

## **Staff Reports from Town Meetings**

- Town Administrators 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  
January 2, 2024

Meetings

- Attended the LSHG Regional Meeting at Rodgers Tavern on December 6<sup>th</sup>.
- Attended a ARPA funding webinar on December 7<sup>th</sup>.
- Attended WWTP ENR monthly progress meeting on December 18<sup>th</sup>.
- Met with KCI regarding the alternative methods to view the condition of the water line at Turnpike Drive
- Conducted the Staff Leadership meeting on December 13<sup>th</sup>.
- Attended the Rt. 222 Sidewalk Project monthly progress report on December 6<sup>th</sup>.
- Met with AECOM Notice to Proceed to M2 Construction, LLC regarding the Water Plant Expansion Project on December 18<sup>th</sup>.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on December 14<sup>th</sup>.
- Met with McGrath Consulting to discuss next steps in the Compensation/Job Description Study on December 7<sup>th</sup>.
- Met with Kevin Pampuch, AECOM, regarding the Water Distribution Study.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on December 12, 2023.
- Met with Kevin Pampuch, AECOM regarding proposed sewer study for the east side of Town.
- Met with Ellie Jones, Website Consultant regarding the Town's website upgrades and administrative duties.
- Met with Tami Wadkins, Comcast, regarding a Franchise Agreement with Comcast Cable.
- Met with SHA regarding the Final Review of the Rt. 222 Sidewalk Project.
- Met with KCI Engineering regarding the evaluation of the water line at Turnpike Drive.

Organization

- Met with Heather Johnson, Underwood and Associates regarding Ice House Park Design Project and grant requirements.
- Met with representatives from Comcast to discuss a non-franchise agreement with the Town.

## 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 95% 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 January 5, 2024.
- Water Treatment Plant Expansion: Contractor M2, from Lancaster PA, won the bid and a Notice of Award was presented on November 24th. The official documentation was signed on December 1<sup>st</sup>. Notice to Proceed was sent on December 15<sup>th</sup> with a Pre-Construction meeting scheduled for January 2024. The final project completion date is 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. However, due to the rock of an old river bed, the contractor is having a difficult time installing the steel columns. 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 19<sup>th</sup>. The project is currently being engineered. The anticipated bidding timeframe is January 2025.
- Water Distribution Study: AECOM is evaluating the WTP and distribution system. AECOM representatives will be providing an update to the study at the December 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. Also, the Town must relocate the two fire hydrants located near the construction site. This will include locating and installing water shut off valves to the hydrants. The MOU was presented to the Mayor and Commissioners at the June 20<sup>th</sup> Work Session and approved at the July 6<sup>th</sup> Town Meeting. Final Plans Review was held on October 31, 2023. 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. The DNR Project Kickoff took place on November 8, 2023.
- Compensation, Salary, and Job Description Study: Kick off meeting was held on November 28, 2023. Completion of the study is approximately April 2024.



**Treasurer's Report  
Town of Perryville, Maryland  
January 2, 2024**

**Projects:**

- **FY 24- Financial Statements**
  - We continue to work on keeping all financials current while monitoring potential budget shortfalls.
- **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.
- **Audit**
  - Received the draft copy of the FY23 audit report. It was reviewed and returned with minor changes.
- **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.
- **Procedural Manuals**
  - Continued to document various procedures within the department.

**Treasurer's Report  
Town of Perryville, Maryland  
January 2, 2024**

- **Town owned Property**
  - While gathering information for the study that is being done for Greenhouse Emissions, it was discovered that multiple pieces of Town owned property are listed under different addresses by Delmarva, Cecil County maps (GIS) and Maryland Department of Assessments. Further research was done comparing copies of deeds, records of GIS and Department of Assessments and Delmarva bills. We will be notifying the applicable parties to make adjustments on their records so all entities are in agreement.
  
- **Budgeting Forecast Models**
  - Finance worked with Waterworth (our budgeting software company) to provide them with both historical data and budget assumptions to enter in their model. Conservative inflation rates were used as well as analyzing trends in past years.
  - Results were presented to the Board during December's Work Session.
  - The Board has been asked to submit different scenarios they would like to see.

**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.

**November, 2023 Statistics:**

- 168 purchase orders were processed totaling \$412,725.12.
- 7 A/R invoices totaling \$204,398.11.
- 107 A/P checks disbursed totaling \$367,281.96.
- Local Impact Funds - Life to date (Sept 2010 to June 2023) slot revenue received \$18,758,474.95 Total received to date for FY 24 is \$119,892.83. We have not received any funds for August-November at this time.



## Planning & Zoning Department

### December Report – January 2, 2024 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: Infrastructure in place for future connections; roundabout construction to occur early 2024.
- **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; fee-in-lieu payment due; CAC needs details for pedestrian walkway.
- **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 21<sup>st</sup> 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:

- **Woodlands:** Property owner continues to search for prospects for development of the site; installation of water and sewer infrastructure required. CURRENT STATUS: Owner has indicated interest by a developer; flow study required to determine capacity of pipeline.
- **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.

