

Staff Reports from Town Meetings

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Town Administrator's Report
December 5, 2023

Meetings

- Attended the Kickoff meeting, with Wetland Solutions and DNR representatives, for the Ice House Park Design Grant on November 8th.
- Took the CPR certification class offered to town employees on November 8th.
- Attended WWTP ENR monthly progress meeting on November 27, 2023.
- Met with KCI regarding the potential annexation of 50 Mill Creek Water/Sewer Study.
- Conducted the Staff Leadership meeting on November 16, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on November 7th.
- Met with AECOM Notice of Award for the Bid submitted by M2 regarding the Water Plant Expansion Project.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on November 9, 2023.
- Meet with Harford Bank representatives about analyzing the town's current banking structure.
- Met with Kevin Pampuch, AECOM, regarding the Water Distribution Study.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on November 16, 2023.
- Met with Kevin Pampuch, AECOM regarding proposed sewer study for the east side of Town.
- Met with Ellie Jones, Website Consultant regarding the Town's website upgrades and administrative duties.
- Met with Tami Wadkins, Comcast, regarding a Franchise Agreement with Comcast Cable.
- Met with SHA regarding the Final Review of the Rt. 222 Sidewalk Project.
- Met with KCI Engineering regarding the evaluation of the water line at Turnpike Drive.
- Attended the Cecil County First Responders Dinner.

Organization

- Met with Heather Johnson, Underwood and Associates regarding Ice House Park Design Project and grant requirements.
- Met with representatives from Comcast to discuss a non-franchise agreement with the Town.
- The Compensation Study Kick Off meeting was held on November 28th. The Town Administration and Department Heads were interviewed by the consultant as the first step in the process.

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 15, 2023.
- Water Treatment Plant Expansion: Permit Application was received and approved by MDE. Two bids were submitted on October 4, 2023. Contractor M2, from Lancaster PA, won the bid and a Notice of Award was presented on November 24th. The official documentation was signed on December 1st. The final project completion date is September 2024.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. The contractor has begun to install the steel columns of the building. However, due to the rock of an old river bed, the contractor is having a difficult time installing the steel columns. Project completion is set for September 2024. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost.
- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on September 19th. The project is currently being engineered. The anticipated bidding timeframe is January 2025.
- Water Distribution Study: AECOM is evaluating the WTP and distribution system. AECOM representatives will be provided with an update to the study at the December Work Session.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. Also, the Town must relocate the two fire hydrants located near the construction site. This will include locating and installing water shut off valves to the hydrants. The MOU was presented to the Mayor and Commissioners at the June 20th Work Session and approved at the July 6th Town Meeting. Final Plans Review was held on October 31, 2023. The Project is scheduled to begin in April 2024 with the completion of June 30, 2025.

- Ice House Park Shoreline Restoration Project: As part of the design phase, the property was surveyed. The design phase for the project continues. The Town was awarded the DNR's Gateway Grant for \$75,000 which will assist in the funding of the design phase of the project. The DNR Project Kickoff took place on November 8, 2023.
- Town Hall Meeting Room Renovations-The meeting room is currently under construction with a completion date of December 15th.
- Compensation, Salary, and Job Description Study: Kick off meeting was held on November 28, 2023. Completion of the study is approximately April 2024.

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

EMPLOYMENT

We have hired a police officer position and they will attend school in January. We have hired a DPW worker who will be starting on December 17, 2023. We are still looking for a crossing guard to take over in January.

MISCELLANEOUS

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

Working with IT to complete 2FA

Working on Compensation Study.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 5 deeds, 1 dump trailer rentals, 35 heavy trash calls, 112 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

460 Late Notices Mailed on 11/21/23 and are due 12/11/2023

6 Data logs have been completed

4 payment plans

14 new meters installed

1 Bulk Water Purchase

2 Settlement Charges

MEETINGS

November 7, 2023 – Picked carpet for upstairs meeting room.

November 8, 2023 – Held AED/CPR Classes for all employees.

November 15, 2023 – Held interview for DPW

November 16, 2023 – Dept. Head Meeting.

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

October, 2023 Statistics:

- **210** purchase orders were processed totaling **\$777,144.25**
- **26** A/R invoices totaling **\$13,499.43**.
- **107** A/P checks disbursed totaling **\$1,184,805.80**.
- 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-October at this time.

Planning & Zoning Department

November Report – December 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. 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: Owner has indicated interest by a developer.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Demolition of unsafe and unsecured buildings complete. CURRENT STATUS: No update.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	4	7	6	11	14	11	9	17	6	7	4		
<i>Violation Letters</i>	0	2	3	0	2	1	2	3	1	6	0		
<i>Citations</i>	0	0	1	0	0	0	0	0	0	0	0		
<i>Rental Licenses Issued</i>	62	28	4	15	1	0	0	0	0	2	32		
<i>Other</i>	Complaint Forms – 3 Complaint Website – 2 Phone – 6 Email – 2												

Planning Commission: No meeting was held in November.

