

Staff Reports from Town Meetings

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Town Administrator's Report
October 3, 2023

Meetings

- Attended the Kickoff meeting with KCI Engineering for the Water/Sewer Study for 50 Mill Creek.
- Attended WWTP ENR monthly progress meeting on September 25, 2023.
- Met with MRA regarding the 50 Mill Creek Road Improvement Study.
- Conducted the Staff Leadership meeting on September 13, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on September 6, 2023.
- Met with AECOM regarding rebidding the Water Plant Expansion Project.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on September 14, 2023.
- Met with Kevin Pampuch, AECOM, regarding the Water Distribution Study.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on September 19, 2023.
- Met with AECOM regarding the water line on Turnpike Dr. which is part of the water distribution study.
- Met with the new Government Affairs Director from Delmarva, Kristina Brown.
- Met with Civic Plus representatives about website upgrades and administrative duties.
- Met with Kelly Flint, MDE regarding the inspection of the Town Dam located off of Reservoir Road.

Organization

- Utilizing grant funds from the Maryland Department of Community Services, Ellie Jones, Website Consultant has been contracted to improve the Town's website.
- Met with representatives from Ameristar Rail and Trails regarding the new Susquehanna River Bridge concept.
- Met with AECOM about the Water and Sewer lines being installed for Lot 5 at Chesapeake Overlook. Ralph Ryan, Town Engineer, will be providing the inspection of the installation of the lines.
- Met with Lydia McPhearson, Regional Public Relations Director, Norfolk Southern regarding the process for the Town to be able to repaint the railroad bridges over Broad St.
- Attended the Local Administrative Preparedness meeting with Cecil County Emergency Services on September 20, 2023.
- Met with Heather Johnson, Underwood and Associates regarding Ice House Park Design Project Schedule.
- Met with representatives from Comcast about potentially offering their services to town citizens.

- Met with representatives from Breezeline about negotiating a franchise agreement.
- Attended the unveiling of the proposed AmeriStarRail Amtrak Bridge and Pedestrian concept.
- Attended the Outreach Night Out.
- Frenchtown Crossing Survey has been ordered and should begin in the next few weeks.

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 90% of the Sanitary Sewer Improvement project. Pump Station 1, work is complete and on line. Pump Station 2, work is complete and on line. Pump Station 4's Control Panel is scheduled to arrive in late October. So, the station will be operating on the bypass pumps beginning on October 2nd so the pre-installation work can take place.. The original schedule for the pumps and control panel was August 2022. Estimated time for Pump Station #4 completion date is November 15, 2023.
- Water Treatment Plant Expansion: Permit Application was received by MDE for comments and approval. Pre-bid meeting was held on Wednesday, September 6th. Bids are due on October 4, 2023. With the final project completion date of September 2024.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. The contractor has begun to install the steel columns of the building. Project completion is set for September 2024. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost.
- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on September 19th, and we are currently waiting for the results of the survey.
- Water Distribution Study: AECOM is evaluating the WTP and distribution system. One of the main water lines located on Turnpike Dr. was flushed on August 16th and a plan has been developed to address the water pipe's condition by AECOM. The plan to address the water line will be provided to the Mayor and Commissioners at the October 17th Work Session.
- 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 20th Work Session and approved at the July 6th 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. The design phase for the project continues. The Town was awarded the DNR's Gateway Grant for \$75,000 which will assist in the funding of the design phase of the project. A Design Schedule will be presented to the Mayor and Commissioners at the October 17th Work Session.
- Circuit Rider Program. Marleen Muro has been hired from the pool of applicants. Her first day will be October 3rd. We are in the process of completing all the administrative functions necessary for the hiring process. Again, the town has been allocated 10hours a week for the Circuit Rider who will be focusing on grant writing.

Assistant Town Administrator Report for the October 3, 2023 Town Meeting

EMPLOYMENT

We have hired one police officer. There is still a position opened in the Police Department. We readvertised DPW positions.

