

Staff Reports from Town Meetings

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Town Administrator's Report

February 1, 2022

Meetings

- Met with Brigitte Peters, from Department of Commerce. Brigitte is the Senior Business Development Representative for Harford/Cecil County.
- Attended LSHG Board meeting.
- Met with a representative from SureScan to discuss scanning all the old files which are in boxes in the water tower.
- Met with representative from Perryville Little League regarding the batting cage, announcing booth roof, and fixing the outside water line from the snack building.
- 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 January 6th.
- Met with CBM regarding denitrification project and the stormwater management plans necessary for the county permit.
- Met with Braxton Richardson, Project Manager, Turner Construction, GWL about various topics.
- Met with David Cleghorn from Help USA and Veteran's Administration officials about the proposed construction/renovation of an additional 70 houses at the Perry Point Village
- Attended a Public Information Act webinar.
- Meet with several developers who are interested in various parcels in town.

Organization

- The Revised Emergency Response Program has been updated and distributed to the staff. Changes included: Parade/Special Event Emergency Response Program, Natural Gas Leak, and After-Action Review.
- IT Contractor, Onsite, has reviewed the rough draft of the Information System Technology Contingency Plan with minor change and provided a financial quote for its implementation. The costs associated with Contingency Plan will be available in 23' Budget.
- Developed an Active Shooter Emergency Response program with training to begin in February for staff.
- Website is being updated to include professional photos of key staff and elected officials.
- Quarterly Employee of Month program will begin in April. There is also an opportunity for the citizens of the town to nominate an employee. The form is on the website.
- Safety & Health Committee Meeting

- Created a Water Line Break & Why is Water Brown Frequently asked questions Brochure.
- Completed SRBC Grant for asking \$208,000 to purchase Electronic Radio Frequency Water Meters & Infrastructure

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

- Attended a webinar for the Maryland Low Income Household Water Assistance Program (LIHWAP).
- We will be participating in Cecil County's Tourism event; Winter Lights Cecil Nights which promotes local businesses throughout the county. We will be offering two fun games to promote local eateries; Ice Fishing and Caching through the snow.
- Revived the Legacy Grant program through DHCD and completed the necessary follow up reports.
- The following town grants are being offered until February 18, 2022: Business Development, Revisitation, Non-profit, and Façade Improvement.

Projects

- To date R.E. Pierson has completed 6% of the Sanitary Sewer Improvement project for GWL. The detour on Frenchtown Road will continue until January 14th.
- 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.
- The RFP is now available for AECOM Chesapeake Overlook sewer evaluation.
- WWTP Denitrification project: were a few final comments regarding funding language in the Specifications that came up in his lookover of the latest set GMB sent (the one removing the EQ Covers?). I think I recall something regarding the or-equal criteria language and maybe one or two other minor items. The permit and P&S approval should follow shortly.
- 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 for the second time.

- The GWL project is approximately 20% completed with a tentative opening date of June 23, 2023.

**Treasurer's Report
Town of Perryville, Maryland
February 1, 2022**

Projects:

- **FY 22- Financial Statements**
 - Reviewed activity year to date and made adjustments as needed.
- **American Rescue Plan**
 - 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.
 - Attended various virtual meetings which offered information concerning grants funds available from the State and Federal government. In addition to finding potential funds for numerous Town projects, we are hoping we will be able to piggyback our ARPA funds with another government grant to help finance the Water Membrane Expansion Project.
- **Denitrification Project/ Sewer Expansion Project**
 - Waiting on the final amount of the State grant which will be determined after the Town gets bids in and the contract is awarded.
 - 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.
 - While preparing the retention plan, it was discovered that the Maryland Archives had completely reformatted the guidelines for the outlines of the Town's plan. This necessitated a complete revision of all plans submitted by the Department Heads. We are in the process of gathering all information needed to complete each department's plans.
 - Had a conference call with "ShoreScan". This company is a scanning company with an approach different than other scanning software reviewed. ShoreScan will set up our individualized retention format and even offers actual scanning services that could be done in house or off site.