Board of Appeals: No meeting held in November.

Zoning Certificates: 5 Zoning 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.
- Town received from Maryland Department of Housing and Community Development FY24 Operating Assistance Grant for Main Street Improvement of \$10,000.

Economic & Community Development:

- Invitation emailed to the local business community to participate in the Town of Perryville Christmas in the Park & Christmas Parade 2023 (Float Contest).
- 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:

- Christmas in the Park Dec.9th. Volunteers needed for parking, and town tent activity.
- Looking for judges for our Christmas House Decorating Contest. Entries for contest due by 12/18.
- The Town is always in great need of volunteers for this event. Please contact Ashley ahennessy@perryvillemd.org for more information.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Ashley at ahennessy@perryvillemd.org.
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website www.perryvillemd.org
- Boosting moral within the community through Winter Lights-Cecil Nights, Jan-Feb 2024. More to come.

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

Rodgers Tavern Museum:

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

More information is available at www.rodgerstavern.com.



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 November 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- Prepared for the Christmas parade
- Worked on Chapter 75 for parking regulations
- Began working on the SAPP grant for FY 2025

MONTHLY MEETINGS/TRAINING

- Attended the monthly town hall meeting (11/7/2023)
- Attended Town Leadership Meeting (11/16/2023)
- Attended Town work session (11/16/2023)
- Lt. Reno attended the monthly SRO meeting (11/21/2023)
- 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)
- Held a meeting with department instructors (11/1/2023)
- Participated in the railroad derailment exercise (11/2/2023)
- Meeting at GWL with Danielle and GWL Leadership (11/3/2023)
- Participated in virtual MML Emergency Planners meeting (11/9/2023)
- Participated in Cecil College Criminal Justice Advisory board meeting (11/9/2023)
- Attended the Cecil Chamber of Commerce Public Safety Appreciation dinner (11/9/2023)
- Attended MML Police Executive Assoc. meeting (11/13/2023)
- Attended the MD Chiefs of Police meeting (11/14/2023)
- Attended the MADD award ceremony where Cpl. Speis/S/Ofc. Huffstutler were honored (11/15/2023)
- Lt. Reno participated in the MDTA tabletop exercise (11/15/2023)
- Administered a PT test for the two new police recruits (11/16/2023)
- Attended session of District Court (11/17/2023)

- Participated in the compensation study department head meetings (11/28/2023)
- Participated in Coffee with a Cop hosted by CCSO (11/30/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 51 citations and 119 warnings for various traffic infractions along with 9 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, 3 DUI arrests, with a total of 22 criminal arrests, prepared 43 reports, along with responding to 479 calls for service. Additionally, approximately 165 speed camera citations were issued along Aiken Avenue during the month of November.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF NOVEMBER: 35 (as of 11/28/2023).

Perryville Police Department Monthly Police Report
November, 2023

	September	October	November	Year to Date 2023
ROBBERY	1	0	0	1
ASSAULT	4	12	7	57
BURGLARY	1	0	0	5
THEFT	8	5	7	65
Auto Theft	0	1	0	3
CDS	4	3	4	50
DISORDERLY	1	1	0	7
MDOP	0	1	3	22
ADULT ARREST	24	25	22	227
JUVENILE ARREST	0	0	0	1
Referrals to Outreach	0	0	0	0
CITATIONS	50	67	51	525
WARNINGS	185	196	119	1,476
SEROS	0	10	1	64
IN-TOWN CITATIONS	3	0	9	64
ACCIDENTS	8	11	5	94
52 (Investigated)	3	4	2	33
89 (no Investigation)	5	7	3	61
DRIVING UNDER THE INFLUENCE	2	4	3	27
SPEED CAMERA CITATIONS	119	290	165	3,268
CALLS FOR SERVICE	455	536	479	4,423

November 28, 2023

Perryville Police Department

Outreach Program

Town Report

November 2023

Overall Monthly Attendance: 200

Number of New Referrals: 0

Number of New Members: 1

Total number of donated meals provided: 180

Announcements

This month at Outreach we focused on gearing up for the holidays. We began accepting requests for holiday help, including food and toys. We also began collecting food for both Thanksgiving and Christmas. Quikcrete generously donated turkeys to us after learning our original order had been canceled with no warning. Thanks Quikcrete and Impact Marshal Arts many other generous donations we were able to provide full Thanksgiving dinners to nearly 20 families residing here in Perryville!

Outreach has also been in close contact with the Perryville Library as it prepares for its closure on the 22nd. Outreach is prepared to welcome new members and provide a safe place for any of the children that currently utilize the library after school. Our kids got to enjoy crafts with Ms. Jane where they got to make festive fall wreathes for their bedroom doors. The kids also participated in community service activities by putting together Thanksgiving baskets and helping to organize around Outreach. Life skills this month focused on Empathy.

Outreach was also given a generous donation from Hollywood Casino to assist us in providing Christmas gifts to as many children within the Town of Perryville as possible. Dennys also provided our members with a fully cooked Thanksgiving meal which all of the kids really enjoyed.

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

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
 - Submitted 2023 MDE annual report in October. MDE accepted submittal.
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
 - Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Dam Emergency Action Report has been updated and submitted.
 - MDE scheduled inspection of the dam went as planned. MDE will soon send an inspection report with findings.
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
 - May have to resolve some inspection issues with the county with a few LL SWM ponds.
- Otsego Street
 - Completed a preliminary cost estimate for Otsego Street improvements from MD 222 to Roundhouse Drive. The project includes complete roadway, curb & sidewalk reconstruction.
 - FWA survey project is now complete. Engineering work is now beginning for Otsego Street.
 - It was determined to construct Upright Curb without Sidewalk along southern Otsego along roadside ditch between Harford Street and RR tracks.
 - Using Rolled Curb and Sidewalk along both sides of Otsego from Susquehanna to Front Street.
 - Using Upright Curb with no sidewalk along southern Otsego from Police Station to Aiken Avenue.
- Chesapeake Overlook Lot 5 Construction Inspection
 - All Lot 5 sanitary sewer lines and manholes were all pressure tested and passed. All Lot 5 water mains and service lines were pressure tested and sanitized.
- 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.
- The fire hydrant shut valves must be located by contractor, with barrel heights measured in order to design new hydrants. Town must hire Lecco Construction and McGuirk construction in case roadway excavation is necessary.
- 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 – November 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 Decorations have been hung along Broad Street and Aiken Avenue.
- The renovation of the Town Meeting Room is moving forward. The work is expected to take a few weeks to complete.
- The exterior of the Town Hall and DPW buildings have been cleaned.
- A new control box was installed on the clock at Lower Ferry Park, the clock is back in working order.
- Parks staff have decorated Lower Ferry Park for the upcoming holiday season. They have also decorated the tree for the annual tree lighting ceremony.
- All fire extinguishers throughout Town have received an annual inspection.
- DPW employees hung banners on Aiken Avenue.

Paving/Sidewalk Repairs:

- N/A.

Water/Sewer/Stormwater:

- DPW is continuing to update/replace antiquated meters throughout Town.
- 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 continuing to seek alternate methods of inspecting a section of water main on Turnpike Drive.
- The meter was replaced at the Days Inn and Pilot.
- Meters are starting to arrive and the DPW will continue with changing out antiquated meters.

Training:

- DPW and Parks staff received CPR/AED training.

Town Events:

- The staff has been decorating and preparing for the annual “Christmas in the Park” event.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- N/A.

Other:

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

PARKS AND RECREATION:

Projects/Town Events:

- Parks Crew have been preparing for the Christmas in the Park event.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Parks staff has performed end of the year maintenance on the mowing equipment and has stored it for the winter months.
- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.

- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

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

Rodgers Tavern/Lower Ferry Pier:

- N/A.

Daily Events: (Both Departments)

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

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** – Flushing took place in September of 2022 and will take place again in the Spring (April 2023).
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

November, 2023

Wastewater:

Plant Influent Monthly Flow:	19.39 Million Gallons
Plant Effluent Monthly Flow:	18.97 Million Gallons
Veterans Center Monthly Flow:	5.62 Million Gallons

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

Activities:

1. Wickersham continues to work on construction of the denitrification filters.
2. The Lee Foundation has replaced the worn-out bolt on the screener shaft and realigned the teeth and comb. D&P electric is going to order new explosion-proof power cables to replace our old and cracked ones, as they pose a safety hazard.
3. Baltimore Precision Instruments has done the yearly microscope service.
4. Curtis Engine did the PM on the emergency generator.
5. Fireline inspected the fire extinguishers.
6. Marino is installing upgraded communication equipment in the Dewatering building, which replaces the older components that are no longer supported.
7. Martel labs failed to send our sample of Dissolved Organic Carbon to their subcontractor, which means we will have a violation on October's NetDMR for not having all the monthly testing done. Martel has assured us that this will not happen again.
8. Due to significant rainfall, the plant overflowed on 11/21/23. MDE was notified.
9. Shawn and Janni are taking state licensing exams on December 1st.
10. Collected all monthly samples.
11. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

November, 2023

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Water:

Plant Raw Water Monthly Flow:	11.6 Million Gallons
Plant Finished Water Flow:	12.2 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. The Flygt pump for the recycle/reject tank was replaced.
3. The check valves for the distribution pumps are ordered and should be here in January.
4. The check valves for the recycle/reject tanks have been ordered and have a 20-week delivery time.
5. MIDCO diving company canceled the cleaning of the inside of the Casino Tower. They will try to reschedule for December.
6. The new solar lights have been installed around the intake for the water plant.
7. The water plant upgrade is being awarded to M2.
8. We will be collecting water samples for Martel Labs to analyze this month for AECOM and the water quality study.
9. Scott will be taking his state class 4 water exam on December 1st.
10. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.