

Staff Reports from Town Meetings

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Town Administrator's Report
November 7, 2023

Meetings

- Will be attended the Kickoff meeting, along with DNR representatives, for the Ice House Park Design Grant.
- Attended WWTP ENR monthly progress meeting on October 31, 2023.
- Met with MRA regarding the 50 Mill Creek Road Improvement Study.
- Conducted the Staff Leadership meeting on October 11, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on October 4, 2023.
- Met with AECOM regarding rebidding the Water Plant Expansion Project.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on October 12, 2023.
- Met with Kevin Pampuch, AECOM, regarding the Water Distribution Study.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on October 17, 2023.
- Met with AECOM regarding the water line on Turnpike Dr. which is part of the water distribution study.
- Met with KCI Engineering regarding the water line on Turnpike Dr. and will be receiving a proposal on how best to find out the condition of the pipe.
- Met with Kevin Pampuch, AECOM regarding proposed sewer study for the east side of Town.
- Met with Ellie Jones, Website Consultant regarding the Town's website upgrades and administrative duties.
- Met with Kelly Flint, MDE regarding the inspection of the Town Dam located off Reservoir Road.
- Attended, along with Cathy McCardell, a LGIT webinar regarding new Cannabis Law and its effect on the work place.
- Met with Anne Treyar, LGIT, Loss and Control of the addition of Trego Field, Batting Cage, and TRS at the Pilot Tower.
- Attended the Amtrak Pedestrian Bridge Work Group Meeting on November 1, 2023.
- Met with Emma Colley, Help USA regarding grant opportunities for electrifying the Community Park.
- Met with Tami Wadkins, Comcast, regarding a Franchise Agreement with Comcast Cable.
- Met with SHA regarding the Final Review of the Rt. 222 Sidewalk Project.
- Met with USG Water regarding water tank multi-year maintenance contract.

Organization

- Developed a Welcome New Resident Packet which will be distributed to all new residents and will be available on the Town's website.

- Met with representatives from AEC Energy regarding LED Lighting at the Waste Water and Water Plant.
- A Community Brochure has been created and is available on the Town's Website, Town Hall, and community events.
- Met with Lydia McPhearson, Regional Public Relations Director, Norfolk Southern regarding the process for the Town to be able to repaint the railroad bridges over Broad St.
- Attended the Cecil County Emergency Services Railroad Accident Table Top which was held at the Perryville Fire House and included partners from across the County, on November 2, 2023.
- Met with Heather Johnson, Underwood and Associates regarding Ice House Park Design Project and grant requirements.
- Met with representatives from Comcast about negotiating a franchise agreement.
- Attended the Town's Boo Bash Halloween event.
- Attended the Susquehanna River Crossing Bicycle and Pedestrian Strategy Study Workshop hosted by MDOT on November 1, 2023.

Daily Work Update

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

Projects

- To date R.E. Pierson has completed 90% of the Sanitary Sewer Improvement project. Pump Station 1, work is complete and on line. Pump Station 2, work is complete and on line. Pump Station 4's Control Panel is scheduled to arrive in late October. So, the station will be operating on the bypass pumps beginning on October 2nd so the pre-installation work can take place.. The original schedule for the pumps and control panel was August 2022. Estimated time for Pump Station #4 completion date is December 8, 2023.
- Water Treatment Plant Expansion: Permit Application was received and approved by MDE. Two bids were submitted on October 4, 2023. A contractor has been selected and Notice of Award has been presented. The final project completion date is September 2024.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. The contractor has begun to install the steel columns of the building. Project completion is set for September 2024. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost.

- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on September 19th, and we are currently waiting for the results of the survey.
- Water Distribution Study: AECOM is evaluating the WTP and distribution system. AECOM representatives will be provided an update to the study at the December Work Session.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. 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 will take place on November 8, 2023.
- Compensation, Salary, and Job Description Study: Kick off meeting was held on October 24, 2023. Completion of the study is approximately April 2024.

Assistant Town Administrator Report for the November 7, 2023 Town Meeting

EMPLOYMENT

We have hired one police officer. We are reviewing applications for the 2 DPW positions.

MISCELLANEOUS

Processed 2 payrolls and completed all tax payments, retirement payments and A/P checks.

Our next project with Onsite will be preparing the Edmunds server for cloud system in support of our Information Systems Contingency Plan.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 14 deeds, 1 dump trailer rentals, 35 heavy trash calls, 100 yard waste calls and 4 park pavilion rentals, 1 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

1513 bills Mailed out on October 16, 2023 and are due by November 16, 2023.

55 Bills emailed

16 data logs completed

9 payment plans

38 leak letters mailed on 10/11/2023

10 New Meters installed

9 Settlement charges completed.

MEETINGS

October 3, 2023 – Attended Town Meeting at 7 p.m.

October 11, 2023 – Attended Dept. Head Meeting

October 17, 2023 – Attended the Work Session at 6:30 p.m.

**Treasurer's Report
Town of Perryville, Maryland
November 7, 2023**

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.
- **Budget**
 - Prepared new budget amendment. Inflation continues to be a serious issue with several departments already nearly depleting some of their expenditure accounts. Unfortunately, the current budget already factored in a higher than normal interest revenue so we will not be able to use that as a source of income to pay for these increases in expenses as we did in FY23.
- **Audit**
 - Prepared the preliminary Management and Discussion Analysis portion of the audit. This will be finalized once we receive the draft of the audit from the auditors.
- **Retention Plan-No Change**
 - Verified with Maryland Archives that the Town of Perryville had no retention schedules on file.
 - Prepared retention schedules by department. Within that department individual schedules were prepared outlining the criteria for retention for every major filing record.
 - Preliminary schedules were sent to each department head to review and verify.
 - Schedules were sent to Maryland Archives who are reviewing and will send back with any changes they feel are necessary.

**Treasurer's Report
Town of Perryville, Maryland
November 7, 2023**

- Corrected schedules will then be sent back for final approval.
- **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.
 - During the information gathering process, it came to light that the service address for several of the Town's Delmarva bills did not agree to actual physical locations. This has led to extensive research to identify all Town property. Once completed, we will coordinate State Department of Assessments, US Post Office and Delmarva to ensure all entities have the same addresses.
- **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.
 - Finance forwarded budget and actual financial information to the software company (WaterWorth) we chose to use.
 - Waterworth will enter this information so the Town will have a starting point for their budget projections.

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.

**Treasurer's Report
Town of Perryville, Maryland
November 7, 2023**

September, 2023 Statistics:

- **226** purchase orders were processed totaling **\$8,073,490.01**
- **30** A/R invoices totaling **\$549,533.94**.
- **107** A/P checks disbursed totaling **\$1,288,647.05**.
- Local Impact Funds - Life to date (Sept 2010 to June 2023) slot revenue received **\$18,758,474.95** Total received to date for FY 24 is **\$119,892.83**. We have not received any funds for August-September at this time.

Planning & Zoning Department

October Report – November 7, 2023 Town Meeting

Development/Projects - Active:

- **Chesapeake Overlook Lot 5:** Property owner continues to actively market the site; road; grading, storm water management facilities and infrastructure to prep location as 'pad ready' for development. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive, with construction planned for late summer/early fall. Site construction continues. CURRENT STATUS: Installing infrastructure for future connections.
- **Captain Lee's (31 River Road):** Redevelopment to include public marina, restaurant and bar; MDE permit approval for replacement of bulkhead approximately 415 feet in length. Final Site Plan was approved with conditions by the Planning Commission 3/20/23. Board of Appeals approved operating hours 4/24/23: open no earlier than 10:00 a.m. Saturday and Sunday, no earlier than 11:00 a.m. Mon-Fri; close no later than 12:00 a.m. and live entertainment shall end no later than 9:00 p.m. seven days a week; restaurant kitchen close at 11:00 p.m. CURRENT STATUS: Property owner continues to finalize approval requirements.
- **Owens Marina (12 River Road):** Redevelopment of the supply and maintenance building pending. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending. MDE Permit issued June 13, 2023, to reconfigure existing marina with pier extension, 13-36'x5' finger piers, 23 boatlifts with piles, 11 mooring piles. CURRENT STATUS: No update.
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. Proposed road improvements and traffic flow was discussed with possible solutions; additional information requested for consideration and further discussion. Meeting held on site with MDOT for clarification of proposed improvements. Engineer has submitted Concept Stormwater Management and Erosion and Sediment Control Plans, Road Improvements and Site Entrance to Cecil County for review and comment. CURRENT STATUS: No update.
- **Great Wolf Resort:** The resort has reached completion, finalizing all inspections and site landscaping. Grand opening ceremony was held June 29! Finalizing punch list items with some corrections required. Request to amend Final Site Plan for on-site employee housing has been put on hold. CURRENT STATUS: Punch list items pending completion.
- **Richmond Hills at Charles Street:** The proposed 22 single family dwellings has been approved by the Planning Commission; Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed and approved. Subdivision Plat has been approved with Final Site Plan/Plat discussed and approved by the Planning Commission August 21st pending all conditions are met. CURRENT STATUS: Developer working on all required submittals and final documents; PWA and Landscape Agreement prepared by legal and forwarded to developer for review.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations; plans reviewed. Final Site Plan approved. Landscape Agreement with surety has been finalized. CURRENT STATUS: Zoning Certificate issued and building permit in process.

