
- Monthly NIBRS submissions (10/3/2022)
- Working on new laptops for RMS installation (10/4/2022)
- Lt. Reno attended Coffee with a Cop at the County Admin building. (10/5/2022)
- Spoke with Bob Rabold from Hollywood Casino Security reference issue at casino (10/7/2022)
- Review paysheets (10/10/2022)
- Community Contact at PVMS (10/10/2022)
- Officers attended range qualifications/Domestic Violence/Human Trafficking training (10/11/2022)
- National Night Out (10/11/2022)
- Attended the MML Police Executive Board meeting (10/12/2022)
- Chief Nitz and Lt. Reno attended the 5 Star Event for First Responders (10/13/2022)
- Meeting at the Department of Juvenile Justice (10/14/2022)
- Lt. Reno attended the Family Violence Council meeting (10/17/2022)
- Officers attended range qualifications/Domestic Violence/Human Trafficking training (10/18/2022)
- Met with Town Administrator George Patchell (10/20/2022)

- Worked on grant submissions (10/20/2022)
- Attended NJ Chief's of Police Command and Leadership Academy graduation (10/21/2022)
- Attended the Baltimore Regional Law Enforcement Council meeting as mandated by the state virtually. (10/26/2022)
- Meeting to discuss potential upgrades by County I.T. to the Report Management System we currently use. (10/28/2022)
- Officers Pierson and Speis attended awards ceremony for DUI awards (10/30/2022)
- Met with mental health professionals regarding mandatory psychological evaluations for all officers that has been mandated by the state. (10/31/2022)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 22 citations and 68 warnings for various traffic infractions. A total of 6 tractor and trailers were stopped along Aiken Avenue violating the road restrictions. They made 8 arrests for drug abuse violations, 2 DUI arrests, with a total of 28 criminal arrests along with responding to 350 calls for service. Detectives also authored 4 search and seizure warrants for various crimes/incidents.

On Saturday, 10/15/2022 officers responded to a call involving a pellet gun/airsoft gun being used to shoot at patrons of 5th Company Brewing. Investigation revealed it was a pellet/airsoft type of weapon that was used. A similar incident was reported in Rising Sun on the same day involving the same vehicle. Through a coordinated effort between our officers, Rising Sun PD and the Maryland State Police, officers identified all parties involved in the incident and charges are pending.

On Saturday morning, 10/22/2022 officers responded to a report of a stabbing at the Casino. Upon arrival they found a stabbing victim and learned that he was stabbed in Aberdeen. He was then driven to the casino and dumped out. Aberdeen PD is handling the initial stabbing report/investigation.

Perryville Police Department Monthly Police Report
October, 2022

	August	September	October	Year to Date 2022		
ROBBERY	1	0	0	4		
ASSAULT	4	1	3	35		
BURGLARY	0	1	0	4		
THEFT	7	7	3	35		
Auto Theft	0	1	0	4		
CDS	4	10	8	60		
DISORDERLY	0	1	2	8		
MDOP	5	1	5	15		
ADULT ARREST	26	33	28	200		
JUVENILE ARREST	0	0	1	3		
Referrals to Outreach	0	0	0	3		
CITATIONS	40	87	22	294		
WARNINGS	77	108	68	408		
SEROS	9	3	3	22		
IN-TOWN CITATIONS	0	0	2	7		
ACCIDENTS	9	7	12	78		
52 (Investigated)	3	3	6	33		
89 (no Investigation)	6	4	6	45		
DRIVING UNDER THE INFLUENCE	6	4	2	21		
CALLS FOR SERVICE	367	377	350	3047		

October 25, 2022

[illegible]

October 25, 2022

Perryville Police Department

Outreach Program

Town Report

October 2022

Overall Monthly Attendance: 265

Number of New Referrals: 0

Number of New Members: 4

Total number of donated meals provided: 250

Announcements

This month we facilitated our yearly National Night Out Event. This is an event where first responders and their agency's come together to provide a free community event. Participants included, The Perryville Fire Company, Fire Marshal, Cecil County Sheriff's office, States Attorney's office, Elkton Police Department, State Police Helicopter, and many more. We had a moon bounce, DJ, free food from Wild Cat Point, and Face Painting from Mrs. Nancy. We took members on annual fall trip to Millburn Orchards to collect pumpkins and see all the barn yard animals. We were lucky enough to be visited by both Mrs. Nancy and Mrs. Jane for crafts this month. We held a Movie Night at OP. We were provided free popcorn from Principio Furnace Methodist Church and our Movie night was a huge success. Our community service this month was building scarecrows for the town and making muffins for our officers. We have started all our holiday operations this month. We are currently collected food for both Thanksgiving and Christmas meals. We are also collecting toys and looking for family Christmas sponsorships. For those needing assistance we have started collecting applications. You can find applications on Facebook and at OP. Life Skills consisted of honesty and helping others.