### 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	7	4	5	
<i>Violation Letters</i>	0	2	3	0	2	1	2	3	1	6	0	0	
<i>Citations</i>	0	0	1	0	0	0	0	0	0	0	0	0	
<i>Rental Licenses Issued</i>	62	28	4	15	1	0	0	0	0	2	32	28	
<i>Other</i>	Complaint Forms – 1 Complaint Website – 1 Phone – 2 Email – 1												

**Planning Commission:** Meeting held December 18<sup>th</sup> to discuss potential amendments to zoning code related to cannabis legalization.

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

**Zoning Certificates:** 5 Zoning Certificates approved; 1 for roof mounted solar panels.

### Grants:

- Town received from Maryland Department of Housing and Community Development FY24 Operating Assistance Grant for Main Street Improvement of \$10,000.

### 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:

- The Town is always in great need of volunteers for events. Please contact Ashley [ahennessy@perryvillemd.org](mailto:ahennessy@perryvillemd.org) for more information.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Ashley at [ahennessy@perryvillemd.org](mailto:ahennessy@perryvillemd.org).
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website [www.perryvillemd.org](http://www.perryvillemd.org)
- Boosting moral within the community through Winter Lights-Cecil Nights, Jan-Feb 2024. Luminary decoration at Lower Ferry Park, and Scavenger Hunt. More to come.

**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](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 December 2023**

### **CURRENT PROJECT(S)**

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- Prepared for the Christmas parade.
- Worked on Chapter 75 for parking regulations.
- Submitted the SAPP grant for FY 2025
- Finalized end of year reports for MPCTC related to training.

### **MONTHLY MEETINGS/TRAINING**

- Attended the monthly town hall meeting (12/5/2023)
- Attended Town Leadership Meeting (12/13/2023)
- Cpl. Speis completed 2 weeks of SWAT training at New Castle County PD (12/4/2023-12/15/2023)
- Lt. Reno attended the monthly SRO meeting (12/18/2023)
- Attended the LEPC meeting (12/20/2023)
- Attended the Chief's meeting (12/20/2023)
- 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)
- Patrol coverage for several days (multiple days)
- Attended session of District Court am/pm (12/4/2023)
- Participated in the Town of Perryville's Christmas parade (12/9/2023)
- Attended a session of the Cecil County PAB/ACC meeting (12/12/2023)
- Attended the town Christmas luncheon and presented three life saving awards to officers (12/15/2023)
- Held a meeting with department instructors (12/19/2023)

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

Officers issued 73 citations and 75 warnings for various traffic infractions along with 16 town parking citations. A total of 7 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 2 arrests for drug abuse violations, 5 DUI arrests, with a total of 23 criminal arrests, prepared 34 reports, along with responding to 405 calls for service. Additionally, approximately 263 speed camera citations were issued along Aiken Avenue during the month of November.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF  
DECEMBER: 34 (as of 12/27/2023).

Perryville Police Department Monthly Police Report  
December, 2023

	October	November	December	Year to Date 2023
<b>ROBBERY</b>	0	0	0	1
<b>ASSAULT</b>	12	7	2	59
<b>BURGLARY</b>	0	0	0	5
<b>THEFT</b>	5	7	4	69
<b>Auto Theft</b>	1	0	0	3
<b>CDS</b>	3	4	2	52
<b>DISORDERLY</b>	1	0	2	7
<b>MDOP</b>	1	3	1	23
<b>ADULT ARREST</b>	25	22	23	250
<b>JUVENILE ARREST</b>	0	0	0	1
<b>Referrals to Outreach</b>	0	0	0	0
<b>CITATIONS</b>	67	51	73	598
<b>WARNINGS</b>	196	119	75	1,551
<b>SEROS</b>	10	1	1	65
<b>IN-TOWN CITATIONS</b>	0	9	16	80
<b>ACCIDENTS</b>	11	5	14	108
<b>52 (Investigated)</b>	4	2	8	41
<b>89 (no Investigation)</b>	7	3	6	61
<b>DRIVING UNDER THE INFLUENCE</b>	4	3	5	27
<b>SPEED CAMERA CITATIONS</b>	290	165	263	3,268
<b>CALLS FOR SERVICE</b>	536	479	405	4,828

December 27, 2023





# Perryville Police Department

Outreach Program

Town Report

December 2023

Overall Monthly Attendance: 148

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided:150

## **Announcements**

This month was the season of giving. The library came to OP for interactive games and activities. Community service consisted of Christmas toy and food collection. This year we helped 135 children with Christmas and 28 families with food. We attended Great Wolf Lodges Christmas experience for all those that were helped for Christmas. This gift along with a donation of funds were received from Great Wolf Lodge and we are extremely grateful. We are also grateful for all the community members that helped make this season a blessed one for all our children. We received a large donation from AMAZON. Some of the items were given as Christmas presents, others will be auctioned off at a later date. Life skills this month were mindfulness.

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](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.
  - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
  - Submitted 2023 MDE annual report in October. MDE accepted submittal.
  - 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 scheduled inspection of the dam went as planned. MDE submitted inspection report with findings to Perryville stating that additional work will be required for the dam. Engineering reports and extensive tree and shrub removal was stated by MDE. The Town is planning a meeting with MDE to discuss alternatives.
- Town Hall Site & Little League
  - On hold until budget approved for Phase III
  - May have to resolve some inspection issues with the county with a few LL SWM ponds.
- 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 survey project is now complete. Engineering work is now beginning for Otsego Street.
  - It was determined to construct Upright Curb without Sidewalk along southern Otsego along roadside ditch between Harford Street and RR tracks.
  - Using Rolled Curb and Sidewalk along both sides of Otsego from Susquehanna to Front Street.
  - Using Upright Curb with no sidewalk along southern Otsego from Police Station to Aiken Avenue.
- Chesapeake Overlook Lot 5 Construction Inspection
  - Water and Sewer Complete.
- 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.
- Lecco and McGuirk Construction located the two shut off valves for the Fire Hydrant re-location / replacement. An engineering sketch and detail with quantities and cost can now be provided by the Town. The re-located hydrants still need to be stipulated in the project contract documents generated by SHA and MOU documents.
- 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 – December 2023

## **PUBLIC WORKS:**

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

- The Sanitary Sewer Improvement Project is still ongoing. PS4 has been switched over to bypass while the station is being renovated. (Project is nearing completion, expected to be complete in early January)
- Christmas Decorations along Broad Street and Aiken Avenue have been turned on. The lights will remain illuminated through March as part of the “Winter Lights, Cecil Nights” event.
- The renovation of the Town Meeting Room is complete.
- Parks staff setup/cleaned up and helped throughout the Annual “Christmas in the Park” Event.
- Staff assisted with the blocking of roadways during the Christmas Parade. Employees also assisted Parks Staff w/even cleanup from the Annual “Christmas in the Park” Event.
- Assisted WWTP Staff in removing the motor mixer for repairs.
- Purchased 2 stainless steel salt spreaders for winter weather.
- Staff performed “shut offs” for nonpayment of water/sewer bills.
- A new employee, Jackie Bolado, began employment with the DPW on December 18.

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

- N/A.

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

- DPW is continuing to update/replace antiquated meters throughout Town.
- Staff continue to perform data logs, rereads and checking for leaks for residents.
- Employees are continuing to seek alternate methods of inspecting a section of water main on Turnpike Drive.

### ***Training:***

- N/A.

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

- The Parks staff has been decorated for the annual “Christmas in the Park” event.

***Weather Related Events:***

- N/A.

***Vehicle/Equipment Maintenance:***

- Vehicles from DPW have been wired for salt spreading equipment.

***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:***

- Parks Crew prepared Lower Ferry Park for the Annual Christmas in the Park event.

***Paving/Sidewalk Repairs:***

- N/A

***Maintenance:***

- Parks staff has performed end of the year maintenance on the mowing equipment and has stored it for the winter months.
- 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**

### **December, 2023**

#### **Wastewater:**

Plant Influent Monthly Flow:	30.28 Million Gallons
Plant Effluent Monthly Flow:	27.78 Million Gallons
Veterans Center Monthly Flow:	9.04 Million Gallons

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

#### **Activities:**

1. Work on the denitrification filters has stopped until Change Order Request #5 is addressed.
2. Eagle Crane and D&P Electrical pulled the mixer for SBR #2. Motor will need repaired. Ordered a new propeller for the spare motor so it can be installed.
3. Marino replaced a module in the panel for the influent pumps that failed. We replaced the high-level float as well.
4. Completed all PDQs for the compensation study.
5. A major rain event caused the plant to be hydraulically overloaded on 12/18/2023. Was reported to both MDE and the Health Department.
6. RES brought a Super Vac to pump out the construction hole, but we quickly realized this would not work. The hole was filling faster than we could pump it. We are going to rent a 4" pump with hose and pump the water to the compost pad so it can go down the drain and to the head of the plant.
7. Finally received the new life ring and cabinet from USA Bluebook bought through the safety committee.
8. Collected all monthly samples.
9. All preventive maintenance and housekeeping were performed.

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **December, 2023**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	11.3 Million Gallons
Plant Finished Water Flow:	11.7 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

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

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. The Godwin pump we've been renting as an emergency backup has been returned.
3. D&P Electrical installed new VFD fans for the floc mixers.
4. MIDCO diving company canceled the cleaning of the inside of the Casino Tower. They will try to reschedule.
5. Completed all PDQs for the compensation study.
6. Submitted final paperwork and cut sheets for the TRS system to MDE.
7. Check valves for the distribution pumps are in. We are waiting for the gaskets for them to arrive.
8. Staff replaced one of the raw water pumps.
9. Staff hours have been adjusted to cover 20 hours of operation in order to keep up with Great Wolf Lodge demand and to lower the feed rate of the current membranes to save life expectancy.
10. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.