

Staff Reports from Town Meetings

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

Town Administrator's Report

December 7, 2021

Meetings

- Met with representatives from Chesapeake Overlook to discuss possible prospects and sewer issues.
- Met with AECOM and R.E. Pierson regarding Sanitary Sewer Improvement Project on November 4th and December 2nd.
- Met with Fred Sussman to discuss the parking issues at Owens Ct. and the town's legal authority.
- Met with CBM regarding denitrification project and the stormwater management plans necessary for the county permit.
- Met with Cecil Land Trust regarding MS4 projects and funding.
- Met with GreenVest a private organization that facilitates MS4 projects with municipalities.
- Met with NVR-residential builders who are interested in Furnace Bay property.
- Met with Owen McEvoy, Maryland Community Development about the proposed construction/renovation of an additional 70 houses at the Perry Point Village
- Met with District 2 Engineer Kenny Fender about additional School Zone measures on Aiken Avenue. Also, due to considerable tractor-trailers travel on Aiken Avenue (MD222), the Town of Perryville request you consider making Aiken Avenue local deliveries only with weight limits. For quality-of-life issues and safety reasons, the town believes these actions are merited.
- Met with Allie Evanelista, General Manager of Hollywood Casino
- Attended a Public Information Act webinar.

Organization

- Reviewed Personnel handbook.
- Reviewed Emergency Response Program.
- Reviewed the rough draft of the Information System Technology Contingency Plan which has not been implemented to date. Provided a copy to our IT contractor for review.
- Reviewed employee Wage and Salary Scale. Reassessment in July, 2022.
- Did a "ride along" with Chief Nitz.
- Did a "ride along" with Code Enforcement Officer, Charles Hicks.
- Susquehanna River Basin Commission quarterly date was submitted.

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. Proof read 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. Set up virtual 2hour Website training for staff members.

Community

- Contacted Cecil County Department of Economic Development about the Western Express trucks traveling Aiken Avenue. Their logistic company has adjusted their travel route.
- Spoke with Dave Triolio, Director of Community Services for Cecil County about the possibility of constructing a bus shelter with bench at Perryville Station. SHA will not allow a permit structure in the right of way; however, a bench can be installed. Cecil County Government will supply the bench if we pour the concrete pad. Aaron is getting a quote for the pad.
- Attended the MML dinner at Vandiver Inn located in Havre de Grace.
- Attended the First Responders Appreciation Dinner at the Perryville Fire House.
- Attended the Habitat for Humanity Williams' Family home dedication and open house.

Projects

- KCI filed with MDE MS4 Year 3 Progress Report.
- WWTP SBR's #2 rebuilt motor installed. SBR#1's new motor is now on site and will be ready to install the week of December 7th.
- To date R.E. Pierson has completed 6% of the Sanitary Sewer Improvement project for GWL. Also, beginning December 6th, there will be detour on Frenchtown Road due to construction. Thursday). Normal traffic patterns will be restored during weekends.
- Introduced upgrades to the Water Treatment Plant. Upgrades includes two additional membrane filtration trains and associated piping. The upgrade will also necessitate improvements to the raw water pump station, chlorine contact tanks and finished water pump station to handle the increased plant capacity.
- AECOM provided a water line assessment proposal. After further review, an RFP will be developed and put out for bid in February.
- Received the Annual Bridge Inspection Report for the bridge over Perryville Community Park Road and Mill Creek. Overall, the structure is in good condition.
- WWTP Denitrification project is still waiting on approval from MDE.
- Fire Company-Station 16 water tie in project update. Final plans with comments were submitted to MDE. Met with representatives from the firehouse regarding project funding. RFP has been developed and currently out for bid.

- Toured the Great Wolf Lounge construction site. To date the project is approximately 20% completed with a tentative opening date of June 23, 2023.

Assistant Town Administrator Report for the December Town Meeting

COVID19 Update –Town Hall is open to the public. Masks are optional.

EMPLOYMENT

Crewman I – Hired DPW Crewman and he started on December 20, 2021.

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 13 deeds, 0 dump trailer rentals, 38 heavy trash calls and 6 park pavilion rentals, 0 in-state boat stickers and SOLD OUT of out of State boat stickers.

