

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Administration Report
- Treasurers Report
- Planning Department Report
- Police Dept./Outreach Dept. Reports
- Engineers Report
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report



Town Administrator's Report  
July 6, 2023

Meetings

- Met with GMB regarding the WWTP Denitrification Project.
- Conducted the Staff Leadership meeting on June 14, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on June 7, 2023.
- Met with AECOM regarding the Water Plant Expansion Project monthly progress meeting on June 13, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on June 8, 2023.
- Met with Help USA and Perry Point representatives regarding the construction of 76 additional houses at the Perry Point campus.

Organization

- Met with representatives from AMTRAK regarding the Susquehanna River Bridge Project.
- Applied for Grant funding for the Water Treatment Plant Expansion Project through the State's Maryland Municipal Technical Assistance Program (MTAP) as part of the Infrastructure, Investment, and Jobs Act (IIJA).
- 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.
- Attended the MML Conference.
- Submitted the Town's portion of the Circuit Rider Grant Program.
- Attended the Water Treatment Plant Expansion Project pre-bid meeting on June 20<sup>th</sup>.

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, work is complete and on line. Pump Station 2,



work is complete and on line. 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 25th 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. Pre-bid meeting was held on Tuesday, June 20<sup>th</sup>. Bids will be open **July 12, 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)-The TRS installation of an aeration system to the Pilot Water Tower has been installed. However, during the installation it was noticed that there are considerable flaking/rust spots to the interior of the tower. So, it was determined the best course of action was to repair the interior of the tower while it was already off line. There was an additional charge for these repairs since they were outside the scope of work for the installation of the TRS system. The TRS 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.  
**COMPLETED**
- 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. Total Project Cost \$203,424. Town's portion of the project to \$106,160. The Town has been reimbursed from MDE and USDA a total of \$116,260. **COMPLETED**
- 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 MOU was presented to the Mayor and Commissioners at the June 20<sup>th</sup> Work Session and approval at the July 6<sup>th</sup> Town Meeting. 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 phase for the project continues.



## **Assistant Town Administrator Report for the July 6, 2023 Town Meeting**

### **EMPLOYMENT**

We have 2 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 9 deeds, 4 dump trailer rentals, 40 heavy trash calls, 110 yard waste calls and 15 park pavilion rentals, 14 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.

### **Water/Sewer**

179 Door Hangers went out on June 8th, Payment due by June 12th, and shut-offs was on June 13, 2023.

5 new meters installed (Beacon Point development is completed with all new radio read meters)

4 Data logs have been completed

5 Settlement Charges

1 Bulk Water Purchases

10 Payment Plans

CCR's (Water Quality Report) mailed on June 28<sup>th</sup> to all residents of the Town of Perryville.

Copies can be picked up at Town Hall. Also, posted to website, facebook and advertised in Cecil Whig on June 21<sup>st</sup>.

### **MEETINGS**

June 6, 2023 – Attended Town Meeting

June 15, 2023 – Held the Employee Safety Lunch

June 20, 2023 – Work Session

June 26 – June 28<sup>th</sup> – Attended MML in Ocean City.



**Treasurer's Report  
Town of Perryville, Maryland  
July 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**
  - A retroactive Budget Amendment was prepared. 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.
- **MML-**
  - Attended MML Summer Conference.
- **LGIT**
  - Renewed our annual LGIT insurance policy. Verified all assets were accounted for.
  - Submitted our Loss Control Survey to determine if we qualified for any additional discounts. We did not, however, LGIT sent us a list of suggestions of potential actions to improve our rating. Discussed this with the Town Administrator and we agreed to pursue these actions in the near future.
- **Audit**
  - Started preliminary steps to close out year end.



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

- **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.

**May, 2023 Statistics:**

- 193 purchase orders were processed totaling \$434,061.17.
- 8 A/R invoices totaling \$19,451.31
- 65 A/P checks disbursed totaling \$778,267.85
- 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 \$1,180,459.68. We have not received April through May as of this time.



## Planning & Zoning Department

### June Report – July 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 1<sup>st</sup> 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 14<sup>th</sup>. Grand Opening/Ribbon Cutting is scheduled for June 29<sup>th</sup>!
- **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 1<sup>st</sup>; 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
<i>Door Hangers</i>	4	7	6	11	14	11							
<i>Violation Letters</i>	0	2	3	0	2	1							



<b>Citations</b>	0	0	1	0	0								
<b>Rental Licenses Issued</b>	62	28	4	15	1								
<b>Other</b>	Complaint Forms – 2 Complaint Website – 0 Phone – 6 Email – 2												

**Planning Commission:** No meeting held in June.

**Board of Appeals:** No meeting held in June.

**Zoning Certificates:** 9 certificates approved; 0 for roof mounted solar panels.

**Grants:**

- Preparing documents for FY24 VLT grant programs. Release date to be determined.
- Partnering with Cecil County Tourism with grant application as a site on the Network to Freedom; planning events with Tourism to participate with Maryland Office of Tourism during the 2023 International Underground Railroad Month.

**Economic & Community Development:**

- Meeting w/new Executive Director of Cecil County Chamber of Commerce – Megan McRay.
- Tourism Committee Meeting w/Cecil County Tourism at North East Public Library – Keeping Perryville engaged with county tourism activities.
- Updated local businesses and provided the registration link to a webinar for MD State Small Business Procurement Opportunities of \$50,000 or less to be held June 14<sup>th</sup>. Information provided by Maryland Department of Commerce.
- 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.
- MML Summer Conference – June 25<sup>th</sup> through June 28<sup>th</sup> to take place in Ocean City Maryland. We will be displaying what makes Perryville unique, grounded in history, focused on the future and a great place to call home! (Booth #618)
- The Perryville Local Business Information Exchange & Meet & Greet is scheduled for Wednesday July 12<sup>th</sup> at 4:30PM – 6:00PM at the Perryville Public Library and the Library will be the guest speaker. Attendees will be informed about the many services, resources and opportunities provided by the Cecil County Public Library. How these services would help them reach their full potential and goals, and how to stay connected.

**Community Events:**

- 1<sup>st</sup> Saturday's Farm & Flea Market is continuing to be a big success. We had several hundred people attend. Over 25 farmers market, flea market, and community yard sale vendors. We continue to grow our partnerships with nonprofits, such as the Girl Scouts of the Chesapeake Bay with their face painting fundraiser and the Cecil County library, bookmobile. \* We are in great need of volunteers for this event. Please contact Alisha at [agarlie@perryvillemd.org](mailto:agarlie@perryvillemd.org)
- 3<sup>rd</sup> Friday Cruisers & Concert in the Park on June 16<sup>th</sup>..... with the threat of rain surrounding Perryville 18 cars lined up to show off their wheels. We had a couple hundred people peruse the park and listen to the Cecil County Night Crawlers rock out. Trophies and swag bags were awarded. 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](mailto:agarlie@perryvillemd.org).
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website [www.perryvillemd.org](http://www.perryvillemd.org)

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

**Rodgers Tavern Museum:**

- Museum is open Fridays & Saturdays, 10:30am - 5:30pm
- Planning is underway for the annual fundraiser event, Tap Into The Tavern, to be held on Saturday September 9<sup>th</sup>. This year we're "raising the roof" to collect donations for a new cedar shingle roof. Stay tuned for more details.