**Treasurer's Report
Town of Perryville, Maryland
February 1, 2022**

- **Budget**
 - Prepared formatted budget input sheets for distribution to all department heads.

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.

December, 2021 Statistics:

- 194 purchase orders were processed totaling \$1,203,217.44
- 96 Accounts payable checks were processed totaling \$308,028.29
- 19 A/R invoices totaling \$146,513.65
- Local Impact Funds - Life to date (Sep-10 to Oct-21) slot revenue received \$15,620,476.21. Total received to date for FY 22 is \$603,528.08 We have not received our payments for November as of this time.

January Report – February 1, 2022 Town Meeting

Development/Projects:

- **Frenchman Land:** Site ready for construction and dirt pile has been moved; owner has potential tenant for PPE storage, temporary permit issued. CURRENT STATUS: Property owner to schedule meeting to discuss potential development when returning to the area (out of state for 30 days).
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County; plans back to priority to move forward. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. Staff has been informed that D.R. Horton is the intended builder. CURRENT STATUS: No update.
- **Woodlands:** Owners researching prospects for development of the site; meeting held 12/17 to discuss opportunities and infrastructure needs. CURRENT STATUS: No update.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; owner willing to discuss alternative development options; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Property owner submitted other options for 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. Demolition complete. CURRENT STATUS: Developers have expressed interest in the site and intend to contact the owner.
- **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. Engineering started for Lot 5 and requested “Fast Track” designation to make the site ‘pad ready’ and install necessary infrastructure to support future uses. CURRENT STATUS: Amendment to the General Development Plan was approved. Anticipate submittals for pad sites.
- **5th Company Brewing LLC:** Redevelopment, Interior renovations continue. CURRENT STATUS: Opening tentative for February/March time frame.
- **Tiki Lee’s Perryville (31 River Road):** Redevelopment to include a public marina, restaurant and bar; MDE permit approval: replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; architect working on building plans and site development; reviewing code requirements; finalizing design. Concept Plan submitted for review; continue to review requirements. CURRENT STATUS: Plan in progress.
- **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. Engineering work in progress for redevelopment

of the supply and maintenance building. **CURRENT STATUS:** Plans are pending to address all requirements for submittal.

- **Great Wolf Resort:** Phase 2 of Chesapeake Overlook with all final approvals received; Amendment to Final Site Plan approved for expansion as largest GWL; ground-breaking /construction start July 2021 Site work and construction ongoing. Steve Jacobsen reports Great Wolf ranked #47 in Newsweek's "America's Most Loved Workplaces 2021". The rankings "focused squarely on the degree to which employees have a positive feeling about their employer" and "employee's emotional connection is directly relatable to the success of a company". Congratulations to Great Wolf Lodge! **CURRENT STATUS:** Construction process is at 28% complete; on schedule for opening June 2023.
- **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. Water & Sewer Construction Plan reviewed; Preliminary Site Plan submittal pending. **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>	7												
<i>Violation Letters</i>	0												
<i>Citations</i>	0												
<i>Rental Licenses Issued</i>	18												
<i>Other</i>	Email: 1, Phone call: 3, In Person: 2, w/contractor: 1 w/owner: 1 Honor Box: January Count 21 Month Total \$210.00 Year Total \$210.00												

Planning Commission: Meeting held January 24th – updates provided for Chesapeake Overlook General Development Plan.

Board of Appeals: No meeting held in January.

P&Z Meetings/Events:

- 1/5 – attended LSHG Regional Greenway meeting.
- 1/6 – attended status meeting for Sewer Improvement Project.
- 1/11 – meeting to discuss 2022 Farmers Market.
- 1/12 – Leadership meeting.
- 1/13 – met with Brigitte Peters, Department of Commerce.
- 1/18 – department meeting.
- 1/20 – meeting to discuss water meter options for a project.
- 1/24 – discussion for water meter change.
- 1/26 – meeting with Maryland Department of Planning and Department of Commerce.
- 1/27 – planning/status meeting for Rodgers Tavern.

- 1/28 – status meeting with GWL and sewer improvement project.

Zoning Certificates: 5 certificates approved; 2 for roof mounted solar panels.

Grants:

- Grant information meeting was held January 19 for 2022 grant funds available.

Economic & Community Development:

- 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.
- 1/25 Community Activities Committee Meeting – discussed possibilities of hosting a music festival in June.

Farmers Market/Community Events:

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

Upcoming Events:

- 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.
 - Obtained easement requirements.
 - Re-Bidding the Fire House Station 16 construction plans, bids due February 11th.
- 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

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 January 2022

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.
- Revising employee performance evaluations to better assess officer performance.
- Reviewing/updating officer job descriptions.

MONTHLY MEETINGS/TRAINING

- Attended Town Hall meeting (1/4/2022)
- MPCTC commission virtual meeting (1/5/2022)
- Met with a cleaning vendor for cleaning services at the PD (1/5/2022)
- Set training plan up on LGIT online campus for various topics for officers (1/10/2022)
- Axon Interview room install completed (1/11/2022)
- Det. Lenzi attended an training session related to Advanced Search and Seizure Warrant Training (1/11-12/2022)
- Lt. Reno attended virtual meeting for County Overdose council (1/11/2022)
- Lt. Reno attended the Town Leadership meeting (1/12/2022)
- Lt. Reno attended the RedSpeed meeting with Town Admin George Patchell and May Roath (1/12/2022)
- Attended Grant Management training at Harford Co. Sheriff's office (1/18/2022)
- Met with Town Admin. George Patchell (1/20/2022)
- Chief Nitz/Lt. Reno attended the Community Activities work group meeting (1/24/2022)
- Sgt's Hoffman/Morgan began New Jersey Chiefs of Police Command and Leadership Academy (1/26/2022)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Finalized 2021 In-Service training submission to training commission (1/3/2022)
- Submitted the Quarterly report for Command and Leadership grant from GOCCP (1/14/2022)
- Responded to an address on Principio Furnace Rd regarding a resident letter of complaint regarding truck traffic (1/18/2022)
- Met with safety and logistics managers at Ikea to discuss truck traffic (1/18/2022)
- Attended the Baltimore Regional Law Enforcement Council virtual meeting (1/19/2022)

- Lt. Reno attended the HERC/LEPC virtual meeting (1/19/2022)
- Submitted grant supporting documents in Grant Management System (1/19/2022)
- Submitted Quarterly finance report for Command and Leadership grant from GOCCP (1/28/2022)

Perryville Police Department Monthly Police Report
January, 2022

	January			Year to Date 2022		
ROBBERY	2			2		
ASSAULT	7			7		
BURGLARY	0			0		
THEFT	5			5		
Auto Theft	0			0		
CDS	2			2		
DISORDERLY	0			0		
MDOP	0			0		
ADULT ARREST	19			19		
JUVENILE ARREST	1			1		
Referrals to Outreach	1			1		
CITATIONS	13			13		
WARNINGS	40			40		
SEROS	0			0		
ACCIDENTS	0			0		
52 (Investigated)	0			0		
89 (no Investigation)	0			0		
DRIVING UNDER THE INFLUENCE	1			1		
CALLS FOR SERVICE	268					

January 25, 2022

Perryville Police Department

Outreach Program

Town Report

January 2022

Overall Monthly Attendance: 210

Number of New Referrals: 3

Number of New Members:

Total number of donated meals provided: 250

Announcements

This January was the start of new beginnings for Outreach. Since it was halfway through the school year we buckled down and started a renewed focus on our homework and study habits. We talked about how we show and receive respect for our life skills this month. A lot of our families and friends have been getting sick with COVID so we learned how to stay healthy and safe from germs. We had an early dismissal from school this month, so we did a Disney Movie Marathon. Community service this month focuses on town clean up and how we can help others. While we were limited this month on what we could do, due to staff illness we were still able to be open and provide our kids with the stability they have come to depend on.

Outreach received donations from our local churches, Mrs. Marilyn from Good Shephard, and Mrs. Yvonne Beard and other 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.

DPW Report - December 2021 & January 2022

PUBLIC WORKS:

Projects/Other Events:

- A section of fencing was installed along the Roundhouse Drive trail near a steep embankment.

Paving/Sidewalk Repairs:

- N/A.

Water/Sewer/Stormwater:

- Staff is performing data logs, rereads and checking for leaks for residents after meter readings.
- A contractor has re-lined the waste water main on Front Street.
- Asst. Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regards to the ongoing wastewater upgrade project.
- 2 Water service repairs were made on Bayscape Drive.
- Repaired a fire hydrant at the corner of Susquehanna and Locust Street.
- Staff placed door hangers for non-payment of water/sewer bills.
- DPW employees replaced a failed section of water main on Otsego Street.

Training:

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

Town Events:

- DPW/Parks staff cleaned the parade route, decorated Lower Ferry Park, set up for event and blocked streets during the parade during the Town's Annual Christmas Tree Lighting.

Weather Related Events:

- DPW/Parks staff cleared roadways and parking lots during 3 winter weather events.

Vehicle/Equipment Maintenance:

- DPW has serviced and made needed repairs to winter time equipment such as salt spreaders, plows, snow blowers, etc. (these repairs/maintenance continue throughout the winter months)
- 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 two job openings that have been advertised.

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

- Parks staff assisted with snow removal during winter weather events.
- Parks Staff worked throughout the Annual Christmas Tree Lighting Event.
- The fishing pier at the park was repaired after a high tide/freezing event.

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.

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
January, 2022
Page 2

Water:

Plant Raw Water Monthly Flow:	10.3 Million Gallons
Plant Finished Water Flow:	9.6 Million Gallons
Plant Backwash Water:	1.8 Million Gallons

Plant in compliance with MDE regulations for the month of December, 2021 and January, 2022 with the January lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption
2. Staff replaced defective CIP tank water heater
3. Completed replacing multiple air operated valves
4. Replaced three air control blocks on actuator valves
5. Performed routine overnight cleans on both membrane trains
6. Installed new pressure switch on compressor #1
7. Curtis Engines repaired a coolant leak on generator
8. Corey Burns Passed the MDE class 4 water certification exam
9. Checking water towers equipment and water quality weekly
10. Adjusted raw pump(s) packing and greased pumps
11. Replaced tubing on two chemical feed pumps
12. Developed a new maintenance repair list of Misc. items
13. Continue to adhere to all safety protocols regarding COVID 19
14. Monthly housekeeping was performed
15. Scheduled preventive maintenance was performed
16. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2022

Wastewater:

Plant Influent Monthly Flow:	21.63 Million Gallons
Plant Effluent Monthly Flow:	20.61 Million Gallons
Veterans Center Monthly Flow:	6.56 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2021 and January, 2022 with the January lab results received to-date.

Activities:

1. Randy Taylor, Jr. submitted his resignation
2. Advertising for an operator trainee open position
3. Ordered sample bottles and coolers to perform annual toxicity testing
4. Received delivery of 500 replacement socks for SBR's aeration system
5. Met qualifications to receive annual \$60,000 ENR grant for 2021 from MDE
6. Performed semi-annual removal of grit from raw pump station
7. Working on completion of Active Shooter SOP water & wastewater plants
8. Continue to adhere to all safety protocols regarding COVID 19
9. Tested all emergency lighting & monthly check of fire extinguishers
10. Monthly housekeeping was performed
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers