

Staff Reports from Town Meetings

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Town Administrator's Report
February 6, 2024

Meetings

- Attended the Cecil County Emergency Services monthly meeting.
- Attended the Water Treatment Plant Pre-construction meeting on January 12th.
- Attended WWTP ENR monthly progress meeting on January 29th.
- Met with AECOM regarding the change order for the slide gates and actuators WTP expansion project.
- Met with Fred Sussman about the Frenchtown Crossing Sidewalk survey and conclusions.
- Met with KCI regarding their proposal alternative methods to view the condition of the water line at Turnpike Drive
- Conducted the Staff Leadership meeting on January 24th.
- Attended the Rt. 222 Sidewalk Project monthly progress report on January 4th.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on January 11th.
- Met with McGrath Consulting to discuss next steps in the Compensation/Job Description Study on January 5th.
- Met with Kevin Pampuch, AECOM, regarding the next steps in the Water Distribution Study on January 10th.
- Attended Help USA-Perry Point Housing Monthly Progress meeting.
- Met with Ellie Jones, Website Consultant regarding the Town's website upgrades and administrative duties.
- Provided Tami Wadkins, Comcast, a draft Franchise Agreement with Comcast Cable and now I am waiting for their response/rebuttal.
- Met with Steve Berry, President, Trash Tech to discuss the logistics of providing totes to the residents.
- Met with Brigitte Carty, LSHG Executive Director, to discuss possible Bond Bill funding for the completion of the LSHG trail leading to the Community Park.

Organization

- DPW performed a Smoke Test in the area of Pump Station 3 after we received a high-water alert at the station during one of the recent rain events. The Smoke Test identified I&I that is filtering into the Pump Station.
- 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.
- During the snow storm on January 19th, I rode with DPW staff during their plowing routes.

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 98% 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 and all associated piping and electrical work has been completed. A test of the pump station will be performed on February 9th until then the station will continue to operate on the bypass pumps. Estimated time for Pump Station #4 completion date is February 9, 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 1st. Notice to Proceed was sent on December 15th. Pre-Construction meeting was held on January 11, 2024. The final project completion date is tentatively scheduled for January 2025.
- 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. The project is currently in a holding pattern until the contractor is able to shore up the walls. 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. 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 has outlined additional tasks that need be completed which will be presented at the February 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. An MOU between the Town and SHA will allow for the fire hydrant relocation as part of the SHA bid. The MOU was presented to the Mayor and Commissioners at the June 20th Work Session and approved at the July 6th 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. Surveying of the river floor for depth was performed on January 26th.
- Compensation, Salary, and Job Description Study: Kick off meeting was held on November 28, 2023. Completion of the study is approximately April 2024.

Assistant Town Administrator Report for the February 6, 2024 Town Meeting

EMPLOYMENT

We are still looking for a crossing guard and DPW crewman.

MISCELLANEOUS

Processed 3 payrolls and completed all tax payments, retirement payments and A/P checks.

Working on Compensation Study.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 6 deeds, 3 dump trailer rentals, 39 heavy trash calls, 13 yard waste calls and 3 park pavilion rentals, 172 in-state boat stickers and 45 of out of State boat stickers.

Town Clerk

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

Water/Sewer

2023 Quarter 4 Water Bills mailed out on 1/17/2024

16 Data logs have been completed

8 payment plans

10 new meters installed

1 Bulk Water Purchase

2 Settlement Charges

38 Leak Letters went out

MEETINGS

**Treasurer's Report
Town of Perryville, Maryland
February 6, 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 reviewed the plans and sent back changes they felt were necessary.
 - Corrections have been made.
 - Corrected schedules will be sent back for final approval.
- **Procedural Manuals**
 - Continued to document various procedures within the department.

**Treasurer's Report
Town of Perryville, Maryland
February 6, 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.

December, 2023 Statistics:

- 161 purchase orders were processed, totaling \$824,344.07.
- 8 A/R invoices totaling \$20,252.58.
- 64 A/P checks disbursed totaling \$816,718.32.
- Local Impact Funds - Life to date (Sept 2010 to Nov 2023) slot revenue received \$19,375,738.27. Total received to date for FY 24 is \$617,263.32. We received funds for August-November as a lump sum.

Planning & Zoning Department

January Report – February 6, 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 requires Fee-In-Lieu Modification Agreement finalized before issuing compliance. Zoning Certificate was approved and a building permit was issued by Cecil County on January 26, 2024.
- **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; landscape plantings confirmed.
- **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; purchase of property has been completed.

- **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>	10												
<i>Violation Letters</i>	0												
<i>Citations</i>	0												
<i>Rental Licenses Issued</i>	82												
<i>Other</i>	Complaint Forms – 4 Complaint Website – 1 Phone – 11 Email – 1												

Planning Commission: Meeting held January 22nd to discuss Special Exception: temporary use of 1105 Perryville Road for US40 Hatem Bridge project; recommended approval to the Board of Appeals; hearing scheduled for February 26th.

Board of Appeals: Meeting held January 29th for a request for variance to the side setback requirement for a pool; approval granted pending legal Resolution.

Zoning Certificates: 6 Zoning Certificates approved; 0 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:

- Provided local businesses with Route 40 Revitalization Grant Program (NOFO) and Cecil County Grant Program Application – Funding provided through Cecil County (VLT) – Matching grant up to \$25,000 for a project cost of \$50,000. Applications for this competitive grant will be accepted on a rolling basis starting Jan 1, 2024.

- 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 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.
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website www.perryvillemd.org
- Boosting moral within the community through Winter Lights-Cecil Nights, Jan-Feb 2024. 1st Light Up the Park was a success on January 27th! About 40 people participated. For Valentine's Day and for Winter Lights- town residents are encouraged to write love letters or make cards to our local businesses, departments, or other residents to show support amongst our community. Winter Scavenger Hunt on 2/24. We need more teams to register if anyone knows potential participants.

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

Rodgers Tavern Museum – see attached Quarterly Report:

- Museum is open on Saturdays, 12:00 - 4:00pm

More information is available at www.rodgerstavern.com.

RODGERS TAVERN MUSEUM QUARTERLY REPORT

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: OCTOBER - DECEMBER QUARTERLY REPORT
DATE: JANUARY 2, 2024

MEETINGS AND EVENTS:

10/13/2023: Status meeting with Dianna Battaglia
10/26/2023: Maryland Heritage Area Authority tour of Lower Susquehanna Heritage Greenway
11/1/2023: National Park Service Washington-Rochambeau Revolutionary Route National Historic Trail online meeting
11/3/2023: Meeting with food historian Joyce White
11/25/2023: Museum closed-Thanksgiving holiday
12/1/2023: Status meeting with Dianna Battaglia
12/2/2023: Deck the Tavern holiday decorating event
12/6/2023: Lower Susquehanna Heritage Greenway meeting at Rodgers Tavern Museum

ACTIVITIES:

1. Events/Activities
 - Spring Speaker Series: Planning begun. One more speaker to be booked. Speakers booked:
 - Dr. Robert Selig: "Would the Real Colonel John Rodgers Please Stand Up?"
 - Dr. Richard Siegel, Professor Emeritus, Dept. of Biological Sciences, Towson University: Map Turtles (Title TBD)
 - Maryland House and Garden Pilgrimage:
 - Compilation and submission of Tour information (site descriptions, route, photos) for tour
2. Museum Collection Management Manual:
 - Development continues
3. Museum Collections Policy:

- Development continues
- 4. Venue Rental Program:
 - Waiting for comment from Town
- 5. Museum and Town of Perryville Fundraising Policy:
 - Waiting for comments from Finance
- 6. Museum Website: updates as needed
- 7. PastPerfect Upgrade: Version 5 desktop clean-up 80% complete. Significant errors in basic standards for intellectual management of museum collections identified for correction after migration to web.
- 8. Museum Visitation:
2023 Fourth Quarter:
 - Attendance: 65
 - Number of Days Open: 17Year to Date Visitation: 690 (
Year to Date Number of Days Open: 67



Perryville Police Department

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

***Robert S. Nitz**
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

***Matthew Roath**
Mayor*

Monthly Report for January 2024

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- State grant submissions
- Preparing for upcoming budget process
- Submitted mandated reports to GOCCAP/MPCTC
- Working on policy related to CISM/EAP for employees involved in traumatic incidents.

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (1/2/2024)
- Attended MD Chief's of Police membership meeting (1/10/2024)
- As part of the firearms training cadre, Cpl. Speis, Cpl. Peer and Ofc. Huffstutler attended LGIT training on Use of Force statute and other related issues (1/15/2024)
- Lt. Reno attended the monthly SRO meeting (1/23/2024)
- Attended Town Leadership Meeting (1/24/2024)
- Lt. Reno attended a virtual meeting for the Balt. Metro region Law Enforcement Coordinating Council which is mandated by law (1/24/2024)
- 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 Circuit Court (1/2/2024)
- Met with Amy Dipetro reference proposed development on Mill Creek (1/3/2024)
- Held a department leadership meeting with supervisors (1/8/2024)
- Participated in a County-wide Weather zoom call for inclement weather event (1/9/2024)
- Attended a session of District Court (1/11/2024)
- Reviewed timesheets (1/12/2024)

Integrity • Fairness • Service

- Agency personnel participated in viewing and funeral detail for fallen Rising Sun Police Officer Cpl. Daniel Stickney EOW 1/10/2024 (1/19-1/20/2024)
- Participated in a call with Enterprise Leasing regarding patrol vehicles (1/23/2024)
- Meeting with new security manager at Hollywood Casino, Erin Reid (1/25/2024)
- Meeting with Town Admin George Patchell and Aaron Ashford ref. boat ramp overflow parking and Richmond St truck issues (1/25/2024)
- Meeting with Mrs. Melissa Fazzino, Principal at Perryville Middle School (1/25/2024)
- Attended a session of the Cecil County PAB/ACC meeting (1/30/2024)
- Meeting with Town Admin. George Patchell and Cathy McCardell (1/31/2024)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 25 citations and 50 warnings for various traffic infractions along with 15 town parking citations. A total of 7 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 4 arrests for drug abuse violations, 2 DUI arrests, with a total of 20 criminal arrests, prepared 41 reports, along with responding to 389 calls for service as well as executing 2 Search and Seizure warrants related to drug abuse violations.

Additionally, approximately 295 speed camera citations were issued along Aiken Avenue during the month of January.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF DECEMBER: 38 (as of 1/29/2024).

Perryville Police Department Monthly Police Report
January, 2024

	January	Year to Date 2024
ROBBERY	0	0
ASSAULT	3	3
BURGLARY	0	0
THEFT	5	5
Auto Theft	2	2
CDS	4	4
DISORDERLY	1	1
MDOP	0	0
ADULT ARREST	20	20
JUVENILE ARREST	0	0
Referrals to Outreach	0	0
CITATIONS	25	25
WARNINGS	50	50
SEROS	5	5
IN-TOWN CITATIONS	15	15
ACCIDENTS	8	8
52 (Investigated)	1	1
89 (no Investigation)	7	7
DRIVING UNDER THE INFLUENCE	2	2
SPEED CAMERA CITATIONS	295	295
CALLS FOR SERVICE	389	389

January 30, 2024

Perryville Police Department

Outreach Program

Town Report

January 2024

Overall Monthly Attendance: 244

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided: 220

Announcements

This month we started off a new year with a fresh start. The library came to OP for interactive games and activities. This has become one of our busiest days and we are grateful for the library and their staff. Community Service consisted of OP organization. We received a large donation from AMAZON. These will be actioned off on March 15th at a combined spaghetti dinner fundraiser with Principio Furnace Methodist Church. As some of you may know we lost two of our towns' children this month. One of those children was an Outreach member and friend to our participants. This month's Life skill was problem solving and helping others but given such a loss we focused on grief, loss of a friend, and how to heal from a tragedy. We will remember our friend and all the good times we shared with him.

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 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.
 - 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 met with MDE, it was determined that the Town must perform a Dam Breach Study and once and for all permanently breach the dam to avoid future MDE hassles. The existing 4 inch orifice in the dam does not count as a dam breach, only a drain. The Dam Breach Study could be expensive.
- 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.
 - Submitted construction plans and estimate with specs to SHA using the hydrant information provided by Lecco and McGuirk Construction. The re-located hydrants still need to be stipulated in the project contract documents generated by SHA and MOU documents, currently being reviewed by Town Attorney.
- 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.

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2024

Wastewater:

Plant Influent Monthly Flow:	31.30 Million Gallons
Plant Effluent Monthly Flow:	29.04 Million Gallons
Veterans Center Monthly Flow:	9.03 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of January, 2024 with the January lab results received to-date.

Activities:

1. Work on the denitrification filters has stopped until Change Order Request #5 is addressed. A meeting was scheduled for January 24th to discuss with all parties, though I don't feel JJID made any solid arguments for more money due to a change in subsurface conditions.
2. Wickersham is going to install the new propeller on the mixer motor. Their welder came and fixed the cracks on the float.
3. A major rain event caused the plant to be hydraulically overloaded again on 12/27/2023. Was reported to both MDE and the Health Department. Another major storm occurred on January 6th and also caused an overflow. It too was reported.
4. We are returning the rented 4" pump. If any more overflows happen, we will look at renting another to dewater the construction hole once JJID/ Wickersham is back to work.
5. After December's report was sent in, we received the final test results from the lab. By the end, due to multiple overflows caused by significant rainstorms, we ended the month with 3 violations.
6. Collected all monthly samples.
7. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2024

Page 2

Water:

Plant Raw Water Monthly Flow:	12.3 Million Gallons
Plant Finished Water Flow:	12.5 Million Gallons
Plant Backwash Water:	1.9 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. Held a pre-construction meeting for the WTP expansion project with M2.
3. MIDCO diving company never contacted us in December. We will look into getting another company to clean the Casino Tower.
4. We have attempted to move the two new check valves for the distribution pumps to the building and install, but at over 300 pounds and with limited working space, this may prove to be too big a job for us. We are looking into hiring someone else to install so that no one gets hurt.
5. Scott Tarbert passed his T4 water test, so he is now dual licensed.
6. Flushed and cleaned the Cl2 and Pac chemical lines.
7. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.