More information and registration for lecture series is available at [www.rodgerstavern.com](http://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*

## **Chief's Monthly Report for June 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 trail derailment scenario
- Working on draft false alarm ordinance for the town
- Prepared applications/submissions to GOCCP for grant awards
- Working with Chief Willis on grant submission for Firehouse Subs grant for upgraded AED's
- Preparing department evaluations

### **MONTHLY MEETINGS/TRAINING**

- Attended the monthly town hall meeting (6/6/2023)
- Officer Palmer completed Realistic De-Escalation Instructor course by Force Science (6/12/2023)
- Attended Town Leadership Meeting (6/14/2023)
- Attended LEPC/HERC meeting (6/21/2023)
- Attended Chief's meeting (6/21/2023)
- 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 the Perryville Dam ERP meeting (6/1/2023)
- Review timesheets (6/5/2023)
- Meeting with Danillo Lopez and Nadine Miracle of GWL (6/5/2023)
- Meeting with Danielle Hemling from OP (6/5/2023)
- Attended MML PEA board meeting virtually (6/6/2023)
- Conducted Property Room audit (6/6/2023)
- Officer Bush completed required Field Training (6/11/2023)
- Submit paperwork to MPCTC for Off. Bush (6/12/2023)

- Meeting with Aaron Ashford from DPW (6/12/2023)
- Phone conference with Matt Peter from LGIT (6/13/2023)
- Meeting with Charles Hicks, Code Enforcement (6/14/2023)
- Meeting with Paul Kelly/Kelly Investigative Services (6/14/2023)
- Virtual meeting with Lexipol/Cordico regarding employee EAP (6/15/2023)
- Review timesheets (6/16/2023)
- Update policies in department policy manual (6/16/2023)
- Meeting with Danilo Lopez Security Manager at GWL (6/20/2023)
- Attended demonstration of the Virtua Use of Force Simulator at CCSO (6/21/2023)
- Virtual meeting with Lexipol/Cordico with Cathy McCardell reference EAP software (6/23/2023)
- Attended MML summer conference (6/25-28/2023)
- Attended the Great Wolf Lodge Grand Opening (6/29/2023)

#### **PROACTIVE/NOTE-WORTHY CASES**

##### ***(STATISTICS FOR REPORTS, CALLS AND TRAFFIC ENFORCEMENT AS OF 6/22/2023)***

Officers issued 30 citations and 90 warnings for various traffic infractions along with 15 town parking citations. A total of 11 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 4 arrests for drug abuse violations, 0 DUI arrests, with a total of 16 criminal arrests, prepared 30 reports, along with responding to 262 calls for service. Additionally, approximately 123 speed camera citations were issued along Aiken Avenue during the month of June.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE: 18 (as of 6/22/2023). Calls range from 911 hang ups, disorderly conduct, assault and one recovered handgun in a room.

Perryville Police Department Monthly Police Report  
June, 2023

	April	May	June	Year to Date 2023		
<b>ROBBERY</b>	0	0	0	0		
<b>ASSAULT</b>	2	5	3	23		
<b>BURGLARY</b>	0	1	0	3		
<b>THEFT</b>	4	9	3	34		
<b>Auto Theft</b>	0	0	0	0		
<b>CDS</b>	10	4	4	35		
<b>DISORDERLY</b>	2	1	1	5		
<b>MDOP</b>	1	6	3	14		
<b>ADULT ARREST</b>	23	29	16	115		
<b>JUVENILE ARREST</b>	1	0	0	1		
<b>Referrals to Outreach</b>	0	0	0	0		
<b>CITATIONS</b>	60	44	30	238		
<b>WARNINGS</b>	74	120	90	516		
<b>SEROS</b>	10	4	3	33		
<b>IN-TOWN CITATIONS</b>	4	10	15	44		
<b>ACCIDENTS</b>	7	3	5	38		
<b>52 (Investigated)</b>	3	1	1	15		
<b>89 (no Investigation)</b>	4	2	4	24		
<b>DRIVING UNDER THE INFLUENCE</b>	2	2	0	11		
<b>SPEED CAMERA CITATIONS</b>	425	350	123	2,175		
<b>CALLS FOR SERVICE</b>	335	386	262	1923		

June 22, 2023

June, 2023

[illegible]

June 22, 2023

# Perryville Police Department

Outreach Program

Town Report

June 2023

Overall Monthly Attendance: 250

Number of New Referrals: 0

Number of New Members: 9

Total number of donated meals provided: 250

## **Announcements**

This month members finished their school year! We celebrated by going to Great Wolf Lodge. We were provided two days of swim park passes to enjoy this new and exciting venue in our town. We are very grateful for the opportunity. Summer Meals started this month, so we are receiving and distributing both Breakfast and Lunch to our members free of charge from Cecil County Public Schools. This month we were able to send some of our members on a beach trip partially sponsored by our 501c3. Community service consisted of Trash Pick-up, and our garden. Life skills this month is summer hygiene! We are excited for what this summer has in store!

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](https://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.
  - 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.
  - Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.
- 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.
  - Released RFP for survey work bids along Otsego Street to four survey companies. Q&A with the companies concerning the job.
- 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 3<sup>rd</sup> payment application to MDE. Received 2<sup>nd</sup> MDE check 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. Fire Hydrant re-location will be more expensive and complicated than SHA considers, existing water main is located deep along the shoulder of MD 222. There are no water main shut off valves for any practical distance along MD 222.
- 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
  - 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.



# DPW Report - June 2023

## **PUBLIC WORKS:**

### ***Projects/Other Events:***

- Employees continued to replace/update water meters throughout Town.
- Employees completed the installation of the "Story Trail" project at the Community Park. The Cecil County Library will be filling the displays with pages from children's books in the near future.
- Ice House Park and the bank along Frenchtown Road was mowed.
- Installed "Turn off Headlights" and "No Parking" Signs at the Community Boat Ramp in an attempt to help alleviate reported issues.

### ***Paving/Sidewalk Repairs:***

- A sidewalk was installed at the Frenchtown Railroad Underpass to allow for safe travel in that area without having to walk in the roadway.

### ***Water/Sewer/Stormwater:***

- DPW isolated the 1/2 MG Tower for repairs to equipment and areas inside of the tank.
- MRWA helped locate a possible leak for a resident.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- PS1 upgrades are complete and the station is operating under normal operating conditions. PS2 upgrades are complete and the station is operating under normal operating conditions as well.

### ***Training:***

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

### ***Town Events:***

- N/A.

### ***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 setup/took down the tent for the monthly First Saturday event.

***Paving/Sidewalk Repairs:***

- N/A

***Maintenance:***

- Parks staff continues with the summer weather 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**

### **June, 2023**

#### **Wastewater:**

Plant Influent Monthly Flow:	26.42 Million Gallons
Plant Effluent Monthly Flow:	17.49 Million Gallons
Veterans Center Monthly Flow:	6.12 Million Gallons

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

#### **Activities:**

1. Drained SBR #2. Replaced the decanter with a newly rebuilt one. Had Wickersham replace the 18" butterfly valve and install a drain line to make future cleanings easier. Draining took 23 hours, and we ran in single basin mode for 4 days.
2. Actuator for the decanter valve died. Tri-State Technologies (our local AUMA rep) attempted to repair it onsite but could not. They took it back to the shop and rebuilt it so we can pick it up and reinstall it. Have been manually decanting SBR #2 while actuator is down.
3. Having the frac tanks chemically cleaned by RES so they can be picked up.
4. They have come and staked out the Line of Disturbance for the denite filter project.
5. Cleaned the effluent cascade.
6. Collected all monthly samples.
7. All preventive maintenance and housekeeping were performed.



# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **June, 2023**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	11.7 Million Gallons
Plant Finished Water Flow:	12.3 Million Gallons
Plant Backwash Water:	1.9 Million Gallons

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

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. Picked up the A/C unit for the garage for the storage of the new membranes. D&P Electrical is going to install a 220 outlet for it.
3. Drained and isolated the Pilot Water Tower so that the new sprayer system can be installed. Once cleaned, they found areas where the coating was coming off the walls. So now we're having those areas re-coated as well.
4. Pre-bid meeting for the water plant upgrade was June 20<sup>th</sup>.
5. The annual CCR has been submitted.
6. Getting quotes for a diving company to clean the inside of the million-gallon water tower.
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.

