

Staff Reports from Town Meetings

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Town Administrator's Report
June 6, 2023

Meetings

- Met with GMB regarding the WWTP Denitrification Project.
- Conducted the Staff Leadership meeting on May 10, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on May 3, 2023.
- Met with DNR regarding the Ice House Park project.
- Met with AECOM regarding the Water Plant Expansion Project monthly progress meeting on May 9, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on May 13, 2023.
- Met with Help USA and Perry Point representatives regarding the construction of 76 additional houses at the Perry Point campus.
- Met with Brian Lightner, Charlestown Town Administrator, to discuss partnering for the Circuit Rider grant writer funding.
- Met with FEMA representatives regarding federal insurance for residents who live in the designated flood plain area.
- Met with Global Playgrounds to discuss playground options at Lower Ferry Park.
- Met with GMB and Wickersham Construction regarding the WWTP ENR Project monthly progress meeting on May 31, 2023.
- Met with Megan McRay, the new Executive Director for the Cecil County Chamber of Commerce.

Organization

- Chief Nitz and I conducted First Amendment Auditor Training for DPW/Parks Staff.
- Met with Lydia McPherson, Public Relations Regional Representative from Norfolk Southern to discuss the NS Freight Trains that block the entrance to the Water Treatment Plant.
- Completed LocalGov online training courses offered by LGIT.
- Participated in the Local Administrative Preparedness Planning meeting with Cecil County Emergency Services to discuss emergency preparedness and FEMA Substantial Improved/Substantial Damaged plan by the Town and Cecil County.
- Provided the Town's Substantial Improvement/Substantial Damage Plan to FEMA to finalize the plan. The SI/SD plan is necessary for residents to qualify for FEMA Insurance.
- Met with representatives from MDE as a follow up to the inspection which was completed in March and the potential corrections that will need to be made as part of the WTP Project.

- Completed and Filed the Annual Emergency Action Plan for the Perryville Water Supply Dam with the Maryland Dam Safety Division.
- Held a tabletop review of the Perryville Water Supply Dam EAP with key staff and Chief Brad Willis, PVFD.
- Assisted in the Railroad Tabletop with CCES, Chief Nitz and PVFD representatives to discuss rail emergencies.
- Arranged for the finalization of the MOU for the Bare Farm Stream Restoration Project with Cecil Land Trust. The completed project will provide the necessary credits to fulfill the Town's MS4 requirements.
- Completed the grant funding intent notification for the Circuit Rider Program.

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 80% of the Sanitary Sewer Improvement project for GWL. Pump Station 1, pumps are installed and operational. Pump Station 2, pumps are installed with the new control panel will be as of June 5th. Pump Station 4's Pumps have arrived, however, due to severe supply chain issues the Control Panel for PS-4, will not arrive until August 2023. So, bypass pumps will be set up by June 1st to handle the flow until the control panel is installed. The original schedule for the pumps and control panel was August 2022. Pump Station #4 completion date is August 10, 2023.
- Water Treatment Plant Expansion to date; Permit Application was received by MDE for comments and approval. Bids have been open as of **June 2, 2023**; the final project completion date is **February 17, 2024**.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. Maryland Board of Public Works approved the state funding for the project. Construction schedule is being developed and a groundbreaking ceremony will take place for the project. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost. The first monthly progress report was held on May 31, 2023. Wickersham will begin mobilizing the site in early August with a completion date set for July 5, 2024. The groundbreaking ceremony will be held, the date is TBA.
- Trihalomethane Removal System (TRS)- Received the Permit through MDE. The TRS installation of an aeration system to the Pilot Water Tower is taking place between June 5th-June 9th. Once installed the system 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. The water connection is now complete. 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 Town has been reimbursed from MDE and USDA a total of \$
- Water Quality Study: AECOM is in the process of confirming the PRV pressure settings throughout Town.
- Water and Sewer Rate Study-NewGen Strategies and Solutions provided a completed study presentation to the Mayor and Commissioners. **COMPLETED**
- The Sewer Capacity Study by AECOM for the Bartlett Property annexation. **COMPLETED**
- 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. The Project is scheduled to begin in April 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project: As part of the design phase, the property was surveyed. Design for the project continues.

Assistant Town Administrator Report for the June 6, 2023 Town Meeting

EMPLOYMENT

We have 1 opening in DPW and two in the Police Department.

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 5 deeds, 2 dump trailer rentals, 27 heavy trash calls, 153 yard waste calls and 7 park pavilion rentals, 60 in-state boat stickers and 0 of out of State(Sold Out) boat stickers.

Town Clerk

Processed work session minutes and town meeting minutes. Prepares the agenda and materials through Board Docs. Scheduled meetings and responds to requests for the Mayor and Commissioners. May 9, 2023 – Town Election was held for two Commissioner seats.

Water/Sewer

563 Late Notices went out on May 18th, Payment due by June 6th, Door hangers June 8th and shut-offs will be June 13, 2023.

16 new meters installed

0 Data logs have been completed

3 Settlement Charges

0 Bulk Water Purchases

8 Payment Plans

MEETINGS

May 2, 2023 – Attended Town Meeting

May 9, 2023 – Town Election

May 11, 2023 – Attended Ethics Meeting

May 16, 2023 – Attended the Work Session

April 26, 2023 – Meeting for Health Insurance

**Treasurer's Report
Town of Perryville, Maryland
June 6, 2023**

Projects:

- **FY 23- Financial Statements**
 - We are working on bringing all financials current.
- **Denitrification Project/ Sewer Expansion Project**
 - Working on detailed spreadsheet to monitor billings and construction as project continues.
- **Budget**
 - FY24's Budget was approved in the May Town Hall monthly meeting.
 - An emergency Budget Amendment was prepared, presented and passed in a special meeting. This Budget Amendment funded all departments through the end of the FY23 fiscal year. The matching revenue for the majority of those expenditures was funded with previously unrecognized interest income from our MLGIP accounts.
- **Admissions and Amusement Taxes**
 - The final determination from the State of Maryland was that under current law, the cost of renting a room at Great Wolf Lodge would not be subject to the Admissions and Amusement Tax.
 - The State listed the following reasons for that determination.
 1. Rooms are rented out by type of room. Great Wolf does not charge by guest, but by the number of guests that can be accommodated per room. If fewer guests than the maximum stay in the room, the room price is not discounted.
 2. Everyone who is a guest at Great Wolf is granted access to the Water Park and is given some kind of authorization identification. If a guest has no interest in the water park (e.g. grandparents), again there is no discount.
 3. Any non-guest individual entering either the Dry Area or the Water Park will pay either an admission fee or will pay for the activity separately. These ticket sales will be subject to the Admissions and Amusement Tax.
 4. The State informed us that the only way to make room charges taxable would be to change current legislation.

**Treasurer's Report
Town of Perryville, Maryland
June 6, 2023**

- **Local Impact**

- The amended 3-year Local Impact Budget was presented and approved at the May 2, 2023 Town Hall meeting.

- **Retention Plan**

- Verified with Maryland Archives that the Town of Perryville had no retention schedules on file.
- Prepared retention schedules by department. Within that department individual schedules were prepared outlining the criteria for retention for every major filing record.
- Preliminary schedules are being sent to each department head to review and verify.
- Schedules will then be sent to Maryland Archives who will also review and send back with any changes they feel are necessary.
- Corrected schedules will then be sent back for final approval.

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.

April, 2023 Statistics:

- 176 purchase orders were processed totaling \$306,727.61
- 11 A/R invoices totaling \$224,472.60
- 81 A/P checks disbursed totaling \$354,374.90.

**Treasurer's Report
Town of Perryville, Maryland
June 6, 2023**

- Local Impact Funds - Life to date (Sept 2010 to Jan 2023) slot revenue received \$17,884,284.85. Total received to date for FY 23 is \$1,029,228.18. We have not received February through April as of this time.

Planning & Zoning Department

May Report – June 6, 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. Investigating the capability of existing sewer lines for potential development opportunities. 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 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: Site grading at lot 5.
- **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. Final Site Plan approved with conditions. CURRENT STATUS: Request for revisions to the hours of operation for the restaurant to be considered by the Board of Appeals was approved. Applicant continues to move forward with approval requirements.
- **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. Great Wolf announced collaboration with celebrity chef Duff Goldman, the Food Network star, who has created special cupcakes for sale at the Lodge with all revenue to benefit Believe in Tomorrow Children's House at Johns Hopkins. CURRENT STATUS: Inspections ongoing; received temporary Use and Occupancy permit. Reservations are now open for stays beginning June 14th. Grand Opening/Ribbon Cutting is scheduled for June 29th!
- **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 to submit Final plans.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations; plans reviewed. Final Site Plan approved. CURRENT STATUS: Zoning Certificate submitted for site work with issuance pending landscape agreement is finalized.
- **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. Pre-construction meeting conducted. CURRENT STATUS: Site grading started 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
Door Hangers	4	7	6	11	14								
Violation Letters	0	2	3	0	2								

Citations	0	0	1	0	0									
Rental Licenses Issued	62	28	4	15	2									
Other	Complaint Forms – 6 Complaint Website – 3 Phone – 7 Email – 2													

Planning Commission: Meeting May 15th discussed CAC regulations, MDP annual report and subdivision of 423 Otsego Street.

Board of Appeals: Meeting held May 22nd to review and sign Resolution for the operating hours for Captain Lee's restaurant.

Zoning Certificates: 8 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:

- 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 Giveaway – Each Saturday 12pm to 2pm at 304 Aiken Ave – the Lion of Judah Bible Café and Charity Crossing – new clothing, hygiene products, toys, household items, etc.
- National Small Business Appreciation Week April 30th - May 6th - County visit and certificate of appreciation presented by the Cecil County Office of Economic Development to; 5th Company, Broad Street Tavern and Johnny's Sushi House.
- National Small Business Appreciation Week April 30th – May 6th – Each Perryville Small Business (32) received a visit and certificate of appreciation from the Mayor and Commissioners – the photos were posted on the Town Facebook page.

Community Events:

- Our first 1st Saturday's Farm & Flea Market held May 6th was a huge success. We had several hundred people join us for shopping, food, kids crafts, yard games, hula hoop contests, bounce house, a book reading with the Mayor, Hannimal Farms donated their barn yard petting zoo, Cecil County Library brought their Bookmobile and the Girl Scouts of the Chesapeake Bay did a facepainting fundraiser. We had over 30 farm & flea market vendors and 6 community yard sale residents join us. We also had volunteers from residents, PVHS and local businesses. We are still in NEED of volunteers, vendors, and organizations to host fundraisers as we continue to grow.
- We also hosted our 1st Family Camp Out May 12-13th, 2023 with over 70 campers in our Community Park. Perryville Boy Scout Troop 144 hosted a hot dog dinner and s'more fundraiser, did fire safety demonstrations, and even provided a hot breakfast in the morning. We were joined by the Perryville Volunteer Fire Department with giveaways, activities, and safety. We had 2 roaring firepits thanks to DPW and Community Activity Committee member, Julie Liddle providing firewood. Fall camp date TBD.

- Finally, we hosted our first 3rd Friday Cruisers & Concert in the Park on May 19th. 74 cars lined up to show off their wheels and we had a couple hundred people peruse the park and lay out a blanket to listen to the Cecil County Night Crawlers rock out. Trophies and swag bags were awarded, and the PV Outreach Program hosted a 50/50 raffle. Great time had by all.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Alisha @ 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-see attached Quarterly Report:

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

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

- 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.

