

Staff Reports from Town Meetings

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Town Administrator's Report
September 5, 2023

Meetings

- Attended the Kickoff meeting with representatives from the town's who received the Circuit Rider Grant in order to develop a work plan on how to move forward with the grant writer position.
- Attended WWTP ENR monthly progress meeting on August 28, 2023.
- Met with MRA regarding the 50 Mill Creek annexation of surrounding properties.
- Conducted the Staff Leadership meeting on August 11, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on August 10, 2023.
- Met with AECOM regarding the Water Plant Expansion Project regarding rebidding the project August 9, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on August 11, 2023.
- Met with Kevin Pampuch, AECOM, regarding the Water Quality Study.
- Met with Ben McDonald, Waterworks Solutions, about accounting software for water and sewer revenue/expense projects.
- Met with Jeff Riesler, Principal Surveyor MRA, in regard to Frenchtown Crossing sidewalk location and determining ownership.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on August 22, 2023.
- Met with Steve Jacobsen, GWL, to discuss future Pack Housing project.
- Met with Harold Riele, PVFD, to discuss parade route for the 100th Anniversary which will be held on September 16th beginning at 10am.
- Met with AECOM to discuss the Rebidding of the WTP Expansion project on August 11, 2023.
- Met with AECOM regarding the recent discolored water episode's and developed a course of action to find the root cause of the issue. Also, developed a timeframe and additional scope of work for the Water Quality Study.
- Met with Amy Brennan, Hollywood Casino General Manager on August 17, 2023.
- Met with Tom Lofland, a member of Ownes Landing HOA, regarding future plans of the marina.

Organization

- Completed the Statement of Work for the \$75,000 DNR's Grant Gateway funding for the design phase of Ice House Park.
- Met with representatives from AMTRAK regarding the Susquehanna River Bridge Project.
- Applied for Grant funding for the Water Treatment Plant Expansion Project through the State's Maryland Municipal Technical Assistance Program (MTAP) as part of the Infrastructure, Investment, and Jobs Act (IIJA).

- Completed LocalGov online training courses offered by LGIT.
- Met with Lydia McPhearson, Regional Public Relations Director, Norfolk Southern regarding the painting of railroad bridges over Broad St.
- Attended the Local Administrative Preparedness meeting with Cecil County Emergency Services on August 30, 2023.
- Met with representatives from Comcast about potentially offering their services to town citizens.
- Met with representatives from Breezeline about negotiating a franchise agreement.

Daily Work Update

- Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had regular discussions with the Department Heads and town supervisors. Proofread minutes to meetings. Prepared Staff Reports for work session / town meeting. Reviewed and approved invoices. Reviewed and approved p.o.'s for greater than \$5,000.

Projects

- To date R.E. Pierson has completed 90% of the Sanitary Sewer Improvement project. Pump Station 1, work is complete and on line. Pump Station 2, work is complete and on line. Pump Station 4's Pumps have arrived, however, due to severe supply chain issues the Control Panel for PS-4, will not arrive until August 2023. So, bypass pumps were installed on June 25th to handle the flow until the control panel is installed. The original schedule for the pumps and control panel was August 2022. Estimated time for the Pump Station #4 completion date is September 30, 2023.
- Water Treatment Plant Expansion: Permit Application was received by MDE for comments and approval. Pre-bid meeting was held on Tuesday, June 20th. No bids were provided on the July 12 deadline; therefore, the project will be rebid with the bidding date of October 4, 2023. With the final project completion date of September 2024.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. Construction schedule is being developed and site mobilization began on August 10th. 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 July 28th and we currently are waiting on the results of the survey.
- Water Quality Study: AECOM is evaluating the WTP and distribution system. One of the main water lines located on Turnpike Dr. was flushed on August 16th and a plan is being developed to address the water pipe's condition by AECOM.

- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. The MOU was presented to the Mayor and Commissioners at the June 20th Work Session and approved at the July 6th Town Meeting. The Project is scheduled to begin in April 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project: As part of the design phase, the property was surveyed. 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.

Assistant Town Administrator Report for the September 5, 2023 Town Meeting

EMPLOYMENT

We will be scheduling interviews for 2 F/T DPW openings and 1 P/T Economic Development opening. We have two interviews for the Police Department scheduled in September.

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 5 deeds, 3 dump trailer rentals, 50 heavy trash calls, 121 yard waste calls and 9 park pavilion rentals, 4 in-state boat stickers and 0 of out of State(Sold Out) boat stickers.

Town Clerk

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

Water/Sewer

424 Late Notices were mailed out on 8/24/23 and are due 9/12/23

1 Pool Abatement

3 new meters installed

3 Data logs have been completed

3 Settlement Charges

7 Payment Plans

MEETINGS

August 22, 2023 – Future Town Growth

**Treasurer's Report
Town of Perryville, Maryland
September 5, 2023**

Projects:

- **FY 24- Financial Statements**
 - We are working on bringing all financials current.

- **Denitrification Project/ Sewer Expansion Project**
 - Worked 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. This was resolved.

- **Budget**
 - Prepared first Budget Amendment of FY24, rolling forward various unused funds.

- **Audit**
 - Prepared necessary adjustment entries to close out year end.
 - Constructed multiple work schedules for the auditors use.

- **Retention Plan**
 - Verified with Maryland Archives that the Town of Perryville had no retention schedules on file.
 - Prepared retention schedules by department. Within that department individual schedules were prepared outlining the criteria for retention for every major filing record.
 - Preliminary schedules were sent to each department head to review and verify.
 - Schedules were sent to Maryland Archives who are reviewing and will send back with any changes they feel are necessary.
 - Corrected schedules will then be sent back for final approval.

**Treasurer's Report
Town of Perryville, Maryland
September 5, 2023**

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

Current/Future Projects

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs. -ONGOING
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.-IN PROCESS
- Devise a simpler method to allocate salary and benefits from support departments to other departments.
- Working on an employee discount/benefit package that would include various free or discounted offers to our Town employees.

July, 2023 Statistics:

- 112 purchase orders were processed totaling \$582,510.48..
- 14 A/R invoices totaling \$96,323.91
- 66 A/P checks disbursed totaling \$510,868.84.
- Local Impact Funds - Life to date (Sept 2010 to June 2023) slot revenue received \$18,638,582.12. Total received to date for FY 23 is \$1,783,525. We have not received any funds for F23 as of this time.

Planning & Zoning Department

August Report – September 5, 2023 Town Meeting

Development/Projects - Active:

- **Chesapeake Overlook Lot 5:** Property owner continues to actively market the site; road; grading, storm water management facilities and infrastructure to prep location as 'pad ready' for development. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive, with construction planned for late summer/early fall. Site construction continues with anticipated completion September/October 2023. CURRENT STATUS: Installing infrastructure for future connections.
- **Captain Lee's (31 River Road):** Redevelopment to include public marina, restaurant and bar; MDE permit approval for replacement of bulkhead approximately 415 feet in length. Final Site Plan was approved with conditions by the Planning Commission 3/20/23. Board of Appeals approved operating hours 4/24/23: open no earlier than 10:00 a.m. Saturday and Sunday, no earlier than 11:00 a.m. Mon-Fri; close no later than 12:00 a.m. and live entertainment shall end no later than 9:00 p.m. seven days a week; restaurant kitchen close at 11:00 p.m. CURRENT STATUS: Property owner continues to finalize approval requirements.
- **Owens Marina (12 River Road):** Redevelopment of the supply and maintenance building pending. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending. MDE Permit issued June 13, 2023, to reconfigure existing marina with pier extension, 13-36'x5' finger piers, 23 boatlifts with piles, 11 mooring piles. CURRENT STATUS: No update.
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. Proposed road improvements and traffic flow was discussed with possible solutions; additional information requested for consideration and further discussion. Meeting held on site with MDOT for clarification of proposed improvements. Engineer has submitted Concept Stormwater Management and Erosion and Sediment Control Plans, Road Improvements and Site Entrance to Cecil County for review and comment. CURRENT STATUS: No update.
- **Great Wolf Resort:** The resort has reached completion, finalizing all inspections and site landscaping. Grand opening ceremony was held June 29! Finalizing punch list items with some corrections required. CURRENT STATUS: Application submitted to amend Final Site Plan for on-site employee housing and was discussed at the August work session, however the applicant has requested a hold on the request until a little later in the year.
- **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 1st; TIS and engineering for preliminary site plan; Preliminary Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed. Preliminary Site Plan/Subdivision Plat discussed at June Planning Commission meeting; Preliminary Plan and Subdivision Plat approved at September meeting. CURRENT STATUS: Final Site Plan/Plat discussed and approved by the Planning Commission August 21st pending all conditions are met.
- **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. Zoning Certificate submitted for

site work, pending landscape agreement with surety is finalized. CURRENT STATUS: Landscape Agreement with surety received. Pre-construction meeting to be scheduled.

Development/Projects – Inactive:

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

Subdivisions:

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

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	4	7	6	11	14	11	9	17					
<i>Violation Letters</i>	0	2	3	0	2	1	2	3					
<i>Citations</i>	0	0	1	0	0	0	0	0					
<i>Rental Licenses Issued</i>	62	28	4	15	1	0	0	0					
<i>Other</i>	Complaint Forms – 5 Complaint Website – 2 Phone – 4 Email – 1												

Planning Commission: Meeting held August 21st to discuss Final Site Plan for Richmond Hills at Charles Street and was approved conditioned upon all required documents finalized.

Board of Appeals: No meeting held in August.

Zoning Certificates: 5 certificates approved; 0 for roof mounted solar panels.

Grants:

- The next round of VLT Grant funds for Fiscal Year 2024 begins August 1st and ends June 30, 2024. Grant Applications are available at Town Hall and on the Town's Website with all applications to be submitted no later than 2:30 p.m. on 9/1/2023.

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

Economic & Community Development:

- Updated local businesses about the Maryland Manufacturing 4.0 Program. Information provided by Maryland Department of Commerce.
- Updated local businesses and provided online seminar link; about Maryland Department of Housing and Community Development Webinar, August 11th for details on various loans, grants and other tools such as opportunity zones, State Small Business Credit Initiative, the Microenterprise Loan Program and the Neighborhood Business Works Program.
- Community Giveaway – Each Saturday 12pm to 2pm at 304 Aiken Ave – the Lion of Judah Bible Café and Charity Crossing – new clothing, hygiene products, toys, household items, etc.

Community Events:

- 1st Saturday's Farm & Flea Market is continuing to be a big success with several hundred people in attendance. August 5th was Luau themed. 5th Company joined us in celebrating their 1 year anniversary. Over 25 farmers market, flea market, and community yard sale vendors decorated in Hawaiian attire. We continue to grow our partnerships with nonprofits, such as the Girl Scouts of the Chesapeake Bay with their face painting fundraiser and the Cecil County library, bookmobile, the boy scouts selling ice cold beverages, and Outreaches school supply drive. September 2nd is a "Back to School – Pep Rally" theme.
*We are looking for non-profits to host our Creative Corner to raise awareness for their organization and assist the children with free crafts provided by the town.
* We are in great need of volunteers for this event. Please contact Alisha at agarlie@perryvillemd.org
- 3rd Friday Cruisers & Concert in the Park on August 18th was another great turn out with 90 show cars registered. The Will Thompson band drew a great crowd at the band shell. Perryville Boy Scout Troup did a food fundraiser and were so pleased with the turnout, the Outreach did a 50/50 raffle and a new BBQ Grill was donated by Sharp Energy where the proceeds were donated to the Boy Scout troop. Sponsored Trophies from 5th Company Brewing and swag bags were awarded. Great time had by all.
- Next month: Movie Night on 9/22 and a craft day to help with our fall town vignettes-date TBD.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Alisha @ agarlie@perryvillemd.org.
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website www.perryvillemd.org

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

Rodgers Tavern Museum – attached Quarterly Report:

- Museum is open Fridays & Saturdays, 10:30am - 5:30pm
- Unfortunately, the fundraiser event, Tap Into The Tavern, has been cancelled. Outreach will continue to promote the museum and "raising the roof" to collect donations for a new cedar shingle roof.