Town Clerk

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

Water/Sewer

November 16, 2021 – Mailed 502 water/sewer bill late notices and are due December 12, 2021. There are 11 payment plans and 6 settlement charges completed for the month. 8 data logs were completed for the residents. Worked on Christmas Event.

MEETINGS

November 2, 2021 – Held Interviews for DPW

November 2, 2021– Attended Town Meeting

November 3, 2021 – Held Interviews for DPW

November 4, 2021 – Attended meeting with Pierson, Contractor.

November 9, 2021 – Attended Shore Scan Meeting

November 10, 2021 – Attended Leadership Meeting.

November 10, 2021 – Attended IT Meeting.

November 12, 2021 – Attended meeting with Cecil Land Trust

November 12, 2021 – Attended meeting with Kristie, Perryville Fire Company.

November 29, 2021 – Attended Parade Meeting.

**Treasurer's Report
Town of Perryville, Maryland
December 7, 2021**

Projects:

- **FY 22- Financial Statements**
 - Reviewed activity year to date and made adjustments as needed.
- **Audit**
 - Received Final Audit and auditors adjusting journal entries.
 - Posted the adjustments and proved out the Town's final year end balance.
 - The Town of Perryville is receiving another unmodified opinion on our audit this year which is the best opinion available.
 - The surpluses shown on the financial statements for FY21 are artificially high due to timing differences. The connection and facilities fees for Great Wolf (Revenues) were received and recorded at the very end of the Fiscal Year. Very little of the associated expenses (Sewer Expansion Project) were spent during that year. This generated the appearance of a large net surplus for that time period. As this expansion is a multi year project, the expenditures will match the revenues over the next few years. A schedule has been prepared which shows the true surplus/loss for each fund for FY21 once these related revenues and expenditures are eliminated.
- **American Rescue Act**
 - Continued to attend seminars on the latest updates of the American Rescue Act.
 - The first report's due date to be submitted to the Treasury has now been pushed back to April 30, 2022.
 - Started working on the calculation of "Revenue Loss" which is one of the "Allowable Uses" under the Act. Any amount calculated as a "loss" in this calculation can be used for expenditures not covered under the other main categories in the act.
- **CDA Financing**
 - Contacted Lindsey Rader, our bond council, to prepare an "Intent to Borrow" Resolution.

**Treasurer's Report
Town of Perryville, Maryland
December 7, 2021**

- **Denitrification Project/ Sewer Expansion Project**
 - Prepared summary of all activity to date for the Denitrification Project and the Sewer Expansion Project to track expenditures and progress.
 - Submitted another reimbursement request.

- **Retention Plan**
 - Currently working on retention plan for the Town records. Coordinating with requests of the Department Heads. Contacted the State Archives and received their guidelines. Once our tentative retention plan is complete, it will be submitted to the State for approval.

Current/Future Projects

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

October, 2021 Statistics:

- 181 purchase orders were processed totaling \$4,991,077.22
- 87 Accounts payable checks were processed totaling \$311,459.97
- 25 A/R invoices totaling \$210,537.94.
- Local Impact Funds - Life to date (Sep-10 to Sept-21) slot revenue received \$15,475,183.13. Total received to date for FY 22 is \$458,235.00, We have not received our payments for October as of this time.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/20

Analysis of Statement of Activities-Net of Sewer Projects-FY21

		General Fund	Water Fund	Sewer Fund
Net P & L as audited		\$ (452,823.73)	\$ 942,578.16	\$ 7,098,046.67
1400-112 Loan to Sewer		\$ 1,065,496.00		
02-R2090-Water Connection Charges			\$ (2,783,325.00)	
02-2000-125- Loan to Sewer			\$ 2,000,000.00	
03-R3090- Connection Fees				\$ (2,779,200.00)
03-R3100- Facilities Fee				\$ (462,263.29)
03-R3466- Loan from Water				\$ (2,000,000.00)
03-R3467 - Loan from General Fund				\$ (1,065,496.00)
Subtotals		\$ 612,672.27	\$ 159,253.16	\$ 791,087.38
Expenses to be applied to above income				
03-3000-891- Capital Outlay Mach & Equip				\$ (213,543.27)
03-3100-805- Waste Pump Stations-Capital Outlay Other				\$ (65,647.22)
Net Profit including Local Impact		\$ 612,672.27	\$ 159,253.16	\$ 511,896.89