Development/Projects – Inactive:

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

Subdivisions:

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

Code Enforcement:

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

Planning Commission: Meeting was held October 16th with general discussion.

Board of Appeals: No meeting held in October.

Zoning Certificates: 7 certificates approved; 0 for roof mounted solar panels.

Grants:

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

Economic & Community Development:

- Updated local businesses about the Maryland Manufacturing 4.0 Program. The program provides grants to small and mid-sized Maryland manufacturers to invest in Industry 4.0 technologies. Information provided by Maryland Department of Commerce.
- Community Giveaway – Each Saturday 12pm to 2pm at 304 Aiken Ave – the Lion of Judah Bible Café and Charity Crossing – new clothing, hygiene products, toys, household items, etc.

Community Events:

- Welcome to Ashley Hennessy, the Town's Community Events Coordinator. Ashley started part time on October 9th and jumped right into scheduled events.
- Thank you to Alisha Garlie for her dedication and enthusiasm with community events and decorating of the Town, creating a welcoming feel for all of the community.
- 1st Saturday's Farm & Flea Market continues success with October 11th as the last event for the year.
- The Town is always in great need of volunteers for this event. Please contact Ashley ahennessy@perryvillemd.org for more information.
- 3rd Friday Cruisers & Concert in the Park on October 20th, and due to the threat of rain only 9 show cars registered. Trophies were awarded from our sponsor, Premier Auto and Tire, and swag bags raffled to participating vehicles. The Cruise and Concert series will pick back up in May.
- Boo Bash was a massive success. The Town handed out approximately 450 goodie bags. We had 34 Trunks for Trunk or Treat and over 20 vendors. Trophies were awarded for the Costume Contest in 5 age brackets.
- Craft day was held on October 1st and was a lot of fun creating our fall town vignettes.
- 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

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

Rodgers Tavern Museum:

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

More information is available at www.rodgerstavern.com.



Perryville Police Department

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

Robert S. Nitz
Chief of Police

Tel: 410-642-3725 • Fax: 410-642-3724

Matthew Roath
Mayor

Chief's Monthly Report for October 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 train derailment scenario (*scheduled for Nov. 2*)
- Prepared for the Boo Bash

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (10/3/2023)
- All personnel completed mandated DNA collection training (10/5/2023)
- Attended Town Leadership Meeting (10/11/2023)
- Second half rifle range qualifications (10/12/2023)
- Lt. Reno attended the monthly SRO meeting (10/16/2023)
- Attended the town work session (10/17/2023)
- Attended the LEPC/HERC meeting (10/18/2023)
- Attended the monthly Chief's meeting (10/18/2023)
- Cpl. Speis attended and completed Firearms Instructor School
- 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 September NIBRS submission (10/5/2023)
- Participated in the National Faith and Blue event at Fair Green (10/6/2023)
- Lt. Reno attended meeting with AG Brown and IID regarding new procedures for their agency (10/6/2023)
- Attended the viewing services for former Chief of Police William Hawley (10/12/2023)
- Interview police officer recruit candidate (10/12/2023)
- Attended District court (10/16/2023)
- Met with residents of Fair Green Senior community (10/16/2023)

- Assisted with Perryville Reservoir Dam inspection/escort and security (10/19/2023)
- Virtual meeting with county law enforcement and DJS (10/23/2023)
- Virtual meeting for the mandated MD Law Enforcement Regional Coordinating Council (10/25/2023)
- Attended the Chapter/Department meeting for MML (10/25/2023)
- Meeting with General Manager of the Hollywood Casino (10/26/2023)
- Meeting with General Manager and Security of GWL (10/27/2023)
- Attended the town Boo Bash with Lt. Reno (10/27/2023)
- National Drug Take Back event (10/28/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 67 citations and 196 warnings for various traffic infractions along with 0 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, 4 DUI arrests, with a total of 22 criminal arrests, prepared 58 reports, along with responding to 536 calls for service. Additionally, approximately 290 speed camera citations were issued along Aiken Avenue during the month of October.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF JULY: 30 (as of 10/31/2023).

Officers responded to numerous complaints on 10/20 and 10/21 related to graffiti on town and private property. A thorough investigation was conducted and with the help of our community as well as outstanding police work, both suspects were identified. Due to them being juveniles, I am unable to disclose their information, however both juveniles will be referred to the Department of Juvenile Services for adjudication of their crimes.

Perryville Police Department Monthly Police Report
October, 2023

	August	September	October	Year to Date 2023
ROBBERY	0	1	0	1
ASSAULT	5	4	12	50
BURGLARY	0	1	0	5
THEFT	6	8	5	58
Auto Theft	1	0	1	3
CDS	3	4	3	46
DISORDERLY	0	1	1	7
MDOP	1	0	1	19
ADULT ARREST	19	24	25	205
JUVENILE ARREST	0	0	0	1
Referrals to Outreach	0	0	0	0
CITATIONS	96	50	67	474
WARNINGS	217	185	196	1,357
SEROS	6	0	10	63
IN-TOWN CITATIONS	4	3	0	55
ACCIDENTS	13	8	11	87
52 (Investigated)	3	3	4	29
89 (no Investigation)	10	5	7	58
DRIVING UNDER THE INFLUENCE	5	2	4	24
SPEED CAMERA CITATIONS	269	119	290	3,103
CALLS FOR SERVICE	537	455	536	3944

October 31, 2023

Perryville Police Department Monthly Police Report
October, 2023

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October 31, 2023

Perryville Police Department

Outreach Program

Town Report

October 2023

Overall Monthly Attendance: 290

Number of New Referrals: 0

Number of New Members: 2

Total number of donated meals provided:280

Announcements

This month we had a spooktacular time. The library came to OP for interactive games and activities. Mrs. Jane came, and we created lanterns for Halloween. We are continuing our trips to the firehouse for community service and learning. Community service consisted of OP pick up and the fire house. Life skills this month were comping skills. We attended Boo Bash and helped our police station with their fabulously decorated trunk (Thanks to Kara Reno for all her hard work). We received a large donation from AMAZON. We will be taking these items and actioning them off at a later date. Our 501c3 board is gearing up for the holidays. We have started accepting Thanksgiving and Christmas applications for help. We are also accepting donations of turkeys and hams for holiday dinners. We are accepting donations of new unopen toys for Christmas as well.

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

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

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Feedback from MDE on last year’s MS4 annual report indicates that the Town abides by the regulations.
 - **Will Submit 2023 MDE annual report at the end of October.**
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
 - **Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.**
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Dam Emergency Action Report has been updated and submitted.
 - **MDE scheduled inspection of the dam went as planned. MDE will soon send an inspection report with findings.**
- 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 were provided to the Town, engineering work can now begin. FWA survey project is now complete.**
- Chesapeake Overlook Lot 5 Construction Inspection
 - **Helping Dianna with the inspection of Lot 4 & 5’s water and sewer construction within the Chesapeake Overlook development. No construction work on Lot 4 at this time. Construction started in August by Stewart and Tate. I took over inspection duties September 18th. Lot 5 sanitary sewer completed prior to the 18th. Sanitary sewer lines and manholes were all pressure tested and passed. The water mains and service lines were completed within the month of inspection by the Town. Currently conducting water pressure testing. The initial water pressure test failed.**
- MD 222 Sidewalk Construction
 - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
 - **Attending semi-regular meetings with SHA and other government agencies associated with the project. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners.**

- Making Town comments on construction plans.
- Fire Hydrant re-location will now be coordinated with project grading and general construction. There are no water main shut off valves for any practical distance along MD 222. An engineering sketch and detail with quantities and cost must be provided by the Town. The re-location hydrants still need to be stipulated in the project contract documents generated by SHA and MOU documents.
- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. McGuirk Construction has completed the first phase for approximately \$17,066. The remaining project will be done in phases.
- 423 Otsego Street – Lots 2 & 3
 - Made preliminary review of property located at 423 Otsego Street regarding sub-dividing.
- 50 Mill Creek Road - Annexation
 - Making preliminary comments on the issues regarding the annexation of 50 Mill Creek Road into the Town of Perryville.

DPW Report – October 2023

PUBLIC WORKS:

Projects/Other Events:

- The Sanitary Sewer Improvement Project is still ongoing. PS4 has been switched over to bypass while the station is being renovated.
- Christmas Lights have been removed from storage, bulbs replaced and ready for installation.
- The renovation of the Town Meeting Room will be moving forward in the next few weeks.
- A contractor will be cleaning the outside of Town Hall and other buildings during the fall.
- A control box failed on the Town Clock at Lower Ferry Park. A new control box has been ordered and will be installed when it arrives.
- Parks staff cleaned out the ambulance bay at Town Hall. Employees removed and disposed of antiquated items and trash that had been piling up in the area.

Paving/Sidewalk Repairs:

- The sidewalk that was extended at the Frenchtown Road underpass is waiting for a contractor to install the crosswalk.

Water/Sewer/Stormwater:

- DPW has completed hydrant flushing. The next flushing should take place in the spring.
- Crews repaired water leaks that were on Harvest Lane and Otsego Street.
- Staff continue to check PRV's throughout town to verify they are operating properly.
- Staff continue to perform data logs, rereads and checking for leaks for residents.
- Employees are seeking alternate methods of inspecting a section of water main on Turnpike Drive.
- A failed sewer service lateral was repaired on River View Drive.
- The meter was replaced at the Perry Villa.
- Meters are starting to arrive and the DPW will continue with changing out antiquated meters.

Training:

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

Town Events:

- The staff assisted with the Annual “Boo Bash” Event at Lower Ferry Park. (picked up straw, picked up pumpkins, helped set up, worked, etc)

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- Two new trucks have been outfitted for snow equipment in preparation of the upcoming winter months.

Other:

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

PARKS AND RECREATION:

Projects/Town Events:

- Staff setup/took down the tent for the monthly First Saturday event and the 3rd Friday Cruiser event.
- Parks Crew Assisted w/Annual Boo Bash 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

October, 2023

Wastewater:

Plant Influent Monthly Flow:	19.55 Million Gallons
Plant Effluent Monthly Flow:	17.24 Million Gallons
Veterans Center Monthly Flow:	5.02 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the months of September, 2023 and October, 2023 with the October lab results received to-date with the exception of a high Ammonia result in September.

Activities:

1. Wickersham continues to work on construction of the denitrification filters.
2. We had an extremely high Ammonia result in September, which lead to 2 violations. One for exceeding the Maximum Daily Average for mg/l, and one for the Monthly Average Concentration. It is our belief that this is due to a laboratory error, and not a fault in the plant.
3. We are switching to Martel Labs. Community Labs has proven to be unreliable and unable to get us our results correctly and on time.
4. Replaced rusty inoperable chain hoist for the influent screener.
5. The Lee Foundation is working on the Raptor fine screener. Found the lower bearing is fine, and the issues seem to be at the other end of the auger.
6. Hill's industrial installed the new filter pump with motor and laser leveled it. The old one will be rebuilt and used to replace the next one. We will continue this until all the pumps are replaced.
7. Renewed registration for the town boat with DNR. Town hall said they gave the new registration and sticker to DPW, but they said they never received it. Still don't know where the sticker is for the boat.
8. Picked up the new truck from Preston Ford.
9. Collected all monthly samples.
10. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

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Water:

Plant Raw Water Monthly Flow:	12.7 Million Gallons
Plant Finished Water Flow:	13.2 Million Gallons
Plant Backwash Water:	2.3 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. The TRS system was rewired. Repairs are complete and it is operating as it should.
3. The new batteries for the solar lights do not work. We got different lights and installed them around the intake.
4. Bids were opened for the water plant upgrade.
5. AC Shulties replaced the two raw check valves.
6. The new distribution pump coupling has been installed and both distribution pumps are running again.
7. The new check valves for the distribution pumps have been ordered and are being fabricated.
8. A new recycle/ reject pump has been ordered and is being built.
9. Scott has transferred from the wastewater plant to the water plant.
10. We are looking into alternative ways of getting internet access to the water plant due to issues with Verizon. We recently went two weeks with no internet.
11. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.