

Staff Reports from Town Meetings

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- Wastewater Plant Report & Water Plant Report

Town Administrator's Report
February 7, 2023

Meetings

- Met with Kevin Pampuch, AECOM, regarding the Sewer Study as part of the Bartlett Property Annexation process.
- Met with GMB regarding the amendments to the WWTP Denitrification Project contract.
- Conducted the Staff Leadership meeting on January 11, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on January 11, 2023.
- Held the Water and Sewer Rate Study meeting on January 18, 2023.
- Met with Kevin Pampuch, AECOM, regarding the Water Quality Study.
- Met with Brigitte Carty, LSHG Executive Director, regarding LSHG expansion.
- Met with AECOM regarding the Water Plant Expansion Project monthly progress meeting on January 10, 2023.
- Ice House Park Shoreline Restoration Project Kickoff meeting was held January 17, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement project monthly progress meeting on January 18, 2023.
- Attended the Town's Strategic Plan Retreat on January 7, 2023.
- Met with R.T Chalfant from HSI regarding audio and video upgrades to the Town's meeting room.
- Met with Help USA and Perry Point representatives regarding the construction of 76 additional houses at the Perry Point campus.
- Met with Amtrak Bridge representatives regarding the new Susquehanna Railroad Bridge Project.
- Met with Christina Becker to finalize the 2023-2025 Strategic Plan.
- Attended the MDOT Transportation Scoring Information Session.
- Met with Kevin Pampuch, Dianna Battaglia, and Commissioner Aldridge, to discuss sewer capacity to the Maryland Avenue wastewater line.
- Met with representatives from the Town of North East and Cecil County overnment to discuss current and future MS4 requirements.
- Met with several Playground Distributors about the potential playground improvement amenities to the Lower Ferry Park playground area.

Organization

- Registered for Grant Writer Internships to the following Universities: University of Delaware, Wilmington University, Widener University, Towson University, University of Maryland, UMBC & UMES.

- Provided Cecil County Government with Town's FY 2024 Transportation Priorities.
- Attended Senator Cardin's Earmark meeting on January 20, 2023.
- Met with CivicPlus about the possibility of upgrading the town's website.
- Participated in the First Auditor training offered by LGIT on January 23, 2023.
- Rescheduled a site visit of the Bare Farm Stream restoration project to February 8th. Once completed, the project will provide the necessary credits to meet the Town's MS4 requirements and saving the Town approximately \$2,000,000.
- Completed LocalGov online training courses offered by LGIT.
- Met with representatives from Sparks Play to discuss playground options at Lower Ferry Park.
- Incorporated a "Drip Calculator" to the Town's Website. The Drip Calculator is courtesy of the United States Geological Survey and located on their website. It provides information on water lose if there is a drip of water from any feature in a residential home.

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.

Projects

- To date R.E. Pierson has completed 70% of the Sanitary Sewer Improvement project for GWL. The pump station 4 bypass has been installed. Pump Station 4's Pump has arrived, however, due to severe supply chain issues; the pumps for PS-1, & 2, and the Control Panel for PS-4, will not arrive until April 2023. The original schedule for the pumps and control panel was August 2022. The completion date is now set for June 9, 2023.
- Water Treatment Plant Expansion to date; Permit Application was received by MDE for comments and approval. Bid package will be due on January 31, 2023. Construction was set to begin April 3, 2023, now due to delays May 15, 2023. The final project completion was set for November 3, 2023, now December 15, 2023.
- WWTP ENR project: The Total project cost including contingency is \$8,290,428. Grant reimbursable is 96.23% of the total cost. Therefore, the Town is responsible for the 3.77% or \$321,374. The project will not begin until the Bid package is approved by MDE.
- Fire Company-Station 16 Water Tie in Project. Water connection is now complete. Invoices have been submitted to MDE for reimbursement. The Town will be responsible for several project overruns, including extra excavation costs,

installation of a booster pump and shut off valve, totaling approximately \$35,000. Bringing the Town's portion of the project to \$110,000.

- The GWL project Construction is 91% complete with half of all rooms punched out (for touchups/repairs). Water park: approx 85-90% complete. **Grand Opening June 15, 2023.** Considering to be open July 15, 2023, for reservations. **Substantial completion May 26, 2023. Anticipate receiving U&O May 1, 2023.**
- Water Quality Study: AECOM is in the process of confirming the PRV pressure settings throughout Town.
- Project Kickoff for the Water and Sewer Rate Study-The Town supplied the contractor with all the data requested. It will take approximately 12 weeks for the study to be complete.
- The contract for the Sewer Capacity Study by AECOM for the Bartlett Property has been signed. The study will take approximately 60 days to complete.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. At the November 9th meeting, discussion centered around the Town obtaining Right-Aways from the two properties that will be affected by the sidewalk. Initial discussion about the parameters of an MOU with the State was discussed. Project is scheduled to begin in April 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project Kickoff meeting was held on January 17, 2023. Currently we are in the design phase of the project.
- Strategic Plan will be ready for review at the February 21, 2023 Work Session.

Assistant Town Administrator Report for the February 7, 2023 Town Meeting

EMPLOYMENT

Currently have an interview set up for Police Officer.

Interviewed and hired Outreach liaison.

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 6 deeds, 2 dump trailer rentals, 27 heavy trash calls and 6 park pavilion rentals, 47 in-state boat stickers and 32 of out of State boat stickers.

First Amendment auditor training was held on January 24th for the office staff provided by LGIT.

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

186 door hangers went out on 12/15. 47 shut offs on 12/19/22

12 Data logs have been completed

8 Settlement Charges

1 Bulk Water Purchases

4 New Meters have been installed

8 Payment Plans

63 Leak Letter were mailed out on 1/10/2023

MEETINGS

January 3, 2023 – Attended Town Meeting

January 11, 2023 – Attended Leadership Meeting

January 19, 2023 – Safety Committee Meeting

January 19, 2023 – Held interview

**Treasurer's Report
Town of Perryville, Maryland
February 7, 2023**

Projects:

- **FY 23- Financial Statements**
 - We are now current in all reconciliations of cash.
- **Audit**
 - Received final audit. We received an unmodified opinion. In addition, the auditor's Management Letter had no negative comments regarding our internal controls and accuracy of financials.
- **Solar Energy**
 - Submitted final changes for Solar Contract, extending the term for 35 years.
- **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.
- **Budget**
 - Inflation is causing shortfalls in multiple areas necessitating ongoing budget amendments. Two amendments will be presented at this meeting.
 - Did preliminary preparation for FY2024 budget season, formatted proforma worksheets.
- **Cross Training**
 - Continued cross training employees. Procedures are being documented into writing as staff learn new tasks.
- **Procedure Manual**
 - Continued formalizing the Procedures in the Finance Department by task.
 - Restructuring the billing procedures for Planning and Zoning Projects.

**Treasurer's Report
Town of Perryville, Maryland
February 7, 2023**

Bond Issuance

- Met with the Finance Program Manager and an associate from the Department of Housing and Community Development. We will be applying for the Bond for Street Improvements through their agency.
- Prepared our Bond Application documents and submitted them.
- Had several conversations with our Bond Council to ensure that she is kept in the loop.

Current/Future Projects

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs. -ONGOING
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.-IN PROCESS
- 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.

December, 2022 Statistics:

- 178 purchase orders were processed totaling \$1,107,648.04
- 37 A/R invoices totaling \$76,030.81
- 67 A/P checks disbursed..
- Local Impact Funds - Life to date (Sep, 2010 to Sept, 2022) slot revenue received \$17,409,356. Total received to date for FY 23 is \$413,843. We received 3 months of LIF in November. We have not received any LIF payments for FY23 as of this time.

Planning & Zoning Department

January – February 7, 2023 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. Property sold and meeting scheduled with new owners. 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. Meeting held on site with owner and engineer with MDOT for clarification of proposed improvements. Developer working with engineer to address required improvements to roadways. CURRENT STATUS: No update.
- **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: Investigating the capability of existing sewer lines for potential development opportunities.
- **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 with 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. Plans finalized to move forward. CURRENT STATUS: Roundabout construction planned for late summer/early fall; improvements at I-95/MD222 interchange pending.
- **Captain Lee's (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 Plans reviewed by the Planning Commission December 19 and approved with conditions to move forward to Final Site Plan. CURRENT STATUS: Developer moving forward.
- **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 completion is now at 91%! Construction update meeting held 1/25 to discuss progress, testing of equipment, landscape plantings, storm water pond conversions, and coordinating inspections.
- **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. Water Distribution Network Analysis to be performed by AECOM; analysis pending corrections due to DPW has experienced problems with improperly operating control valves and unusual pressure surging within the system. **CURRENT STATUS:** Developer moving forward with Final plans pending Analysis to be done.
- **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:** Final Site Plan reviewed by Planning Commission January 23, 2023, with recommendation for approval to Town Commissioners.
- **Chesapeake Overlook Lot 5 Common Area:** Plans in the review process for development of the common area to prepare site ready pad sites. Plans reviewed by the Mayor and Commissioners at October work session and approved at the November town meeting. Public Work Agreement and Landscape Agreement finalized. **CURRENT STATUS:** Site grading 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>	4												
<i>Violation Letters</i>	0												
<i>Citations</i>	0												
<i>Rental Licenses Issued</i>	22												

Other	Complaint Forms – 2 Complaint Website – 3 Phone – 11 Email – 2
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Planning Commission: Meeting held January 23 to review Final Site Plan for Wawa at Chesapeake Overlook.

Board of Appeals: No meeting held in January.

Zoning Certificates: 8 certificates approved; 2 for roof mounted solar panels.

Grants:

- FY23 Town Grant funds were awarded by the Mayor and Commissioner's at the Town meeting held December 6th and the property/business owners notified.

Economic & Community Development:

- Email Invite to Town of Perryville Local Business Meet & Greet & Information Exchange to be held February 8th 4:30-6:00pm at Lion of Judah Bible Café (304 Aiken Avenue). Guest Speaker: Sandy Turner, Manager, Cecil County Tourism.
- 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.

Farmers Market/Community Events:

- Winter Lights Cecil Nights 2023 Campaign continues January 6th through February 28th. Purpose is to help market our small businesses to Cecil County and beyond through festive lights, town decorations and winter themed menu items and activities. Our theme is "Perryville Pride" with winter colors of blue, white, gold and silver. Residents may participate in the campaign by keeping their lights and decorations in these colors up as well.
- Perryville is posting with your game. The first Scavenger Hunt was held on Saturday January 28th. It was a lot of fun and great for the partnering businesses.
- Geocaching event is February 3 through February 7 and a second Scavenger Hunt on February 25th from 2 to 5 p.m.
- 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:

- Museum is now following the winter schedule and open Saturdays 10:30am - 5:30pm.

Spring Lecture Series – free to attend 6:30pm- 7:30pm:

- February 25th: "Would the Real Col. John Rodgers Please Stand Up?" with Dr. Robert Selig [Online and limited in-person]
- March 4th: "John A.J. Creswell of Maryland: Journey to Abolition" with John M. Osborne, PhD and Christine Bombaro, MLS [online and limited in-person]
- April 1st: "Findings from the 2020 Non-Invasive Archaeological Survey of Rodgers Tavern and Lower Ferry Park" with Jennifer Pitts [online only]
- May 13th: "Identifying Equestrian Artifacts in the Archaeological Record" with Sara Rivers-Cofield, Maryland Archaeological Laboratory [online only]

More information and registration for lecture series is available at www.rodgerstavern.com.



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 January 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily
- Update policy/procedures manual to reflect current law changes
- SAPP grant supporting document submission
- Repairs to police building following burst sprinkler head/flood damage.

MONTHLY MEETINGS/TRAINING

- Attended the town hall meeting (1/3/2023)
- Facilitated First Amendment Auditor training with LGIT (1/24/2023)
- Chief Nitz attended the HERC/LEPC/Chiefs meeting (1/25/2023)
- Detectives Lenzi/Peer attended the weekly Criminal Intelligence meeting (multiple days)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Phone calls with Commissioner Linkey (multiple days)
- Met with Town Administrator George Patchell (multiple days)
- Monthly NIBRS submissions (1/3/2023)
- Attended the investiture of State's Attorney James Dellmyer (1/3/2023)
- Met with insurance adjuster regarding damage to police building (1/3/2023)
- Attended the Cecil County Work Session reference the PAB/ACC (1/3/2023)
- Worked on the LINX NCR audit (1/5/2023)
- Meeting with Pastor Sheppard (1/5/2023)
- Meeting with General Manager of Great Wolf Lodge (1/5/2023)
- Attended the town Strategic Planning Retreat (1/7/2023)
- Attended the Law Enforcement Appreciation event in Annapolis with other Cecil County LE executives (1/9/2023)
- Attended MD Chief's of Police membership meeting (1/11/2023)
- Attended the town of Perryville employee breakfast (1/12/2023)
- Reviewed speed camera violations (1/12/2023)
- Reviewed timesheets (1/13/2023)
- Meeting with Chief Peterson/RSPD and mental health professionals regarding mandates for mental health assessments for officers (1/13/2023)

- Attended the MML Police Executive Association board meeting (1/17/2023)
- Attended the town safety committee meeting (1/19/2023)
- Lt. Reno attended the SRO meeting at board of education
- Conducted police department staff meeting (1/25/2023)
- Worked on grant document submissions for the MD Highway Safety grant (1/26/2023)
- Meeting with Havre de Grace PD command staff regarding annual In-Service/Firearms training (1/26/2023)
- Reviewed timesheets (1/30/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 25 citations and 59 warnings for various traffic infractions. A total of 9 tractor and trailers were stopped along Aiken Avenue violating the road restrictions. They made 3 arrests for drug abuse violations, 4 DUI arrests, with a total of 15 criminal arrests along with responding to 315 calls for service.

On January 12, 2023 officers received a call for service regarding a man with handgun at the Royal Farms located on Pulaski Hwy. Upon arrival they located the individual and upon further investigation seized a loaded illegal firearm from the suspect. He was taken into custody without incident and charged accordingly.

Perryville Police Department Monthly Police Report
January, 2023

	January	February	March	Year to Date 2023		
ROBBERY	0			0		
ASSAULT	5			5		
BURGLARY	0			0		
THEFT	8			8		
Auto Theft	0			0		
CDS	3			3		
DISORDERLY	0			0		
MDOP	2			2		
ADULT ARREST	15			15		
JUVENILE ARREST	0			0		
Referrals to Outreach	0			0		
CITATIONS	25			25		
WARNINGS	59			59		
SEROS	7			7		
IN-TOWN CITATIONS	0			0		
ACCIDENTS	5			5		
52 (Investigated)	2			2		
89 (no Investigation)	3			3		
DRIVING UNDER THE INFLUENCE	4			4		
CALLS FOR SERVICE	315					

January 31, 2023

Perryville Police Department

Outreach Program

Town Report

January 2023

Overall Monthly Attendance: 356

Number of New Referrals: 0

Number of New Members: 1

Total number of donated meals provided: 300

Announcements

This month we have been preparing for our 5k in March. The 5k will be held on March 18th and is in partnership with the 501C3 and 5th company brewing. Things slowed down a bit at Outreach coming off our exceptional holiday season. We already received a donation of \$15,000 for Christmas 2023. The Blast and Gianni Tuminello has graciously invited us to a game in March. We took members to Main Event this month for good behavior and community service participation. We hired a new Police Officer Liaison for our grant funded outreach position. Outreach staff attended the First Auditor training. Mrs. Nancy and Mrs. Jane stopped by and did crafts with our members. Life skills were on New Year New Me! and prioritizing.

We would like to send out a huge thank you to all of our community help this month!!!

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 any 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
 - Completed a preliminary cost estimate for Otsego Street improvements from MD 222 to Roundhouse Drive. The project includes complete roadway, curb & sidewalk reconstruction.
 - Must receive updated Otsego Street land survey work bids for the design of Otsego Street reconstruction in order to progress the project.
- 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.
 - Construction 100% complete. Submitting final invoices to Stewart and Tate and MDE.
- 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. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners. An appraisal must be made for the properties, plats made, and the property deeded for voluntary donate or offers made to owners.
- 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 New Gen Strategies 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.
- 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 without using Wet Bioswales.

DPW Report - January 2023

PUBLIC WORKS:

Projects/Other Events:

- Employees continue to replace/update water meters throughout Town.

Paving/Sidewalk Repairs:

- Multiple areas throughout town received roadway patches.
- A contractor will be installing curb cut outs in multiple locations to allow for crosswalk installations. (Delayed Weather)
- A contractor will be installing crosswalks that were requested in some high traffic areas. (Delayed Weather)

Water/Sewer/Stormwater:

- Employees continue assisting with the Distribution System Assessment alongside AECOM. This includes testing PRVs and locating water system valves to assure they are operating correctly.
- Employees continue to check PRV (pressure regulating valves) throughout town to make sure they are operating properly. They are replacing the pressure gauges to assure the PRV's are operating properly. (Ongoing Distribution System Project)
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- Superintendent attended the monthly staff meeting.
- Employees made water repairs on Honaker Street and Maywood Avenue.
- Employees spent time dealing with bypass pumps/pumping at S-Turn pump station. Bypass pumps are being utilized while waiting for the pump station upgrades that are part of the sewer system improvement project.

Training:

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

Town Events:

- Superintendent attended the “Strategic Planning Meeting”.

Weather Related Events:

- DPW prepared trucks for predicted weather events. The equipment wasn’t needed as the predictions didn’t come to fruition.

Vehicle/Equipment Maintenance:

- Winter equipment was installed as needed for the upcoming winter weather months.

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 staff setup and cleaned up for the Strategic Planning Meeting and Healthy Breakfast events.
- Employees removed Christmas Decorations from Lower Ferry Park and other locations around Town. Decorations that are predominantly lit with white lights have been left active as part of the “Winter Lights, Cecil Nights”.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Staff cleaned ditch lines along Tapp Parkway.
- Parks staff have stored the summer weather equipment and have begun working on Fall/Winter 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.

Training:

- Employees continue taking online safety training through the Local Government Insurance Trust.

Rodgers Tavern/Lower Ferry Pier:

- Parks staff roped off Lower Ferry Park areas to prevent parking after rain events.

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 September of 2022 and will take place again in the Spring (April 2023).
- **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

January, 2023

Wastewater:

Plant Influent Monthly Flow:	22.33 Million Gallons
Plant Effluent Monthly Flow:	21.21 Million Gallons
Veterans Center Monthly Flow:	7.31 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2022 and January, 2023 with the January lab results received to-date.

Activities:

1. Getting a quote from Wickersham to install new decanter float. Will have to drain the tank again, so it will have to be budgeted for next fiscal year.
2. Got a quote to have damaged fence repaired from a downed tree. Will wait till the end of the fiscal year to see if we still have the money for it or if it will have to wait till July.
3. Attended First Amendment Auditors class.
4. Jeff has started taking a college class "Principles of Management" on Wednesdays.
5. Signed Shawn up for class at Harford Community College to get credits toward license renewal.
6. Replaced valve #4 on filter 2.
7. Cass has started cross training at the water plant
8. Signed a contract with MES to redo our Stormwater Discharge Permit. They are planning a site visit in February.
9. Took 2008 Chevy to VEIP for emissions testing. It passed.
10. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2023

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Water:

Plant Raw Water Monthly Flow:	10.7 Million Gallons
Plant Finished Water Flow:	10.8 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

The water plant was in full compliance with MDE regulations for the month of December, 2022 and January, 2023 with the January lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. New analog data controls have been installed in the CIP and Recycle/Reject tanks. Also had to replace the level transducers with the high and low level floats. All work was done by Marino
3. Water plant was staffed around the clock during the 4 water main breaks.
4. Staff installed a new booster pump for the membrane turbidity meter.
5. Staff replaced the temperature probe in the CIP tank.
6. Report for the Susquehanna River Basin Commission has been completed and submitted.
7. Performed routine overnight cleans on both membrane trains.
8. Checking water towers equipment and water quality weekly
9. Collected all monthly samples.
10. Monthly housekeeping was performed.
11. Scheduled preventive maintenance was performed.
12. Tested all emergency lighting & monthly check of fire extinguisher.