RODGERS TAVERN MUSEUM QUARTERLY REPORT

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: JANUARY-MARCH 2023 QUARTERLY REPORT
DATE: MAY 30, 2023

MEETINGS AND EVENTS:

1/11/2023: W3R NHT Monthly Meeting

1/26/2023: Status meeting with Dianna Battaglia

2/2/2023: W3R NHT Countdown Meeting

2/16/2023: Meeting with Onsite to setup/test new microphone and web camera

2/24/2023: Status meeting with Dianna Battaglia

2/25/2023: Pring Lecture Series: "Would the Real John Rodgers Stand Up" with Dr. Selig (I.SHG mini-grant)

3/4/2023: Spring Lecture Series: Journey to Abolition: John AJ Creswell of Maryland with John M. Osborne, PhD and Christine Bombaro, MLS

3/6/2023: Tap Into the Tavern planning meeting

3/13/2023: Virtual meeting with Maryland Historical Trust, re: participation in their federal grant

3/20/2023: Tap Into the Tavern planning meeting

ACTIVITIES:

I. Events/Activities

- Spring Speaker Series: speakers selected, invitations sent, dates being set.
- FY 23 Lower Susquehanna Heritage Greenway Mini-grant:
 - Dr. Selig's research complete

- Delivery of final report titled "What was he really up to? An Inquiry into the Revolutionary War activities of John Rodgers of Rodgers Tavern"
 - Research findings public presentation given on February 25, 2023 at 6:30pm
 - Total Project Cost: \$10,000.00
2. Museum Collection Management Manual:
 - Development continues
 3. Museum Collections Policy:
 - Development continues
 4. Venue Rental Program:
 - Initial draft of policies submitted for review and comment
 5. Museum and Town of Perryville Fundraising Policy:
 - First draft submitted to Dianna Battaglia for review
 - Comments received and incorporated into draft the, sent to Town lawyer for initial review
 - Sent to Finance for review and comment
 6. Tap Into the Tavern:
 - Save the Date email sent to potential vendors
 - Revised and updated sponsorship levels
 7. Museum Website: new content in development
 8. Museum Visitation:
2023 First Quarter attendance: 171
Note:
 - Spring/Summer/Fall hours began on March 25, 2023
 - First Quarter attendance increased by 128% over 2022
 - Two of the Spring Lectures in the first quarter had 64 online and in-person attendees

- 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; 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.
 - The Dam Emergency Action Report has been updated and submitted.
- 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. Preparing to release RFP for survey work bids along Otsego Street.
- 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. Submitted payment application to MDE. MDE made final inspection of project and concluded that the project is completed. MDE's Project Management Division concluded the release of all eligible funds is recommended to the higher up officials at MDE's Engineering and Capital Projects Program. I must assist MDE in the process of final payments to be made to the Town.
- 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.
- Fire Hydrant re-location must be coordinated with project grading and general construction due to topography.
- 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.
- 423 Otsego Street – Lots 2 & 3
 - Made preliminary review of property located at 423 Otsego Street regarding sub-dividing.
- 50 Mill Creek Road - Annexation
 - Making preliminary comments on the issues regarding the annexation of 50 Mill Creek Road into the Town of Perryville.



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*

Chief's Monthly Report for May 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- Planning tabletop exercise for train derailment scenario
- Working on draft false alarm ordinance for the town
- Prepared applications/submissions to GOCCP for grant awards

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (5/2/2023)
- Prepared training applications for in-service programs (5/2/2023)
- Met with Danilo Lopez, Security Manager for GWL (5/3/2023)
- Attended Town Leadership Meeting (5/10/2023)
- Attended Town work session (5/16/2023)
- Tabletop derailment planning meeting (5/24/2023)
- Firearms qualifications for half of department (4/25/2023)
- 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)
- Attended MML PEA board meeting virtually (5/1/2023)
- Monthly NIBRS submission (5/3/2023)
- Assisted with PVES ALICE drill (5/4/2023)
- Coordinated with Outreach for Fishing with the Fuzz (5/6/2023)
- Met with owner of Days Inn property (5/8/2023)
- Worked on department website design (5/9/2023)
- Ofc. Leas participated in Wheels Day at PVES (5/10/2023)
- Attended the Cecil County Board of Education meeting (5/10/2023)
- Presented First Amendment Auditor training to DPW staff (5/11/2023)
- Meeting with James Dellmyer, Cecil County States Attorney (5/12/2023)

- Met with Outreach staff and Nadine Miracle of GWL (5/15/2023)
- Met with planning and zoning staff (5/15/2023)
- Attended Coffee with a Cop hosted by CCSO (5/16/2023)
- Participated in the Baltimore Region Law Enforcement Coordinating Council meeting virtually ****mandate**** (5/17/2023)
- Met with Outreach staff and staff from YES regarding a collaborative effort with the Youth Advisory Council (5/18/2023)
- Attended PVES fun and fitness day (5/19/2023)
- Chief's Family cookout at the police station (5/20/2023)
- Attended the After-Action brief at CCSO regarding a critical incident (5/22/2023)
- Phone conference with Steve Miller, chair of the Police Accountability Board (5/23/2023)
- Attended graduation for Lt. Reno from NJ Chiefs of Police Command and Leadership Academy (5/25/2023)
- Walk-through of GWL with Security Manager (5/31/2023)
- Meeting with Alisha Garlic, Events Coordinator (5/31/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 44 citations and 120 warnings for various traffic infractions along with 11 town parking citations. A total of 3 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 7 arrests for drug abuse violations, 2 DUI arrests, with a total of 29 criminal arrests, prepared 47 reports, along with responding to 386 calls for service. Additionally, approximately 350 speed camera citations were issued along Aiken Avenue during the month of May.

Perryville Police Department Monthly Police Report
May, 2023

	March	April	May	Year to Date 2023
ROBBERY	0	0	0	0
ASSAULT	6	2	5	20
BURGLARY	0	0	1	3
THEFT	5	4	9	31
Auto Theft	0	0	0	0
CDS	10	10	4	31
DISORDERLY	0	2	1	4
MDOP	1	1	6	11
ADULT ARREST	22	23	29	99
JUVENILE ARREST	0	1	0	1
Referrals to Outreach	0	0	0	0
CITATIONS	51	60	44	208
WARNINGS	102	74	120	426
SEROS	9	10	4	30
IN-TOWN CITATIONS	4	4	10	29
ACCIDENTS	11	7	3	33
52 (Investigated)	5	3	1	14
89 (no Investigation)	6	4	2	20
DRIVING UNDER THE INFLUENCE	1	2	2	11
SPEED CAMERA CITATIONS	643	425	350	2,052
CALLS FOR SERVICE	330	335	386	1661

May 30, 2023

Perryville Police Department

Outreach Program

Town Report

May 2023

Overall Monthly Attendance: 316

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided: 250

Announcements

This month members attended Fishing with the Fuzz at Sams Marina. Many kids participated and many agencies were represented. It was a great event. We held our annual Chiefs Family Cook Out. We had volunteers from the Cecil Leadership Institute, the fire department came, we had a moon bounce, DJ, and free food! The rain even held out long enough for the event to be perfect! We also participated in Third Fridays and held a successful 50/50 raffle. We held out the second day with the Fire Department where middle schoolers go to the fire house and perform community service all while learning the aspects of being a fire fighter. Mrs. Jane stopped by this month and did a craft this month for Father's Day! Community service consisted of Trash Pick-up, and our garden. Students are looking forward to the end of the school year and the beginning of summer!

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 - May 2023

PUBLIC WORKS:

Projects/Other Events:

- Employees continue to replace/update water meters throughout Town. They are currently replacing meters in the Beacon Pt neighborhood. (Beacon Pt should be completed by June)
- Contractors installed a concrete base and extended electricity to install a clock at Lower Ferry Park. The clock used to be located in front of Town Hall and is being relocated.
- DPW employees hung Perryville High School senior banners along Aiken Avenue and Broad Street (as needed).
- Employees began installing the "Story Trail" project at the Community Park.
- The emergency access road along Frenchtown Road was mowed and trees were trimmed for easy passage.
- Mulch was spread around trees along Roundhouse Drive.

Paving/Sidewalk Repairs:

- Sidewalks throughout town were sprayed by Cecil County Weed Control.
- A sidewalk at Lower Ferry Park was extended for easier passage.
- A contractor removed a section of curbing for a crosswalk to be properly installed on Roundhouse Drive. A second area will be addressed in the Beacon Point neighborhood where a new crosswalk was installed around Lighthouse Drive.

Water/Sewer/Stormwater:

- Employees located all sewer and water utilities on Aiken Avenue and Richmond Street as required for a directional drilling project (Comcast conduit).
- 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.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- PS1 upgrades are near completion and the station is operating under normal operating conditions.

- Operators performed a “draw down” test with AECOM and Pierson at PS4 in preparation of bypass pumping during the lift station upgrades.
- An electrician had to install a replacement transducer at PS4.

Training:

- Employees continue to attend online training through LGIT and MRWA as they are available.
- The DPW has scheduled with MRWA to host a training session on July 31.

Town Events:

- Staff setup the tent for the monthly First Saturday event.
- Parks Staff installed a new flower bed around the Community Park Sign.

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:

- Staff assisted with the Annual River Sweep and Easter Egg Hunt Events.

- Staff cleaned up a large amount of tree/limb debris from the area of walking trail that is located near the VA.

Paving/Sidewalk Repairs:

- Sections of sidewalk were replaced in the area of the playground. Some of the panels had failed and others were removed during a water repair.
- Two concrete pads were poured near the playground. Picnic tables will be placed on the pads in the near future to allow for more seating in the area.

Maintenance:

- Parks staff have serviced the summer weather equipment and have resumed grass cutting and trimming 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:

- 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 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

May, 2023

Wastewater:

Plant Influent Monthly Flow:	19.41 Million Gallons
Plant Effluent Monthly Flow:	17.39 Million Gallons
Veterans Center Monthly Flow:	6.19 Million Gallons

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

Activities:

1. Maryland Rural Water Association did their energy audit on the plant. Said we'd have a report in a couple of months. Most likely, they'll recommend switching the lights to LEDs.
2. Jeff finished and passed his college class "Principles of Management".
3. Scheduled the draining of SBR #2 for decanter replacement. Frac tanks and pump will begin to arrive on May 30th, and the repair will be done on June 6th.
4. Having the first progress meeting for the denite filter project onsite May 31st.
5. Shawn and Scott took an in person MCET class.
6. We sent in for Shawn's license renewal.
7. Collected all monthly samples.
8. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants
Monthly Operating Report
May, 2023
Page 2

Water:

Plant Raw Water Monthly Flow:	9.6 Million Gallons
Plant Finished Water Flow:	10.1 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. Staff repaired several air leaks in the membranes, Train #3 now does it's MIT (Membrane Integrity Test) daily.
3. Met with MDE again about turbidity spikes. We've been told by Veolia that the air leaks on Train #4 could be part of the problem causing this.
4. Made a PO to have a tech from Veolia come to the plant and work on fixing air leaks to filter membranes on train 4.
5. Ordered the A/C unit for the garage for the storage of the new membranes.
6. Replaced air valve and actuator for the backpulse tank, as well as on the train #4 drain line.
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 and scheduled preventative maintenance were performed.