We would like to send out a huge thank you to the community members who donated snacks for our afterschool kiddos. We also received donations from our local Perryville churches, and Mrs. Marilyn

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 - October 2022

PUBLIC WORKS:

Projects/Other Events:

- The meter vault at the WWTP has been repaired.
- Staff upgraded and relocated the water service line located at the Community Fire Company (Station 6)
- Employees are continuing to replace/update water meters throughout town as time allows.
- Staff hauled spoils from recent water repairs away from the behind town hall..

Paving/Sidewalk Repairs:

- N/A.

Water/Sewer/Stormwater:

- Employees have been assisting with the Distribution System Assessment with AECOM.
- Employees have been checking PRV (pressure regulating valves) throughout town to make sure they are operating properly. A representative from Cla-Val has been called on to assist as well.
- DPW employees are continuing to change water meters in Town.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- Superintendent attended staff meeting and construction progress meeting with AECOM/RE Pierson.
- Staff addressed issues with the transducer that controls pumping and level controls at PS4.
- DPW staff repaired multiple water leaks throughout Town.

Training:

- DPW and Parks employees attended an on site training/repair as well as in class training on fire hydrants.

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

Town Events:

- DPW will be assisting the Parks Dept for the Annual Boo Bash.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- The large slope mower has received a full service and repairs of the front windshield. The mower is currently back at DPW and in use mowing the WTP access roadway and Frenchtown Road.
- Park hustler mower has been returned from Walter G Coale and is in use for park mowing operations.

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:

- The Parks Dept has been preparing for the Annual Boo Bash. (Hauling pumpkins, hauling straw, making games, etc.)

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Staff has continued mowing and maintaining the Parks grounds for the Spring and upcoming Summer months. This is coming to a close and the staff will begin switching over to winter/fall responsibilities.
- 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.
- DPW mower has been taken to Walter G Coale for hydraulic line repairs.
- Outreach hose bib replacement has been completed by Herbie Yateman Plumbing.

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

October, 2022

Wastewater:

Plant Influent Monthly Flow:	24.80 Million Gallons
Plant Effluent Monthly Flow:	21.83 Million Gallons
Veterans Center Monthly Flow:	6.40 Million Gallons

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

Activities:

1. Received new decanter float for SBR #2. Working with PSI on how to install without draining the tank.
2. Drained SBR #1 tank for cleaning. All rental equipment has been returned.
3. Replaced SBR #1 wasting pump while tank was drained. Will be ordering a new pump by the end of the fiscal year for a spare.
4. Hill's has rebuilt the old mixer motor and returned it so we have a spare ready to go.
5. Had SBR #2 lower decanter valve actuator repaired. While it was inoperable staff came in around the clock to manually decant the SBR
6. Working on getting quotes for replacement of both decanter lower 18-inch valves
7. LEECO and DPW have repaired the water meter for our potable water. While meter seals were being ordered the wastewater plant was getting its water from the VA through hoses connected to our fire hydrant.
8. Cass has begun working at the plant.
9. We've begun cross training at the water plant to get operators familiar with the plant ahead of Great Wolf Lodge coming online.
10. Tested all emergency lighting & monthly check of fire extinguishers
11. Monthly housekeeping was performed
12. Monthly EQ tank cleaning was performed
13. Scheduled preventive maintenance was performed

Water & Wastewater Treatment Plants

Monthly Operating Report

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Water:

Plant Raw Water Monthly Flow:	13.0 Million Gallons
Plant Finished Water Flow:	12.2 Million Gallons
Plant Backwash Water:	2.3 Million Gallons

The water plant is in compliance with MDE regulations for the month of September, 2022 and October, 2022 with the October lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. Water usage and cleans were higher due to hydrant flushing and water main breaks.
3. Plant ran second shift to keep up with demand for hydrant flushing
4. Staff replaced flapper valves in both blowers
5. Staff replaced a second check valve for the distribution pump
6. Susquehanna River Basin Commission Report has been completed and submitted
7. Getting quotes to have some dead and leaning trees removed from around the generator and the raw water pump building
8. Had Marino Industrial confirm the pressure gauge level and the water elevation are correct on SCADA. Both are within 6 to 12 inches.
9. Performed routine overnight cleans on both membrane trains
10. Checking water towers equipment and water quality weekly
11. Collected all monthly samples
12. Monthly housekeeping was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguisher