

## **Staff Reports from Town Meetings**

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



## Town Administrator's Report

July 12, 2022

### Meetings

- Attended MML
- Met with AECOM representatives to discuss the Sanitary Sewer Improvement project budget.
- Conducted a Leadership meeting on June 8th.
- Met with representatives from Chesapeake Overlook about future sewer capacities.
- Met with Help USA and representatives from VA Maryland regarding the request to construct an additional seventy-six units.
- Met with State regarding the Rt. 222 Sidewalk project from Saint Mark's Church Rd. and Clayton St.
- Met with John Donohue, Deputy Director of Cecil County Department of Emergency Services. CCDE reviewed the Town's Emergency Procedure Manual.
- Met with AECOM to discuss a solution to retro fit the WTP Pump House to install the new pump as part of the WTP Expansion Project.
- Met with AECOM and R.E. Pierson on July 7<sup>th</sup> regarding the Sanitary Sewer Improvement Project.

### Organization

- Customer Service training was provided by the Cecil County Public Library with the following departments: Administration, Planning and Zoning, Community Development and Police.
- I completed several LGIT Training Classes.
- The DPW and Park staff completed their Active Threat Training conducted by Chief Nitz. Additional Departments will be receiving training within the next month.
- Chief Nitz and I conducted a "Safety Check" for the Waste Water Plant. Other Department Safety Checks will occur in the ensuing months.
- Rt. 222 Sidewalk project from Saint Mark's Church Rd. and Clayton St. is currently funded for Design only, not construction at this point. I will be meeting with the State to discuss easement right a ways in the future.
- Conducted an Employee Satisfaction Survey with town staff.

### 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.

#### Community

- Aiken Avenue was declared a No Truck route except for local deliveries by SHA. PPD may begin enforcement the week of July 4<sup>th</sup>.
- The Little League batting cage is complete.
- On July 6<sup>th</sup>, I attended the ribbon cutting of Fin Kayak rental at the Perryville Park.

#### Projects

- To date R.E. Pierson has completed 70% of the Sanitary Sewer Improvement project for GWL. Current phase includes paving and construction area clean up.
- Attended a Construction meeting on the Water Filtration Project to discuss pre-ordering the pumps.
- WWTP Denitrification project: In the MDE comment phase.
- Board of Public Works approved the water project for the Fire Company-Station 16. Construction will begin in approximately 4 weeks.
- The GWL project is approximately 55% completed with a tentative opening date of June 23, 2023.

## **Assistant Town Administrator Report for the August 2, 2022 Town Meeting**

### **EMPLOYMENT**

Opening at the WWTP as of August 7, 2022.

### **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 2 deeds, 4 dump trailer rentals, 30 heavy trash calls and 0 park pavilion rentals, 30 in-state boat stickers and 0 of out of State boat stickers(Sold Out).

### **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**

1513 Water/Sewer Bills went out on June 15<sup>th</sup>  
9 data logs were processed  
50 new meters were installed.  
They're currently 9 payment plans.  
2 Bulk Water purchases

### **MEETINGS**

July 7, 2022 – Attended a meeting with Pierson Construction  
July 14, 2022 – Attended Town Meeting  
July 21, 2022 – Attended Leadership Meeting



**Treasurer's Report  
Town of Perryville, Maryland  
August 2, 2022**

**Projects:**

- **FY 22- Financial Statements**
  - Continued to review financials for the upcoming audit.
- **Audit**
  - Started preparation of all backup schedules needed by the auditors
- **Electricity Provider**
  - The contract with the Town's Electric Provider will expire in December. We are working with CQI, our current broker, to find the best rate. Unfortunately, market indicators show a potential 50% increase in provider costs. Our broker believes there is a strong possibility that rates may drop after the election so we are delaying a commitment to a specific provider at this time.
- **Fire Dept-Station 16**
  - Met with Mr. Patchell and members of the Fire Department to discuss the logistics of the financial aspect of the Water Line project at Station 16.
- **Denitrification Project/ Sewer Expansion Project**
  - Waiting on the final amount of the State grant which will be determined after the Town gets bids in and the contract is awarded.
- **Retention Plan**
  - Continued to work on retention plan for submission to State Archives.
- **Budget**
  - Prepared two budget amendments which included funds rolled over to FY23.

**Treasurer's Report  
Town of Perryville, Maryland  
August 2, 2022**

- **SAM Renewal**
  - Finally received notification that the Town's SAM renewal had been accepted. "SAM" is the government agency that verifies entities eligible for Federal and State grants. The agency changed its source of initial information for legitimacy of grant applicants and there have been massive delays in the renewal process. After the initial matching, SAM verifies the applicant's information with various other government agencies. Unfortunately, all the information was not identical which triggered the processing setback. At this point, information at all agencies should agree.
- **Railroad Leases**
  - Prepared memo to the Board recommending acceptance of 20 year lease proposals from the railroad management company. The proposals require a lump sum payment for each of two leases. The payment would cover 20 years and is substantially less than the total of 20 payments of the current lease amount. Eliminating the inflation factor was another reason the leases were recommended.

**Current/Future Projects**

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.
- 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.

**June, 2022 Statistics:**

- 279 purchase orders were processed totaling \$1,688,911.76
- 102 Accounts payable checks were processed totaling \$696,251.55
- 6 A/R invoices totaling \$2,129.12
- Local Impact Funds - Life to date (Sep, 2010 to April, 2022) slot revenue received \$16,558,468.04. Total received to date for FY 22 is \$1,541,519.91  
We have not received our payments for May-June as of this time.



## Planning & Zoning Department

### July Report – August 2, 2022 Town Meeting

#### Development/Projects:

- **Frenchman Land:** Site ready for construction and dirt pile has been moved. CURRENT STATUS: Property owner is utilizing site for parking of empty trailers.
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County; plans back to priority to move forward. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. CURRENT STATUS: Proposed road improvements and traffic flow was discussed at the Planning Commission meeting July 18<sup>th</sup>; improvements and options to be discussed with Cecil County.
- **Woodlands:** Owners researching prospects for development of the site; meeting held 12/17 to discuss opportunities and infrastructure needs. CURRENT STATUS: No update.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; owner willing to discuss alternative development options; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Property owner submitted other options for 1<sup>st</sup> floor retail and residential above and vehicle storage of automobiles and light trucks but their intention is to resubmit request for rezoning for the warehouse. Demolition complete. CURRENT STATUS: Developers have inquired about potential uses for the site and owner information was forwarded. No update.
- **Chesapeake Overlook project:** Owner continues to actively market the site and in negotiations with prospective businesses; Chesapeake Overlook Parkway has been dedicated as a Town road; owner continues to move forward with engineering and surveying for mass grading plans to prepare pad sites. Final negotiations pending. Lot 5 engineering, “Fast Track” designation to make the site ‘pad ready’ and install necessary infrastructure to support future uses. CURRENT STATUS: Offsite Road Improvement Plans (at I-95/MD222 interchange) are under review pending approval from MDTA. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive. Preliminary Plan submitted for Wawa.
- **5<sup>th</sup> Company Brewing LLC:** Redevelopment, Interior renovations continue. Use & Occupancy permit has been issued. Owners have targeted 1st week in August for grand opening, with “soft openings” and private events planned in late July. CURRENT STATUS: Grand Opening Saturday, August 6<sup>th</sup> at 12:00pm.
- **Tiki Lee’s Perryville (31 River Road):** Redevelopment to include a public marina, restaurant and bar; MDE permit approval: replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; architect working on building plans and site development; reviewing code requirements; finalizing design. Concept Plan submitted for review; continue to review requirements. CURRENT STATUS: Concept stormwater plans have been submitted to Cecil County for review.
- **Owens Marina (12 River Road):** Board of Appeals approved request for Service of Alcohol pending approval of a restaurant meeting requirements; outreach meeting held with residents for future plans; demolition permit submitted for office building, redevelopment of the area for service and maintenance indoors; application submitted to MDE to obtain authorization to perform work in tidal wetlands (replace timber piles, piers, breakwaters and reconnect existing floating docks); Petition for Judicial Review was filed on 2/25/2020 by some condo residents for review by the courts for the decision of the Board of Appeals; 10/16/2020 Cecil County

Circuit Court Judge Sexton affirmed the decision and dismissed and denied the Petition for Judicial Review; an appeal of the judge's decision has been submitted to the court. Supply and maintenance building to be demolished. CURRENT STATUS: Redevelopment plans are pending to address all requirements; conditional ESC approval from Soil Conservation District; Cecil County review.

- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook with all final approvals received; Amendment to Final Site Plan approved for expansion as largest GWL; ground-breaking /construction start July 2021; site work and construction ongoing. Steve Jacobsen reports Great Wolf ranked #47 in Newsweek's "America's Most Loved Workplaces 2021": the rankings "focused squarely on the degree to which employees have a positive feeling about their employer" and "employee's emotional connection is directly relatable to the success of a company". Congratulations to Great Wolf Lodge! CURRENT STATUS: Construction at 65%....ahead of schedule and under budget! Anticipate grand opening in May 2023! Topping Out Ceremony held July 26: Topping out is a significant milestone in the construction process. It essentially means the exterior of the building is now complete and construction will now focus on finishing the interior of the resort.
- **Richmond Hills at Charles Street:** Concept Plan for proposed 22 single family dwellings approved by the Planning Commission; concept storm water plans have been approved; reviewed by Cecil County Technical Advisory Committee April 1<sup>st</sup>; TIS and engineering for preliminary site plan; Preliminary Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed. CURRENT STATUS: Preliminary Site Plan/Subdivision Plat discussed at June Planning Commission meeting; developer requested an extension for further research.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations, reviewed by Planning Commission June 27<sup>th</sup> with recommendation to the Mayor and Commissioners for approval. Update: Mayor and Commissioners reviewed plan at July work session; to be voted on at the August Town Meeting.

#### Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	7	11	10	8	9	6	5						
<i>Violation Letters</i>	0	0	1	0	3	5	5						
<i>Citations</i>	0	0	0	0	0	0	0						
<i>Rental Licenses Issued</i>	18	6	4	1	3	2	1						
<i>Other</i>	Complaint Forms – 2 Complaint Website – 3												

**Planning Commission:** Meeting held July 18<sup>th</sup>: discussion of proposed Road Improvements and Traffic Concerns for the Cedar Meadows development from agency recommendations; developer will search for safety improvements to keep 2-way access for all residents in the area.

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

**Zoning Certificates:** 8 certificates approved; 0 for roof mounted solar panels.

**Grants:**

- FY22 Grant funds provided to completed projects; some extensions due to scheduling and shipping delays.

**Economic & Community Development:**

- Community Giveaway – Each Saturday 12pm to 3pm at 304 Aiken Avenue the Lion of Judah Bible Café and Charity Crossing give away new Clothing, Hygiene Products, Toys, Household Items, Packaged Foods, etc.
- Updated local businesses on COVID Economic Injury Disaster Loan program from Department of Commerce.
- Updated local businesses on the Small Business Credit Initiative - Maryland Department of Housing and Community Development, Project Restore.
- Updated local businesses on Grant Resources – multiple grant opportunities and contacts.

**Farmers Market/Community Events:**

- Farmers Market at Rodgers Tavern.....Saturdays 12:00 PM – 3:00 PM! Average 65ppl in attendance each day.
- Bazaar – 1<sup>st</sup> Saturday of each month 12:00 PM – 3:00 PM – over 100 ppl in attendance at first Bazaar of year.
- 3<sup>rd</sup> Friday Cruisers at Lower Ferry Park 4:00 to 7:00pm.

**Upcoming Events:**

- Grand Opening/Ribbon Cutting for 5<sup>th</sup> Company Brewing August 6<sup>th</sup> at 12:00 p.m.
- Tap Into the Tavern at Rogers Tavern– August 27<sup>th</sup> 3-7pm – Live Band booked, Acquiring Sponsors and vendors
- Family Camp Out at the Community Park – Sept 9th 6pm – 10<sup>th</sup> 9am

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

**Rodgers Tavern:**

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





# ***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 July 2022**

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

- Reviewed and prepared PO requests for various items.
- Researching and applying for the COPS new hire grant program and Body Armor grant through GOCCP.
- Preparing Susquehanna River Running Festival and other town events

### **MONTHLY MEETINGS/TRAINING**

- Lt. Reno attended Town meeting (7/14/2022)
- Attended planning commission meeting (7/18/2022)
- Attended town leadership meeting (7/20/2022)
- Sgt. Hoffman's squad and Lt Reno attended Active Threat training (7/18-7/19/2022)
- Sgt. Morgan's squad and Chief Nitz attended Active Threat training (7/21-7/22/2022)
  - Both Active Threat training sessions were completed with 20<sup>th</sup> Group a National Guard Special Forces group
- Chief Nitz and Sgt. Morgan attended FBI LEEDA Executive Leadership training (7/25-7/29/2022)

### **COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:**

- Worked on June NIBRS submission (7/5/2022)
- Completed Community Policing report (7/5/2022)
- Met with Danielle Hemling (7/5/2022)
- Met with Town Administrator George Patchell and Cecil County DES regarding Hazard Mitigation (7/6/2022)
- Meeting at North East barrack (7/8/2022)
- Met with Dr. Seemans of PVMS (7/11/2022)
- Met with Ms. Katie Ryan of PVES (7/11/2022)
- Meeting with Danielle Hemling regarding Outreach efforts (7/12/2022)
- Phone conference with Commissioner Linkey (7/18/2022)
- Phone conference with John Albanese and Town Administrator George Patchell regarding upcoming Little League tournament (7/18/2022)
- Meeting with Town Administrator George Patchell and Chief Willis of PVFD (7/19/2022)

- Lt Reno attended a ceremony at the Great Wolf Lodge (7/26/2022)
- Lt. Reno attended a meeting with Dr. Seemans regarding our upcoming Active Threat drill at the middle school (7/26/2022)

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

Officers issued 32 citations and 45 warnings for various traffic infractions. They made 7 arrests for drug abuse violations with a total of 18 criminal arrests along with responding to 300 calls for service.

Perryville Police Department Monthly Police Report  
July, 2022

	May	June	July	Year to Date 2022		
<b>ROBBERY</b>	1	0	0	4		
<b>ASSAULT</b>	1	2	1	31		
<b>BURGLARY</b>	0	0	0	3		
<b>THEFT</b>	2	2	2	25		
<b>Auto Theft</b>	2	0	0	3		
<b>CDS</b>	12	13	7	42		
<b>DISORDERLY</b>	2	0	0	5		
<b>MDOP</b>	3	1	1	9		
<b>ADULT ARREST</b>	20	26	18	139		
<b>JUVENILE ARREST</b>	0	0	0	2		
<b>Referrals to Outreach</b>	0	0	0	3		
<b>CITATIONS</b>	33	22	30	185		
<b>WARNINGS</b>	58	70	44	340		
<b>SEROS</b>	1	5	2	16		
<b>IN-TOWN CITATIONS</b>	5	0	0	5		
<b>ACCIDENTS</b>	5	10	7	50		
<b>52 (Investigated)</b>	1	5	4	21		
<b>89 (no Investigation)</b>	4	5	3	29		
<b>DRIVING UNDER THE INFLUENCE</b>	2	1	1	9		
<b>CALLS FOR SERVICE</b>	363	368	300	1953		

July 26, 2022

[illegible]

July 26, 2022



# Perryville Police Department

## Outreach Program

### Town Report

July 2022

Overall Monthly Attendance: 260

Number of New Referrals: 0

Number of New Members: 3

Total number of donated meals provided: 400

## **Announcements**

This month we have been busy enjoying our summer schedule and the warm weather! We are so lucky to have days spent at the pool, hosting sports and Xbox tournaments, garden tending, community service, and life skills. The kids also got to spend a whole day having fun on our Hershey Park trip. We are still participating in the summer food program hosted by Cecil County Public Schools which provides breakfast and lunch to any school aged child in Perryville. This month two of our members began working at Outreach thanks to Susquehanna Workforce Network, and it has been a great experience for us and them. Our kids get the chance to swim during the week in the pool at Captain Lee's Marina all thanks to their generous donation. Some of our younger members recently began beginner swimming lessons at Conowingo Pool thanks to donations from community members. This year we decided to get an early start on Christmas and have been running our Christmas in July toy drive, with the goal of collecting toys and hygiene supplies for the upcoming Christmas season. Our life skills this month focused on personal space and respecting authority.

Outreach received donations from our local Perryville churches, Mrs. Marilyn from Good Shephard, and The VA.

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.



# DPW Report - July 2022

## **PUBLIC WORKS:**

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

- Staff has assisted in storm damage cleanup from the major weather event on 7/12/22. The event left the park damaged with many trees to remove and structures to repair.
- The public works F350 was delivered on 7/25/22. The truck is scheduled to be upfitted with strobe lighting at Intercon Truck Equipment on Friday and will then be put into the fleet for operations.
- The Public Works Department has cleared the water treatment plant emergency access roadway of down trees due to storm damage. The roadway was also widened with the slope mower and has been finish mowed.
- The third side of fencing has been installed on the Trego Field basketball court.

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

- The contractor performing the wastewater improvement project have finished paving the trenches that were excavated.

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

- DPW employees are continuing to change water meters in Town. Currently the total for July is 77 meters installed in various areas. Route 40, Gotham Bush, and Route 222 are all scheduled to have been completely converted to radio read meters by months end.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.
- Assistant supervisor attended staff meeting and construction progress meeting with AECOM/RE Pierson.
- A contractor has completed the lining of the sewer main on Otsego St. Video reports will be sent within the month. Currently awaiting quote for the next liner section.
- McGuirk Construction has repaired a sidewalk panel in the Richmond Hills neighborhood from the excavation and upgrade of a large water meter. They have also patched a blacktop section from a fire hydrant installation as well as the sidewalk from the Smith Ln storm drainpipe replacement.

- In the month of July, the Public Works Department have completed a list of all remaining large water meters that need to be upgraded. The meters will be ordered, and installations will follow.

#### ***Training:***

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

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

- Tap Into the Tavern meeting has been rescheduled.
- DPW has assisted Perryville Little League in the tournament needs for tables and chairs, stormwater pond cleanup, and parking lot clearing. Parking signs were also provided by DPW and Town Hall.

#### ***Weather Related Events:***

- Major damage occurred at the Perryville Park on 7/12/22. Multiple trees have fallen and need to be removed. Blanford's Tree Service has been called to quote the complete removal of the remainder of down trees and limbs. DPW and Park staff completed the necessary cleanup required to reopen the park to the public safely.
- The Stump Pavilion suffered major damage to the roof structure during the storm. The roof will need to be repaired by a licensed professional in the near future.
- LGIT Insurance will be on site on 7/28/22 to document and assess the damage of the storm.

#### ***Vehicle/Equipment Maintenance:***

- The large slope mower has received a full service and repairs of the front windshield. The mower is currently back at DPW and in use mowing the WTP access roadway and Frenchtown Road.
- Park hustler mower has been returned from Walter G Coale and is in use for park mowing operations.

#### ***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:***

- Blanford's Tree Service has provided a quote for the removal of down trees and branches due to the storm on 7/12/22. This work will take place in the near future.
- A directional sign for the Community Park amenities has been received. The sign has been posted near the entrance to the park to show which direction to go to access the different amenities.

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

- Richmond Hill Apartments sidewalk panel, Smith Ln sidewalk panels, Charles St blacktop patch.
- RE Pierson completion of trench paving for sewer upgrade project.
- Weeds have been sprayed on Otsego St sidewalks and roadways.

### ***Maintenance:***

- Staff has begun mowing and maintaining the Parks grounds for the Spring and upcoming Summer 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.
- DPW mower has been taken to Walter G Coale for hydraulic line repairs.
- Outreach hose bib replacement has been completed by Herbie Yateman Plumbing.

### ***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 May of 2022 and will take place again in the fall (October 2022).

- **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**

### **July, 2022**

#### **Wastewater:**

Plant Influent Monthly Flow:	22.80 Million Gallons
Plant Effluent Monthly Flow:	20.61 Million Gallons
Veterans Center Monthly Flow:	8.46 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of June, 2022 and July, 2022 with the July lab results received to-date.

#### **Activities:**

1. Received MDE state inspection report. Two minor issues were brought to our attention and were addressed
2. J. Morton has received his superintendent license from MDE
3. Finished changing all 500 air diffusers socks in both SBRs
4. Continue to adhere to all safety protocols regarding COVID 19
5. Tested all emergency lighting & monthly check of fire extinguishers
6. Monthly housekeeping was performed
7. Monthly tank cleaning was performed
8. Scheduled preventive maintenance was performed
9. Janni (pronounced Yen-ee) Britto has started working for the wastewater plant
10. Ernie put in his two-week notice. Received a counteroffer from Infomark that the town will be unable to match

# **Water & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **July, 2022**

**Page 2**

#### **Water:**

Plant Raw Water Monthly Flow:	10.3 Million Gallons
Plant Finished Water Flow:	10.2 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

Plant in compliance with MDE regulations for the month of June, 2022 and July, 2022 with the July lab results received to-date.

#### **Activities:**

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Had several holes welded to stop leaks in stainless steel piping
3. D&P Electric corrected an issue with the raw water pump P-101
4. Sever storm knock power out at the plant and we ran on the backup generator for 4 days
5. Performed routine overnight cleans on both membrane trains
6. Routine maintenance was performed on the distribution pumps and a new disc valve was ordered for the check valve
7. Checking water towers equipment and water quality weekly
8. Collected all monthly samples
9. Continue to adhere to all safety protocols regarding COVID 19
10. Monthly housekeeping was performed
11. Scheduled preventive maintenance was performed
12. Tested all emergency lighting & monthly check of fire extinguisher
13. Continue working with AECOM to complete drawings and specifications to upgrade the facility
14. Corey Burn's wife gave birth to their second child! He will be out on FMLA until August 8th