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 12 deeds, 2 dump trailer rentals, 24 heavy trash calls, 112 yard waste calls and 5 park pavilion rentals, 0 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

1 Bulk Water purchase
6 Data logs have been completed
12 Settlement Charges
9 Payment Plans
183 Door Hangers 9/14/23
18 Shut offs 9/19

MEETINGS

September 6, 2023 – Safety Meeting
September 13, 2023 – Dept. Head Meeting
September 14, 2023 – Safety Lunch

**Treasurer's Report
Town of Perryville, Maryland
October 3, 2023**

Projects:

- **FY 24- Financial Statements**
 - We continue to work on keeping all financials current.
- **Denitrification Project/ Sewer Expansion Project**
 - Continued to work with MDE representative to bring their reimbursement payments up to date. Apparently, a reimbursement packet submitted had been misplaced and this had led to confusion on their end. We are still following up with MDE as we have not received payment.
- **Budget**
 - Prepared amended budget amendment. As inflation and interest rates continue to go up, new monthly lease payments with Enterprise have become unaffordable and unsustainable. Budget amendments were prepared to fund outright purchases of vehicles for DPW, Parks and Sewer Depts. It is projected that it would be cheaper to lose interest on the savings for these amounts than to pay the inflated lease interest rate. All departments were able to find the vehicles they needed and purchase them prior to month end.
- **Audit**
 - Prepared all workpapers and schedules the auditors would need during the audit. Worked with them as the audit progressed.
- **Retention Plan-No Change**
 - 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 were sent to each department head to review and verify.
 - Schedules were sent to Maryland Archives who are reviewing and will send back with any changes they feel are necessary.
 - Corrected schedules will then be sent back for final approval.

**Treasurer's Report
Town of Perryville, Maryland
October 3, 2023**

- **Procedural Manuals**
 - Continued to document various procedures within the department.
- **Greenhouse Emissions Study**
 - Met with CQI, the Town's energy broker. They explained that the State of Maryland was in the process of finalizing regulations concerning their recently passed Greenhouse Emissions law. This law would control how much greenhouse gas emissions a business or government entity could produce without incurring fines and penalties.
 - Now that all the regulations will shortly be implemented, CQI can continue their study for the Town. Backup information was gathered by Finance and forwarded to them.
- **Budgeting Forecast Models**
 - Finance reviewed budgeting forecast programs and has selected one which should allow us to construct long term budgets for the future. This will allow us to project cash flow needs as the Town continues to expand.

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.

August, 2023 Statistics:

- 220 purchase orders were processed totaling \$3,035,870.75

**Treasurer's Report
Town of Perryville, Maryland
October 3, 2023**

- 7 A/R invoices totaling \$624,611.86
- 103 A/P checks disbursed totaling \$656,822.65.
- Local Impact Funds - Life to date (Sept 2010 to June 2023) slot revenue received \$18,638,582.12. Total received to date for FY 23 is \$1,783,525. We have not received any funds for F23 as of this time.

Planning & Zoning Department

September Report – October 3, 2023 Town Meeting

Development/Projects - Active:

- **Chesapeake Overlook Lot 5:** Property owner continues to actively market the site; road; grading, storm water management facilities and infrastructure to prep location as 'pad ready' for development. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive, with construction planned for late summer/early fall. Site construction continues. CURRENT STATUS: Installing infrastructure for future connections.
- **Captain Lee's (31 River Road):** Redevelopment to include public marina, restaurant and bar; MDE permit approval for replacement of bulkhead approximately 415 feet in length. Final Site Plan was approved with conditions by the Planning Commission 3/20/23. Board of Appeals approved operating hours 4/24/23: open no earlier than 10:00 a.m. Saturday and Sunday, no earlier than 11:00 a.m. Mon-Fri; close no later than 12:00 a.m. and live entertainment shall end no later than 9:00 p.m. seven days a week; restaurant kitchen close at 11:00 p.m. CURRENT STATUS: Property owner continues to finalize approval requirements.
- **Owens Marina (12 River Road):** Redevelopment of the supply and maintenance building pending. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending. MDE Permit issued June 13, 2023, to reconfigure existing marina with pier extension, 13-36'x5' finger piers, 23 boatlifts with piles, 11 mooring piles. 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. 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 MDOT for clarification of proposed improvements. Engineer has submitted Concept Stormwater Management and Erosion and Sediment Control Plans, Road Improvements and Site Entrance to Cecil County for review and comment. CURRENT STATUS: No update.
- **Great Wolf Resort:** The resort has reached completion, finalizing all inspections and site landscaping. Grand opening ceremony was held June 29! Finalizing punch list items with some corrections required. Request to amend Final Site Plan for on-site employee housing has been put on hold. CURRENT STATUS: Punch list items pending completion.
- **Richmond Hills at Charles Street:** The proposed 22 single family dwellings has been approved by the Planning Commission; Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed and approved. Subdivision Plat has been approved with Final Site Plan/Plat discussed and approved by the Planning Commission August 21st pending all conditions are met. CURRENT STATUS: Developer working on all required submittals and final documents; PWA and Landscape Agreement prepared by legal and forwarded to developer for review.
- **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. Landscape Agreement with surety has been finalized. CURRENT STATUS: Zoning Certificate issued and building permit in process.

Development/Projects – Inactive:

- **Frenchman Land:** Property was sold 6/9/2022; portion of site is utilized for parking of empty trailers. CURRENT STATUS: No update.
- **Woodlands:** Property owner continues to search for prospects for development of the site; installation of water and sewer infrastructure required. CURRENT STATUS: No update.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Demolition of unsafe and unsecured buildings complete. CURRENT STATUS: No update.

Subdivisions:

- **423 Otsego Street:** Property owner submitted proposal to subdivide property to 3 lots with 2 new homes; Planning Commission approved May 16, 2023. CURRENT STATUS: Owner to submit subdivision plat for signatures and recordation.

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	9	17	6				
<i>Violation Letters</i>	0	2	3	0	2	1	2	3	1				
<i>Citations</i>	0	0	1	0	0	0	0	0	0				
<i>Rental Licenses Issued</i>	62	28	4	15	1	0	0	0	0				
<i>Other</i>	Complaint Forms – 3 Complaint Website – 1 Phone – 5 Email – 1												

Planning Commission: No meeting held in September.

Board of Appeals: No meeting held in September.

Zoning Certificates: 2 certificates approved; 0 for roof mounted solar panels.

Grants:

- Town VLT Grant Program applications for Fiscal Year 2024 were reviewed and recommendations presented for awarding of funds.
- Partnering with Cecil County Tourism with grant application for the Network to Freedom; planning events with Tourism to participate with Maryland Office of Tourism during the 2023 International Underground Railroad Month: September 2023. A Certificate of Acceptance has been presented to Perryville Railroad Ferry and Station Site and will be displayed at the Railroad Museum. The National Park Service evaluated the site as making a significant contribution to the understanding of the Underground Railroad in American history and it meets the requirements for inclusion in the National Underground Railroad Network to Freedom.

Economic & Community Development:

- Updated local businesses about the Maryland Manufacturing 4.0 Program. The program provides grants to small and mid-sized Maryland manufacturers to invest in Industry 4.0 technologies. 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.

Community Events:

- 1st Saturday's Farm & Flea Market continues success with September 2nd as a "Back to School – Pep Rally" theme.
*We are looking for non-profits to host our Creative Corner to raise awareness for their organization and assist the children with free crafts provided by the town. The Town is always in great need of volunteers for this event. Please contact Alisha at agarlie@perryvillemd.org
- 3rd Friday Cruisers & Concert in the Park on September 15th was another great turnout with 58 show cars registered and the band Rebel Radio drew a great crowd at the band shell. Perryville Boy Scout Troup did a food fundraiser and were so pleased with the turnout and proceeds from the 50/50 raffle. Trophies were awarded from our sponsor, Edwards Automotive, and swag bags raffled to participating vehicles. It was perfect cruising weather and a great time had by all.
- Movie Night scheduled for 9/22 was cancelled due to high winds and rain curtesy of the remnants of hurricane Ophelia and rescheduled to 9/29.....hopefully the weather cooperates this time!
- Join us on craft day to help with our fall town vignettes-date TBD.
- 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 Museum:

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

More information is available at www.rodgerstavern.com.



Perryville Police Department

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

Robert S. Nitz
Chief of Police

Tel: 410-642-3725 • Fax: 410-642-3724

Matthew Roath
Mayor

Chief's Monthly Report for September 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 (*scheduled for Nov. 2*)
- Preparing for the Susquehanna River Running Festival
- Preparing for the Perryville Fire Company 100th anniversary parade

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (9/5/2023)
- Attended a meeting for train derailment tabletop (9/5/2023)
- Lt. Reno attended the town Safety meeting (9/6/2023)
- Attended Town Leadership Meeting (9/13/2023)
- Attended the town work session (9/19/2023)
- Participated in the SRRF planning meeting (9/19/2023)
- Participated in the SRRF planning meeting (9/21/2023)
- Participated in SRRF meeting regarding go/no-go of event (9/22/2023)
- 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)
- Worked on July NIBRS submission (9/12/2023)
- Firearms training of new officer (9/18/2023)
- Participated in the fire department 100th anniversary parade (9/16/2023)
- Lt. Reno attended the SRO meeting (9/18/2023)
- Attended the Chapter/Department meeting for MML (9/19/2023)
- Attended the MML Emergency Management Officials meeting (9/20/2023)
- Attended the Chiefs meeting (9/20/2023)

- Virtual meeting with Park Mobile and Charles Hicks regarding parking solutions for the boat ramp (9/22/2023)
- Attended the ribbon cutting at Bel Air Police Department (9/22/2023)
- Covered road patrol night shift 7p-7a (9/24/2023)
- Meeting with the PAB/ACC and all county law enforcement leadership (9/26/2023)
- Participated in Perryville Night Out in cooperation with Outreach (9/26/2023)
- Attended the MML Police Executive Association board meeting (9/27/2023)
- Covered road patrol night shift 7p-7a (9/27-28/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 50 citations and 185 warnings for various traffic infractions along with 3 town parking citations. A total of 8 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 4 arrests for drug abuse violations, ⁴2 DUI arrests, with a total of ~~24~~ ²⁶ criminal arrests, prepared 48 reports, along with responding to 455 calls for service. Additionally, approximately ~~119~~ ¹⁹⁴ speed camera citations were issued along Aiken Avenue during the month of September. As of Oct. 3 meeting

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF SEPTEMBER: ~~36~~ ³⁹ (as of 9/25/2023). As of Oct. 3 meeting

Perryville Police Department Monthly Police Report
September, 2023

	July	August	September	Year to Date 2023		
ROBBERY	0	0	1	1		
ASSAULT	3	5	4	38		
BURGLARY	0	0	1	5		
THEFT	4	6	8	53		
Auto Theft	1	1	0	2		
CDS	0	3	4	43		
DISORDERLY	0	0	1	6		
MDOP	3	1	0	18		
ADULT ARREST	15	19	24	180		
JUVENILE ARREST	0	0	0	1		
Referrals to Outreach	0	0	0	0		
CITATIONS	20	96	50	407		
WARNINGS	179	217	185	1,161		
SEROS	14	6	0	53		
IN-TOWN CITATIONS	4	4	3	55		
ACCIDENTS	16	13	8	76		
52 (Investigated)	4	3	3	25		
89 (no Investigation)	12	10	5	51		
DRIVING UNDER THE INFLUENCE	1	5	2	20		
SPEED CAMERA CITATIONS	250	269	119	2,813		
CALLS FOR SERVICE	375	537	455	3408		

September 25, 2023

[illegible]

September 25, 2023

Perryville Police Department

Outreach Program

Town Report

September 2023

Overall Monthly Attendance: 203

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided:200

Announcements

This month we started school! We had a back-to-school foam party to end the summer. We have started having the library come to OP once a month for interactive games and activities. Mrs. Jane came, and we created signs for our room. We are continuing our trips to the firehouse for community service and learning. Community service consisted of OP pick up and the fire house. Life skills this month were decision making and accepting No. Our 501c3 board is gearing up for the holidays. We will start accepting Thanksgiving and Christmas applications for help next month.

We would like to send out a huge thank you to all our community help this month!!! We were donated healthy meals by our local churches, the VA, and community members.

To stay updated on all activities, events, and donation information, please go over to Facebook and give our page a like: facebook.com/PPDOP. There you can find our monthly schedule, events, and any activities we are currently up to.

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Feedback from MDE on last year’s MS4 annual report indicates that the Town abides by the regulations.
 - **Will Submit 2023 MDE annual report at the end of October.**
 - 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.
 - **MDE is scheduled to inspect the dam soon.**
- 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.
 - **FWA was selected and is conducting the survey work along Otsego Street. Survey submittals will soon be provided to the Town.**
- Chesapeake Overlook Lot 5 Construction Inspection
 - **Helping Dianna with the inspection of Lot 4 & 5’s water and sewer construction within the Chesapeake Overlook development. Construction started in August by Stewart and Tate. I took over inspection duties September 18th. Lot 5 sanitary sewer completed prior to the 18th. Water mains and service lines are currently being constructed.**
- 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. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners.**
 - **Making Town comments on construction plans.**
 - **Fire Hydrant re-location will now be coordinated with project grading and general construction. There are no water main shut off valves for any practical distance along MD 222. The re-location**

design would be conducted by SHA, funding likely by the Town, and would be stipulated in project contract documents generated by SHA.