More information and registration for lecture series is available at www.rodgerstavern.com.

RODGERS TAVERN MUSEUM QUARTERLY REPORT

TO: DIANNA BATTAGLIA
FROM: JENNIFER PITTS
SUBJECT: APRIL - JUNE 2023 QUARTERLY REPORT
DATE: AUGUST 28, 2023

MEETINGS AND EVENTS:

4/1/2023: Spring Lecture Series: "Findings from the 2020 Non-Invasive Archaeological Survey of Rodgers Tavern and Lower Ferry Park" with Jennifer Pitts

4/4/2023: Draft Sponsorship Policy meeting with Dianna Battaglia

4/14/2023: Visit from Sen. Cardin

5/13/2023: Spring Lecture Series: Colonial Chesapeake Horse Culture: Equestrian History and Artifacts of 17th and 18th Century Maryland with Sara Rivers-Cofield

5/16/2023: Tap status meeting

5/25/2023: review Tap event materials in storage shed with Charles Hicks

6/1/2023: Tap status meeting

6/11/2023: Maryland House and Garden Pilgrimage Information and Introduction meeting

6/12/2023: Countdown to 2026 meeting

6/9/2023: Tap status meeting

6/13/2023: Cecil County Tourism meeting

6/26/2023: meeting with historian Mike Dixon

ACTIVITIES:

1. Events/Activities
 - Spring Speaker Series: complete
 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:
 - Received Town lawyer's review
 - Waiting for comments from Finance
- 6. Tap Into the Tavern:
 - Conduct regular status meetings
 - Finalized sponsorship forms
 - Updated information on museum website and readied for release
 - Booked entertainment
 - Obtained event quotes
- 7. Museum Website: new content in development
- 8. Museum Visitation:
 - 2023 Second Quarter:
 - Attendance: 230
 - Number of Days Open: 21
 - Year to Date Visitation: 401
 - Year to Date Number of Days Open: 34



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 August 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- Planning tabletop exercise for trail derailment scenario
- Preparing for the Susquehanna River Running Festival
- Preparing for the Perryville Fire Company 100th anniversary parade

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (8/1/2023)
- Attended Town Leadership Meeting (8/10/2023)
- Participated in the SRRF kick-off planning meeting (8/10/2023)
- Attended the town work session (8/15/2023)
- Attended the PAB/ACC meeting at county building (8/21/2023)
- Detectives Lenzi/Peer attended the weekly Criminal Intelligence meeting (multiple days)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Phone calls with Commissioner Linkey (multiple days)
- Met with Town Administrator George Patchell (multiple days)
- Worked on July NIBRS submission (8/4/2023)
- Attended the installation of Officers at the American Legion (8/6/2023)
- Reviewed and approved SHA permit for fire company parade (8/7/2023)
- Reviewed an MOU from Child Protective Services (8/9/2023)
- Call with Enterprise Leasing and Deb Sharpe (8/14/2023)
- Conference call with MPCTC reference an applicant (8/14/2023)
- Met with Outreach personnel (8/17/2023)
- Conference call with Axon reference VR program for Use of Force training (8/18/2023)
- Met with Outreach personnel reference OP 5k ops plan (8/24/2023)
- Ofc. Leas attended Public Safety Appreciation Day at Aberdeen PD (8/26/2023)
- Reviewed timesheets (8/28/2023)
- Attended OP Back to School event (8/31/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 96 citations and 217 warnings for various traffic infractions along with 4 town parking citations. A total of 16 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 19 criminal arrests, prepared 54 reports, along with responding to 537 calls for service. Additionally, approximately 269 speed camera citations were issued along Aiken Avenue during the month of August.

GREAT WOLF LODGE – LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF AUGUST: 49 (as of 8/28/2023).

Perryville Police Department Monthly Police Report
August, 2023

	June	July	August	Year to Date 2023		
ROBBERY	0	0	0	0		
ASSAULT	3	3	5	34		
BURGLARY	0	0	0	4		
THEFT	3	4	6	45		
Auto Theft	0	1	1	2		
CDS	4	0	3	39		
DISORDERLY	1	0	0	5		
MDOP	3	3	1	18		
ADULT ARREST	16	15	19	156		
JUVENILE ARREST	0	0	0	1		
Referrals to Outreach	0	0	0	0		
CITATIONS	30	20	96	357		
WARNINGS	106	179	217	976		
SEROS	3	14	6	53		
IN-TOWN CITATIONS	15	4	4	52		
ACCIDENTS	5	16	13	68		
52 (Investigated)	1	4	3	22		
89 (no Investigation)	4	12	10	46		
DRIVING UNDER THE INFLUENCE	1	1	5	18		
SPEED CAMERA CITATIONS	123	250	269	2,694		
			326 as of 9/5			
CALLS FOR SERVICE	380	375	537	2953		

August 28, 2023

Perryville Police Department

Outreach Program

Town Report

August 2023

Overall Monthly Attendance: 182

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided: 180

Announcements

This month members finished up our summer programing. We collected school supplies and distributed them to members of the community and schools. We spent our last month of summer fishing, swimming, and doing arts and crafts with Ms. Jane. We are continuing our trips to the firehouse for community service and leaning. We celebrated the end of the summer by going to Guppy Gulch for our final summer field trip. We are holding an end of the summer Foam party on Thursday the 31st of August. Summer meals ended this month, and it was a great success. We are grateful for our partnership with CCPS. Community service consisted of Trash Pick-up, our garden, and the fire house. Life skills this month were cooking and cleaning. We are excited for what this school year has in store.

We would like to send out a huge thank you to all our community help this month!!! We were donated healthy meals by Good Shephard church and the VA. We were given school supplies form Perryville United Methodist, Principio Furnace Methodist Church, St. Marks, and Community members.

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

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
 - Will Submit 2023 MDE annual report at the end of October.
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
 - Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Dam Emergency Action Report has been updated and submitted.
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
- Otsego Street
 - Completed a preliminary cost estimate for Otsego Street improvements from MD 222 to Roundhouse Drive. The project includes complete roadway, curb & sidewalk reconstruction.
 - FWA was selected and is conducting the survey work along Otsego Street. Survey submittals will soon be provided to the Town.
- Fire House Station 16 Water Tie-in
 - Project complete, MDE closed account.
- MD 222 Sidewalk Construction
 - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
 - Attending semi-regular meetings with SHA and other government agencies associated with the project. Easement and Right-of-Way documents will need to be developed for three property owners including the HOA of Beacon Point. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners. An appraisal must be made for the properties, plats made, and the property deeded for voluntary donate or offers made to owners.
 - Making Town comments on construction plans.
 - Fire Hydrant re-location will now be coordinated with project grading and general construction. There are no water main shut off valves for any practical distance along MD 222. The re-location design would be conducted by SHA, construction likely by LECCO, and funding likely by the Town, and would be stipulated in project contract documents generated by SHA.

- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. McGuirk Construction has completed the first phase for approximately \$17,066. The remaining project will be done in phases.
- Outreach Building Demo and Parking Lot
 - Construction Estimate for Outreach Building demolition and parking lot construction with SWM
- Perryville Transportation and Feasibility Study
 - Working with both the Mayor and Commissioners to obtain a comprehensive transportation study of downtown Perryville for possible commercial development and general traffic safety.
- Perryville Community Park Improvements
 - Planning and laying out a proposed dog park facility with various amenities.
- Sanitary Sewer Concept Layout to Port Deposit
 - Working on a concept estimate for a sanitary sewer system from the Casino area to outfall at Port Deposit if feasible, or to outfall within the Town of Perryville along Aiken Ave if feasible.
- Richmond Hills
 - Reviewed the construction plans for the Richmond Hills development
- Cedar Meadows
 - Reviewed the construction plans for the Cedar Meadows development
- Perry Point – LSHG Trail
 - Proceeding to design LSHG trail without using Wet Bioswales.
- 423 Otsego Street – Lots 2 & 3
 - Made preliminary review of property located at 423 Otsego Street regarding sub-dividing.
- 50 Mill Creek Road - Annexation
 - Making preliminary comments on the issues regarding the annexation of 50 Mill Creek Road into the Town of Perryville.

DPW Report – August 2023

PUBLIC WORKS:

Projects/Other Events:

- The street clock that was installed at Lower Ferry Park is now operational.
- The Asst. Sup. attended a progress meeting for sanitary sewer upgrade project. The renovation for PS4 is set to begin in the next few weeks.
- Sup. met with a contractor to obtain a price on renovating the Town Meeting Room.

Paving/Sidewalk Repairs:

- The front parking area of Town Hall has been regraded to allow for easier parking and exiting of the lot.

Water/Sewer/Stormwater:

- DPW flushed a section of water main on Turnpike Drive to address water discoloration issues in the area.
- Employees have begun flushing hydrants of part of the bi-annual flushing.
- Staff checked PRV's throughout town to verify they were operating properly.
- Employees continued marking utilities along Otsego Street in preparation for upcoming projects.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.

Training:

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

Town Events:

- N/A.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- The DPW took ownership of a new backhoe. This backhoe will replace the existing, aging backhoe that was currently owned by the department.

Other:

- Speed Limit Sign batteries are replaced on a weekly basis.
- Trash cans throughout town are emptied weekly.
- Town owned properties are mowed on a weekly basis (during spring and summer).
- DPW staff mark utilities as need for "Miss Utility". Markings come in daily for any project (commercial and residential) to have utilities marked if any excavating is going to take place.

PARKS AND RECREATION:***Projects/Town Events:***

- Staff setup/took down the tent for the monthly First Saturday event.
- Staff prepared for and work as needed at the annual "Diamond in the Rough" triathlon event.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Parks staff continues with the summer weather grass cutting and trimming responsibilities.
- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- Employees continue taking online safety training through the Local Government Insurance Trust.

Rodgers Tavern/Lower Ferry Pier:

- N/A.

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month for residents who placed approved items curbside

- **Fire Hydrants/ Extinguishers** – Flushing took place in September of 2022 and will take place again in the Spring (April 2023).
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

August, 2023

Wastewater:

Plant Influent Monthly Flow:	25.94 Million Gallons
Plant Effluent Monthly Flow:	22.07 Million Gallons
Veterans Center Monthly Flow:	7.84 Million Gallons

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

Activities:

1. Got oil changes for both the F250 and the new F150.
2. Integrous came and repaired the fence damage from the fallen tree.
3. Wickersham has begun construction of the denitrification filters.
4. Replaced power supply for the security cameras. They are now all operational.
5. Replaced pull cord for Godwin trash pump.
6. Our new pickup truck was cancelled by Enterprise. Waiting to hear from Debbie what are next step is.
7. Collected all monthly samples.
8. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

August, 2023

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Water:

Plant Raw Water Monthly Flow:	14.0 Million Gallons
Plant Finished Water Flow:	15.4 Million Gallons
Plant Backwash Water:	2.9 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. Replaced the batteries in the emergency backup generator. Also had to have the charging system repaired by Curtis Engines.
3. Veolia came and replaced two membrane headers with the help of staff and train 4 is now doing and passing MITs.
4. The TRS system has to be rewired. Repairs are scheduled for September 20th.
5. Received a quote from Midco diving company out of South Dakota to clean the inside of the million-gallon water tower. Still waiting on a schedule for them to do the work.
6. Discovered that the check valves on the distribution pumps may be the wrong size, which is causing our issues with them. Waiting for the supplier to get back to us so we can order the correct valves.
7. The coupling on one of the distribution pumps broke. A new one has been ordered, but we are currently down one pump. We are waiting on Xylem/Godwin to deliver a backup pump.
8. Extending working hours to maintain tower levels throughout hydrant flushing.
9. Checking water towers equipment and water quality weekly
10. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.