Analysis of Statement of Activities-Net of Sewer Projects-FY21

Local Impact Allocations for FY revenue		\$	(568,375.44)	\$	(336,941.86)	\$	(810,897.30)
FY activity net of Local Impact		\$	44,296.83	\$	(177,688.70)	\$	(299,000.41)
Note: Town Grants (pd from LIF revenue were not pd out in FY21							

Planning & Zoning Department

November Report – December 7, 2021 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer to complete the Dedication Agreement for the road; resolve title issues to move forward; infill potential for 10 single family homes. CURRENT STATUS: No update.
- **Frenchman Land:** Site ready for construction and dirt pile has been moved; owner has potential tenant for PPE storage, temporary permit issued. 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; plans back to priority to move forward. CURRENT STATUS: 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. Staff has been informed that D.R. Horton is the intended builder.
- **Woodlands:** Owners researching prospects for development of the site. CURRENT STATUS: Developers pursuing available opportunities.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; owner willing to discuss alternative development options; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Property owner submitted other options for 1st floor retail and residential above and vehicle storage of automobiles and light trucks but their intention is to resubmit request for rezoning for the warehouse. Site inspection conducted 1/22/2020 for compliance with building codes and County issued letter informing property owner 90 days to either do repairs, board up and make secure, or demolish/remove structures to avoid further action. Community outreach meeting held 3/5/2020 to discuss warehouse feasibility; Cecil County Division of Permits and Inspections to review with legal counsel for further action. Owner/developer is still pursuing rezoning potential for warehouse and discussing with legal counsel to move forward. Inspection with Cecil County conducted, follow up continues. CURRENT STATUS: Demolition complete.
- **Chesapeake Overlook project:** Owner continues to actively market the site and in negotiations with prospective businesses; Chesapeake Overlook Parkway has been dedicated as a Town road; owner continues to move forward with engineering and surveying for mass grading plans to prepare pad sites. Final negotiations pending. CURRENT STATUS: Engineering started for Lot 5 and requested "Fast Track" designation to make the site 'pad ready' and install necessary infrastructure to support future uses.
- **5th Company Brewing LLC:** Redevelopment continues with a projected opening in June. CURRENT STATUS: Interior renovations continue.
- **Tiki Lee's Perryville (31 River Road):** Redevelopment to include a public marina, restaurant and bar; MDE permit approval: replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; architect working on building plans and site development; reviewing code requirements; finalizing design. CURRENT STATUS: Concept Plan submitted for review; continue to review requirements.
- **Owens Marina (12 River Road):** Board of Appeals approved request for Service of Alcohol pending approval of a restaurant meeting requirements; outreach meeting held with residents for future plans; demolition permit submitted for office building, redevelopment of the area for service and maintenance indoors; application submitted to MDE to obtain authorization to perform work in tidal wetlands (replace timber piles, piers, breakwaters and reconnect existing floating docks); Petition for Judicial Review was filed on 2/25/2020 by some

condo residents for review by the courts for the decision of the Board of Appeals; 10/16/2020 Cecil County Circuit Court Judge Sexton affirmed the decision and dismissed and denied the Petition for Judicial Review.; an appeal of the judge's decision has been submitted to the court. CURRENT STATUS: Engineering work in progress for redevelopment of the supply and maintenance building.

- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook with all final approvals received; Amendment to Final Site Plan approved for expansion as largest GWL; ground-breaking /construction start July 2021 CURRENT STATUS: Site work and construction ongoing. Steve Jacobsen reports Great Wolf ranked #47 in Newsweek's "America's Most Loved Workplaces 2021". The rankings "focused squarely on the degree to which employees have a positive feeling about their employer" and "employee's emotional connection is directly relatable to the success of a company". Congratulations to Great Wolf Lodge!
- **Habitat for Humanity Susquehanna:** organization devoted to building and repairing homes in partnership with qualifying families; 524 Richmond Street complete; 526 Richmond Street to be constructed as handicap accessible; Zoning Certificate issued and building permit application submitted to the County. CURRENT STATUS: Dedication ceremony December 3rd.....welcome to new residents: Connie & Tracy!
- **Richmond Hills at Charles Street:** Concept Plan for proposed 22 single family dwellings approved by the Planning Commission to proceed to Cecil County for technical advisory review and storm water; 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 were submitted to Cecil County for review. CURRENT STATUS: Reviewing Water & Sewer Construction Plans; Preliminary Site Plan submittal pending.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	13	19	7	9	17	21	15	11	13	5	1		
<i>Violation Letters</i>	3	3	2	5	2	3	8	1	2	0	1		
<i>Citations</i>	0	0	0	0	1	0	1	0	0	0	0		
<i>Rental Licenses Issued</i>	32	2	6	8	1	0	2	1	0	1	7		
<i>Other</i>	Email: 1, Phone call: 2, In Person: 1 w/residents Honor Box: November Count 52 Month Total \$520.00 Year Total \$15,840.00												