- 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.
- 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 – September 2023

PUBLIC WORKS:

Projects/Other Events:

- (4) Finger Piers on Lower Ferry Pier have been stripped and new decking was installed.
- The Sup. attended a progress meeting for sanitary sewer upgrade project. The renovation for PS4 is set to begin in the next few weeks.
- The renovation of the Town Meeting Room will be moving forward. (tentatively in October)
- The fishing pier at the Community Park had two sections of stairs (treads and stringers) and a landing replaced.
- Staff set up and cleaned up for a luncheon that was held in the Meeting Room.
- The hill along Frenchtown Road was mowed one last time for the summer.

Paving/Sidewalk Repairs:

- A sidewalk was extended at the Frenchtown Underpass. A crosswalk will be installed along with proper signage in the area. This allows pedestrians on Frenchtown Rd to cross under the underpass and cross the street safely to reach the walking trail.

Water/Sewer/Stormwater:

- DPW has continued to flush hydrants throughout Town. The process is taking longer as the flushing is happening alongside the distribution study and issues that arise are being addressed as the flushing takes place.
- The altitude valve in the 1MG water tower has been repaired.
- Staff continue to check PRV's throughout town to verify they are operating properly.
- Staff continue to perform data logs, rereads and checking for leaks for residents after meter readings.
- PS2 control panel was reset/reinstalled by the contractor doing the upgrades, the station now operates properly under normal operating conditions.
- Employees isolated a section of water main in the area of Turnpike Drive.
- Employees replaced a hydrant on Bayscape Drive. The front "steamer nozzle" thread pattern did not match any other hydrants in town. The body of the hydrant was replaced with a spare.
- Door Hangers were delivered and water shut offs were completed as needed.

Training:

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

Town Events:

- The staff assisted the Perryville Police with the PVFD 100th Anniversary parade.

Weather Related Events:

- The DPW was prepared to address any issues or emergencies from the predicted tropical storm. (No issues or emergencies were reported)

Vehicle/Equipment Maintenance:

- The DPW took ownership of a new Vac Tank.
- DPW was able to obtain 2 vehicles that had been budgeted to replace existing vehicles.
-

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 and the 3rd Friday Cruiser 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

September, 2023

Wastewater:

Plant Influent Monthly Flow:	23.05 Million Gallons
Plant Effluent Monthly Flow:	20.37 Million Gallons
Veterans Center Monthly Flow:	7.23 Million Gallons

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

Activities:

1. Wickersham continues to work on construction of the denitrification filters.
2. Getting all the plumbing supplies needed to re-pipe the caustic system.
3. Received a new filter pump and motor to replace an aging one. Hill's industrial will be installing the new one and laser leveling it. Once installed, the old one will get rebuilt and used to replace the next one. We will continue this until all the pumps are replaced.
4. Renewed registration for the town boat.
5. Will be purchasing a new truck from Preston Ford in Aberdeen.
6. So far, the plant has had no issues with the storm and heavy rains. All total we only had approximately 1.3 inches over the weekend.
7. The quarterly SWPPP test was done.
8. Collected all monthly samples.
9. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

September, 2023

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Water:

Plant Raw Water Monthly Flow:	12.7 Million Gallons
Plant Finished Water Flow:	15.9 Million Gallons
Plant Backwash Water:	2.7 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. The TRS system has to be rewired. Repairs are scheduled for September 28th.
3. Tried to replace the solar lights at the intake box, but found the batteries were dead. Ordered new batteries and will try again once they arrive.
4. Had the pre-bid meeting for water plant upgrade. Again.
5. Ordering new check valves for the distribution pumps that will handle higher pressures but maintain the same bolt pattern.
6. The new distribution pump coupling has arrived. Trying to schedule the repair.
7. Xylem/Godwin delivered a backup pump for the distribution system. We're only using it as needed to save on fuel costs.
8. The new raw pump arrived. It was shipped to the wastewater plant by mistake, and DPW will help to move it to the water plant when it is needed. This should be the last of the pre-purchased pumps for the upgrade.

9. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.

