

Staff Reports from Town Meetings

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Town Administrator's Report
March 7, 2023

Meetings

- Met with Crystal Taylor, Program Director, Home and Community Based Services from Perry Point VA to discuss the Assist Living Facilities program.
- Met with representatives from Susquehanna River Basin Commission to discuss water allocation for the Town.
- Met with Kevin Pampuch, AECOM, regarding the Sewer Study as part of the Bartlett Property Annexation process.
- Met with GMB regarding the bidding documents for WWTP Denitrification Project.
- Conducted the Staff Leadership meeting on February 15, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on February 8, 2023.
- Held the second Water and Sewer Rate Study meeting on February 8, 2023.
- Met with Local Emergency Planning Committee (LEPC) and Homeland Security Emergency Response Committee (HERC) the meetings consist of local and state partners who express interest in Cecil County's hazards, threats, and present updated information.
- Met with Kevin Pampuch, AECOM, regarding the Water Quality Study.
- Met with Brigitte Carty, LSHG Executive Director, regarding LSHG trail expansion.
- Met with AECOM regarding the Water Plant Expansion Project monthly progress meeting on February 14, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement project monthly progress meeting on February 9, 2023.
- Met with Calvin Bonenberger, Town Administrator, Rising Sun, regarding a variety of topics that impact municipalities.
- Met with Help USA and Perry Point representatives regarding the construction of 76 additional houses at the Perry Point campus.
- Met with Christina Becker to finalize the 2023-2024 Strategic Plan.
- Attended the MDOT Transportation Scoring Information Session.
- Met with representatives from the Town of North East and Cecil County government 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.
- Met with the Bond Counsel to discuss next steps in the Bond issuance.
- Attend the Conowingo Dam debris cleanup meeting.
- Met with Great Wolf Lodge General Manager, Nadine Miracle.

Organization

- Completed the 2022 Annual Report and posted the report on the town's website.
- SRBC provided several options on how the town can raise its water allocation with SRBC. The current allotment before having to pay a mitigation fee is 690,000 gallons per day.
- Applied for the FY24' Senator Van Hollen's Congressionally Directed Spending Grant for the Town's Water Treatment Plant Expansion Project.
- Applied for the FY24' Senator Cardin's Congressionally Directed Spending Grant for the Town's Water Treatment Plant Expansion Project.
- Met with CivicPlus about the possibility of upgrading the town's website.
- Took a site visit of the Bare Farm Stream restoration project on 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 Metro Recreation to discuss playground options at Lower Ferry Park.
- Met with Chief Nitz and Chief Willis to discuss train derailment planning and procedures.
- Attended an Opioid Settlement meeting.
- On March 3rd, Presented, with Debbie Sharpe, to the Local Development Council, the Town's multiyear plan related to the expenditure of local impact grant funds.
- MDE provided a scoring of the Town of Perryville's MS4 Phase II Progress Report. According to Bruce Thompson, KCI engineering firm representing the Town, the Town scored the highest he has ever seen, with almost a perfect score!

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. The final project completion was set for **November 3, 2023**, now **December 15, 2023**.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. The final step is for the Maryland Board of Public Works to approve the funding for the project. Once the MBPW approves the project, a notice to proceed will be presented to Wickersham. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost.
- Trihalomethane Removal System (TRS)- Received the Permit through MDE. The TRS Is the installation of an aeration system to the Pilot Water Tower which will reduce Trihalomethane's (THM) from the water in the water tower. The aeration system will be located at the top of the tower. THM's are a group of chemicals that are formed in the water along with other disinfectants by products. THM increase with time, temperature, pH levels and levels of precursors available. The precursors are organic materials that react to chlorine to produce THM.
- 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.
- Water Quality Study: AECOM is in the process of confirming the PRV pressure settings throughout Town.
- Water and Sewer Rate Study-The Town supplied the contractor with all the data requested. The study should be completed and available for review at the March 21, 2023, Work Session.
- 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. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. 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.

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

EMPLOYMENT

Hired a police officer and he will start on March 13, 2023.

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, 42 heavy trash calls and 8 park pavilion rentals, 43 in-state boat stickers and 10 of out of State boat stickers.

Town Clerk

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

Water/Sewer

495 Late Notices Mailed out on 2/22/2023

5 Data logs have been completed

8 Settlement Charges

2 Bulk Water Purchases

6 New Meters have been installed

8 Payment Plans

MEETINGS

February 7, 2023 – Attended Town Meeting

February 15, 2023 – Attended Leadership Meeting

February 15, 2023 – Held Police Interview

February 21, 2023 – Attended Work Session

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

Projects:

- **FY 23- Financial Statements**
 - We are now current in all reconciliations of cash.

- **Denitrification Project/ Sewer Expansion Project**
 - Submitted requests for reimbursement from Maryland of expenses paid to date.

- **Budget**
 - Met with all department heads to review budget requests.
 - Starting this year, we are segregating non-essential requests from essential day to day operating costs. These will be reviewed at the end of the budget process.
 - Prepared preliminary budget for review by Board.

- **Local Impact**
 - Prepared a 3 year Local Impact Funds Budget for the Fiscal Years 2024-2026.
 - The proposed budget will be presented to the Local Development Council on Friday, March 3, 2023.
 - Budget targeted projects that would promote safety and beautification within the Town.

- **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
March 7, 2023**

- **Bond Issuance**

- Prepared additional Bond Application documents and submitted them.
- Had several conversations with our Bond Council and Maryland Bond staff to ensure that we meet all deadlines

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.

January, 2023 Statistics:

- 200 purchase orders were processed totaling \$701,627.37.
- 14 A/R invoices totaling \$107,389.07.
- 70 A/P checks disbursed totaling \$1,434,981.78.
- Local Impact Funds - Life to date (Sep, 2010 to Nov, 2022) slot revenue received \$17,611,195.12 . Total received to date for FY 23 is \$756,138.45. We have not received December through February as of this time.

Planning & Zoning Department

February – March 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. Roundabout construction planned for late summer/early fall. CURRENT STATUS: Improvements at I-95/MD222 interchange to begin in March.
- **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: Stop Work Order issued pending applicable permits and approvals for site work/grading related to bulkhead construction.

- **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 92%!
- **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; plans reviewed. CURRENT STATUS: Final Site Plan approved and proceeding with landscape agreement and surety.
- **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: Pre-construction meeting held; site grading to begin mid-March to prep pad sites; anticipated completion September or October.

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	7											
<i>Violation Letters</i>	0	2											
<i>Citations</i>	0	0											
<i>Rental Licenses Issued</i>	62	28											

Other	Complaint Forms – 2 Complaint Website – 0 Phone – 3 Email – 0
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Planning Commission: Meeting held February 27, 2023 to review the updated Critical Area Ordinance and Maps and to elect officers. Julie Rachel remains Chair of the Planning Commission. Al Fuller will be serving as the new Co-Chair.

Board of Appeals: No meeting held in February.

Zoning Certificates: 6 certificates approved; 0 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:

- Town of Perryville Local Business Meet & Greet & Information Exchange 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.

Community Events:

- Winter Lights Cecil Nights 2023 county wide campaign ended Feb 28th. Purpose was to help market our town and small businesses to Maryland, Delaware, Pennsylvania, New Jersey and beyond. Perryville hosted Winter Games which consisted of 2 Social Media Scavenger Hunts and 1 Geocache. Gift certificates were donated by participating businesses: Broad Street Tavern, Ecole's Pizza, Lion of Judah Bible Café, 5th Company Brewing, All About You Family Hair Salon, Pura Vida Yoga, The Pizza Tower, Healthies of Perryville, Perryville Liquors and Hollywood Casino of Perryville. We had teams join us from Elkton to D.C. Participants had a great time and there is a high demand for more games in the future.
- Our first Community Activities Committee meeting for 2023 town events will be held in March. Date TBD. If you or your organization would like to get involved with events in town, PLEASE contact Alisha at 410-642-6066 or email agarlie@perryvillemd.org.
- Stay up to date with events 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 12:00 - 4:00pm.

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.

- 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.
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include as such; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
- 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. Final change order from Stewart and Tate is approved for reimbursement by 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.

- Making Town comments on construction plans.
- 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.



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 February 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Preparing for FY '24 Budget process.
- Repairs to police building following burst sprinkler head/flood damage.
- Reviewed speed violations along Aiken Ave.
- Planning for OP 5K
- Planning tabletop exercise for trail derailment scenario

MONTHLY MEETINGS/TRAINING

- Lt. Reno attended the town hall meeting (2/7/2023)
- Chief Nitz attended the town Leadership meeting (2/15/2023)
- Chief Nitz attended the HERC/LEPC/Chiefs meeting (2/22/2023)
- 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 (2/1/2023)
- Attended the Maryland Law Enforcement Special Olympics event (2/3/2023)
- Attended the MML Police Executive Association Board meeting (2/7/2023)
- Attended the hard hat tour at GWL (2/8/2023)
- Attended virtual LINX refresher (2/9/2023)
- Reviewed timesheets (2/13/2023)
- Meeting with supervisor's (2/13/2023)
- Lt. Reno attended the virtual LOFRT meeting (2/14/2023)
- Conducted an interview on potential police officer applicant (2/15/2023)
- Met with George Patchell and Cathy McCardell reference personnel matter (2/15/2023)
- Meeting with Chief Willis-PVFD (2/16/2023)
- Attended virtual LINX refresher (2/21/2023)
- Lt. Reno attended the county SRO meeting (2/21/2023)
- Meeting with Alisha Garlie reference upcoming town events (2/23/2023)

- Reviewed timesheets (2/27/2023)
- Submitted AFC for applicant to MPCTC (2/28/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 28 citations and 71 warnings for various traffic infractions along with 11 town parking citations. A total of 13 tractor and trailers were stopped along Aiken Avenue violating the road restrictions. They made 4 arrests for drug abuse violations, 2 DUI arrests, with a total of 10 criminal arrests along with responding to 295 calls for service. Additionally, approximately 591 citations were issued along Aiken Avenue during the month of February.

Perryville Police Department Monthly Police Report
February, 2023

	January	February	March	Year to Date 2023		
ROBBERY	0	0		0		
ASSAULT	5	2		7		
BURGLARY	0	2		2		
THEFT	8	5		13		
Auto Theft	0	0		0		
CDS	3	4		7		
DISORDERLY	0	1		1		
MDOP	2	1		3		
ADULT ARREST	15	10		25		
JUVENILE ARREST	0	0		0		
Referrals to Outreach	0	0		0		
CITATIONS	25	28		53		
WARNINGS	59	71		130		
SEROS	7	13		7		
IN-TOWN CITATIONS	0	11		11		
ACCIDENTS	5	7		12		
52 (Investigated)	2	2		4		
89 (no Investigation)	3	5		8		
DRIVING UNDER THE INFLUENCE	4	2		6		
CALLS FOR SERVICE	315	295		610		

February 28, 2023

February, 2023

[illegible]

February 28, 2023

Perryville Police Department

Outreach Program

Town Report

February 2023

Overall Monthly Attendance: 366

Number of New Referrals: 0

Number of New Members: 3

Total number of donated meals provided: 330

Announcements

This month we have been finalizing preparations for our 5k in March. Outreach received recognition for staff's efforts in our Children's Christmas program. We received recognition from the Police Department and The Board of Education. Hanimal Farm stopped by Outreach with a few furry friends for a Cuddle Gram to celebrate Valentine's Day. Mrs. Jane stopped by and did crafts with our members. Life skills were about the celebration of black history month, celebrating our differences, and unity. Community service consisted of Trash Pick-up.

We would like to send out a huge thank you to all 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.

DPW Report - February 2023

PUBLIC WORKS:

Projects/Other Events:

- Employees continue to replace/update water meters throughout Town as time and supplies allow.
- DPW Staff removed a large pile of brush from the Community Park Road. The area has become a dumping area for brush. The brush was cleaned up and “No Dumping Allowed” signs were placed in the area.
- The DPW Van has been outfitted with shelving and loaded with water repair equipment. The van will serve as a water repair van and replace the current trailer that was being used.
- The previous water repair trailer has been converted to a sewer line inspection van and has been equipped with the town crawler camera.

Paving/Sidewalk Repairs:

- “No Parking Between Signs” signs were installed and the curb was painted yellow at the Rustic Court/Frenchtown Road intersection.
- A section of Broad Street Sidewalk (near the underpass) that was being overgrown was cleaned and widened for pedestrian traffic.
- 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.
- The water meter at the Community Fire House was updated.
- Employees have been rebuilding PRV (pressure regulating valves) throughout town to ensure they continue operating properly (Ongoing Distribution System Project)

- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- Water main valves that are to remain in an “always off” or “always open” position were labeled to prevent them from being operated.
- Staff has been locating shut off valves throughout town. Valves that are found are being made visible and those that are not located are being scheduled for valve installation.
- A fire hydrant that was knocked over at the corner of Susquehanna Avenue and Elm Street was repaired and reinstalled.

Training:

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

Town Events:

- Superintendent met with the Town Event Coordinator and Parks Department Representatives to discuss the upcoming events throughout the year.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- N/A.

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:

- 10 dangerous/dead trees were removed from the Community Park.
- 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". (Remaining lights will be removed in early March)

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- A contractor placed millings along Tapp Parkway to sure up the shoulders of the roadway.
- Staff installed new fencing around the Community Garden.
- Parks crew removed a large amount of driftwood from the Community Boat Ramp.
- 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

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Wastewater:

Plant Influent Monthly Flow:	18.65 Million Gallons
Plant Effluent Monthly Flow:	17.67 Million Gallons
Veterans Center Monthly Flow:	6.02 Million Gallons

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

Activities:

1. Still waiting on a quote from Wickersham to install new decanter float. Also getting a quote to potentially have a drainpipe installed in the SBR for future cleanings.
2. Flushed the hydrant by the lab and ran the sink so Larry could collect his quarterly TTHM and HAA5 samples
3. Have begun to work on the new budget for both plants and had preliminary meeting with finance.
4. EA Labs will begin collecting samples for this year's toxicity and biomonitoring tests.
5. MES had their site visit for updating our SWPPP plan.
6. All operators continue to cross train at the water plant.
7. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

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Water:

Plant Raw Water Monthly Flow:	8.6 Million Gallons
Plant Finished Water Flow:	8.7 Million Gallons
Plant Backwash Water:	1.6 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. Collected 1st quarter TTHM and HAA5 samples.
3. Meet with an engineer from Veolia and AECOM about redesigning the lifting bracket for the membranes. Engineer from Veolia fixed several plant issues while he was here as well.
4. Staff installed new booster pump for turbidity meters.
5. Repaired a blockage in a chemical feed line. Also replaced head, tubing, and rotor for the chemical feed pump.
6. Received new heaters to replace broken ones at the plant. Waiting on D&P Electric to install.
7. Meet with representatives from the Susquehanna River Basin Commission about increasing flow allocation for the water plant.
8. Performed routine overnight cleans on both membrane trains.
9. Checking water towers equipment and water quality weekly
10. Collected all monthly samples.
11. Monthly housekeeping and scheduled preventative maintenance was performed.
12. Tested all emergency lighting & monthly check of fire extinguisher.