Planning Commission: No meeting was held in November.

Board of Appeals: The November 22nd Meeting was canceled due to lack of a quorum.

P&Z Meetings/Events:

- 11/3-4 – attended MAFSM virtual Annual Conference.
- 11/10 – attended Leadership meeting; met with property owner to discuss redevelopment requirements; meeting to discuss museum goals and plans.
- 11/16 – meeting at microbrewery to discuss operation, discharge, maintenance.
- 11/17 – meeting on location for planning and organization for the Christmas event.
- 11/18 – meeting to discuss potential for site redevelopment project.

- 11/22 – Utilizing CAC model template a draft document was forwarded to the Critical Area for review.
- 11/23 – meeting at Hollywood Casino; tour of GWL construction site.

Zoning Certificates: 2 certificates approved; 0 for roof mounted solar panels.

Grants:

- Developing the Town's Façade Improvement Grant Program that is funded by Maryland Department of Housing and Community Development's Community Legacy Program.

Economic & Community Development:

- Community Activities Committee - 25 members met to discuss upcoming events
- Updated local businesses on COVID Economic Injury Disaster Loan program from Department of Commerce.
- Updated local businesses on Maryland Department of Housing and Community Development, Project Restore.

Farmers Market/Community Events:

- Thank you for your support of the Farmer's Market.....looking forward to 2022!

Upcoming Events:

- December 11, 2021: Perryville Christmas Parade & Tree Lighting @ Lower Ferry Park 2:30-5:00pm.
- January - February 2022: Winter Lights – Cecil Nights, Cecil County Tourism Winter Promotion.

Website: Continue to update and keep current the information posted for related departments.

Rodgers Tavern:

- Museum is now open on Saturdays for FREE self-guided 45-minute tours for up to 5 members of the same household.

- 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 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.
 - Working with KCI to develop Concept Sketch plans for the 20% Impervious Surface Mitigation projects necessary to meet the MS4 requirements. The total cost of these MS4 projects to the Town are expected to exceed one million dollars over the next five years.
 - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
 - Submitted MDE annual report.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - A Dam inspection by MDE was cancelled and will need to be rescheduled to discuss maintenance and security
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
- Otsego Street
 - On hold until project ready / budget. Survey work can be placed on hold.
 - Elm Street Project off-site trees for the SWM mitigation must be re-planted (County requirement and enforcement)
- Fire House Station 16 Water Tie-in
 - Developed construction plans & details for Station 16 water main.
 - Updated the construction cost estimate based off detailed design.
 - Will resume work with USDA for grant assistance if needed after construction plans are finished and a detail project cost estimate is created.
 - Obtaining easement requirements.
 - Bidding out Fire House Station 16 construction plans, bids due December 6th.
- MD 222 Sidewalk Construction
 - NO NEW UPDATES - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
- 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.
- SWM BMPs for Sewer Improvement Great Wolf Lodge
 - FWA has submitted concept plans to Cecil County for review. The concept plans are for SWM design mitigation work of POI 9 and POI 10 for mitigation of Sewer Improvements for the Great Wolf Lodge project.

- Elm Street SWM Mitigation (Tree Planting on Avenue G)
 - 48 trees have been planted in the fall season along Avenue G as mitigation for SWM for the Elm Street Project completed several years ago.
- 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
 - Working with Mayor's concept to improve the Perryville Community Park with fishing pond, relocated senior baseball field, walking track, fitness stations, a new band shell, and a renovated Park House building with ADA bathrooms.
- 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

Perryville Police Department

Outreach Program

Town Report

November 2021

Overall Monthly Attendance: 351

Number of New Referrals: 0

Number of New Members: 0

Total number of donated meals provided: 280

Announcements

This month at Outreach, we began getting into the swing of the holidays. With the help from our community members and local business such as Ikea and Amazon, we were able to provide full Thanksgiving meals to 43 families, as well as handing out another 20 turkeys to families in need. Our kids got to enjoy another round of crafts with Ms. Jane Bellmyer where they got to make their own turkeys. Outreach hosted a pizza and movie night as well as providing an ice cream cake to our members in celebration of good first quarter report cards! Amazon blessed us with a huge donation of disinfectant wipes, paper towels, hand sanitizer and donated over 2000 dollars' worth of Thanksgiving meals for the community and food for our members. We have also begun accepting toys and food for our Christmas drive and are still accepting donations of food and toys for the Holidays. Our kids worked on gratitude as well as learning important lessons about our Veterans during life skills this month. They also completed a Veterans Day activity that was donated to the Legion to further thank our Veterans.

We received our grant approval award letter this month which provides salary support for our officer liaison position for the fiscal year.

Outreach received food, toy, and clothing donations this month thanks to our wonderful and supportive community members, churches and local businesses.

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.



Perryville Police Department

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

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

Tel: 410-642-3725 • Fax: 410-642-3724

***Matthew Roath**
Mayor*

Monthly Report for November 2021

CURRENT PROJECT(S)

- Working with FBI/MD State Police for transition to new NIBRS {National Incident Based Reporting System} system (replacing long standing UCR {Uniformed Crime Reporting})
- Reviewed and prepared PO requests for various items.
- Preparing for upcoming events (Christmas parade).
- Preparing to upfit the Interview Rooms with Axon Interview for more efficient and better-quality recordings for interviews of both suspects/victims/witnesses.
- Working through MPIA requests because of the new laws that took effect October 1.
- Prepare materials related to subpoena request for defense attorney.
- Working with Finance to submit the SAPP grant to the GOCCP (Due November 22).

MONTHLY MEETINGS/TRAINING

- Attended the Town hall meeting (11/2/2021)
- Police Accountability Board meeting (11/4/2021)
- Town Leadership meeting (11/10/2021)
- Ofc. Leas attended and completed Basic Instructor Course (11/15-11/19/2021)
- Attended the HERC/LEPC meeting (11/17/2021)
- Attended the Chief's meeting (11/17/2021)
- Ofc. Palmer and Det. Lenzi completed ARIDE training (11/30/2021)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Meeting with Town Admin. George Patchell (11/8/2021)
- Phone conference with MPCTC relating to In-Service audit (11/15/2021)
- Gas line rupture Pulaski Hwy/Aiken Ave (11/15/2021)
- Attended the Employee Healthy lunch (11/18/2021)
- Attended the Cecil County Chamber of Commerce First Responder Appreciation Dinner (11/19/2021)
- Contacted a representative of GE Logistics regarding the increased truck traffic along Aiken Ave. to resolve the issue. (11/23/2021)
- Contacted Mary O'Keefe from MDTA regarding notifications related to bridge/lane closures. (11/23/2021)
- Meeting with Town Admin. George Patchell, Charles Hicks, and Cathy McCardell regarding the Christmas Parade. (11/29/2021)

AWARDS (to be done during Commissioner Linkey's report)

- Officer Thomas Pierson being recognized for 2021 Officer of the Year
- Detectives Anthony Lenzi John Peer being presented a Chief's commendation related to the outstanding criminal investigative work for the year 2021.

Perryville Police Department Monthly Police Report
November, 2021

	September	October	November	Year to Date 2021		
ROBBERY	0	0	1	1		
ASSAULT	2	5	3	31		
BURGLARY	1	5	0	12		
THEFT	7	10	3	57		
Auto Theft	1	2	1	7		
CDS	7	2	3	71		
DISORDERLY	1	2	2	13		
MDOP	1	2	1	18		
ADULT ARREST	27	25	26	261		
JUVENILE ARREST	0	0	1	5		
Referrals to Outreach	0	0	0	3		
CITATIONS	51	24	7	378		
WARNINGS	28	25	29	516		
SEROS	2	0	0	18		
ACCIDENTS	12	8	13	79		
52 (Investigated)	3	6	2	29		
89 (no Investigation)	9	2	11	50		
DRIVING UNDER THE INFLUENCE	2	2	3	9		
CALLS FOR SERVICE	265	296	289	1345		

November 30, 2021

DPW Report - November 2021

PUBLIC WORKS:

Projects/Other Events:

- Employees have installed Christmas decorations on power poles throughout town. (Some are in need of repair and those repairs are being addressed)
- Non-working security lights were replaced on the outside of the DPW building.

Paving/Sidewalk Repairs:

- A section of sidewalk on Elm Street and Cecil Avenue were replaced.

Water/Sewer/Stormwater:

- Employees flushed hydrants throughout Town. (This is performed twice a year as maintenance)
- Staff continues performing data logs, rereads and checking for leaks for residents after meter readings.
- A contractor has pre-cleaned and video inspected a section of waste water main on Front Street that will be relined when needed materials are available.
- Asst. Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing wastewater upgrade project.
- A water service repair was made at 802 Maywood Avenue.
- A waste water service lateral was re-installed on Elm Street.

Training:

- Employees continue to attend online training through LGIT and MRWA as they are available.
- An employee has taken the Waste Water Collection Operator's exam and is awaiting results.

Town Events:

- DPW/Parks staff is preparing for the upcoming Christmas in the Park event.
- DPW setup and cleaned up tables for an employee luncheon.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- DPW has serviced and made needed repairs to winter time equipment such as salt spreaders, plows, snow blowers, etc.
- Mowing equipment has been stored for the winter months.
- The annual fire extinguisher inspection was completed. Any needed repairs or replacements were addressed.
- Some of the solar street lights on Roundhouse has received new batteries.

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).
- The DPW has filled one vacancy. Richard "Trae" Singleton was hired and started his employment on 11/22/21.
- Employees assisted in blocking Aiken Avenue during a gas leak that occurred in the area of Rte 40.

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

- Parks staff has serviced and stored mowing equipment for the season.
- Park staff has decorated Lower Ferry Park and the band shell for the Christmas Season.
- Staff is preparing for and will work during the annual Christmas in the Park event and parade.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- 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.
- Employees cut up trees that had fallen during a wind/storm event
- Staff trimmed bushes along Roundhouse Drive.

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 April of 2020 and will take place again in the spring (April 2021).
- **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

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Wastewater:

Plant Influent Monthly Flow:	18.81 Million Gallons
Plant Effluent Monthly Flow:	16.52 Million Gallons
Veterans Center Monthly Flow:	5.09 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of October, 2021 and November, 2021 with the November lab results received to-date.

Activities:

1. Re-installed rebuilt SBR #2 mixer
2. Removed SBR # 1 mixer and awaiting new 50HP motor scheduled to be delivered on 11-30-21
3. Working on completing Risk/Resilience phase II for submittal by December 31,2021
4. Awaiting delivery for 500 replacement socks for SBR's aeration system
5. Completing winterization of buildings and equipment
6. Continue to adhere to all safety protocols regarding COVID 19
7. Tested all emergency lighting & monthly check of fire extinguishers
8. Monthly housekeeping was performed
9. Monthly tank cleaning was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants

Monthly Operating Report

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Water:

Plant Raw Water Monthly Flow:	12.0 Million Gallons
Plant Finished Water Flow:	11.2 Million Gallons
Plant Backwash Water:	2.0 Million Gallons

Plant in compliance with MDE regulations for the month of October, 2021 and November, 2021 with the November lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Staff replaced 4" valve and actuator on potable water line to CPI tank
3. Continue repairing multiple air operated valves
4. Discovered a water leak on frost free hydrant, shut off the service
5. Performed routine overnight cleans on both membrane trains
6. DPW continues flushing the water distribution system
7. Staff completed winterization of buildings and equipment
8. Flushed all chemical feed lines
9. Checking water towers equipment and water quality weekly
10. Performed routine maintenance of membrane sluice gates
11. Flushed all chemical lines
12. Continue to adhere to all safety protocols regarding COVID 19
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers