



Perryville

Grounded in history. Focused on the future.

Annual Report for 2022

Town of Perryville, MD



Pictured Above: Perryville Community Park

2022

Mission Statement

The Town of Perryville is dedicated to promoting the safety, health, and welfare of our citizens and to cultivating a sense of community with all citizens of Perryville. To meet these goals, we are committed to ensuring a standard of excellence in the quality of municipal goods and services provided, to fostering a high standard of environmental stewardship and to encourage growth that benefits the entire citizenry of the Town.

Vision Statement

To promote Perryville as a growth center for Cecil County while creating an attractive community setting and protecting the natural environment.

A Place to Call Home



Town of Perryville, MD Annual Report for 2022

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Town of Perryville, Maryland

Quick Facts

Established:	1882
Number of Elected Officials:	1 Mayor, 4 Commissioners
Term of Office:	3-year terms. Terms are staggered and elections are held every year.
Town Meeting Dates:	Town Meeting - First Tuesday at 7:00 pm; Work sessions - Third Tuesday at 6:30 pm.

Name of Elected Official	Title	Term end
Matthew Roath	Mayor	05/24
Michelle Linkey	Commissioner	05/22
Christina Aldridge	Commissioner	05/22
Timothy Snelling	Commissioner	05/23
Robert Taylor	Commissioner	05/23

Demographics

<u>Population</u>		<u>Recent Annexations</u>
Land area (sq. miles)	3.18	Perryville Community Park, 148.616 acres - 2020
Population	4,395 (ACS 2018 est.)	
Population Density	1,382.1 / sq. mile	
<u>Racial Distribution</u> (ACS 2018 Estimate)		<u>Other</u>
White	76.0%	Median Household Income \$ 67,679
African American	13.0%	Median Home Price \$242,272 (Zillow)
Hispanic/Latino	6.0%	
Native, Asian, other	5.0%	

Perryville is home to Maryland's first casino, which opened in 2010, Hollywood Casino Perryville. Despite being closed for a few months followed by capacity limitations due to the COVID 19 pandemic, Hollywood Casino brought in \$51.13 million in VLT Gaming Revenue and \$8.06 million in table game revenue in 2020. This amounts to a total of \$59.2 million in revenues generated by Hollywood Casino in 2020. That's a respectable level of revenue given its size and location in one of Maryland's smaller towns!

Perryville is the northern terminus of the MARC Penn Line commuter rail service, which runs south to Washington, D.C. via Baltimore. The 1905-built station serves both as a train station and as a railroad museum.

Budget and Finance

<u>FY 2022 Budget Adopted May 5, 2021 *</u>		<u>Tax</u>	<u>Tax Rates</u>
General Fund – GF	\$5.35 Million	Property	.3597/100 2% Disc
Water Fund - WF	\$1.62 Million	Personal Prop.	.94/100
Sewer Fund - SF	\$9.40 Million	Homestead Credit	110%
Total Budget	\$16.370 Million		
% of GF Budget for Debt	4.4%	% of Total Budget for Water	10.5%
% of GF Budget for Police	31.1%	% of Total Budget for Sewer	58.4%
% of GF Budget for Public Works & Parks	15.7%		

*Includes a major capital project for sewer improvement

Mayor and Commissioners

Mayor: Administration	Mr. Matthew Roath
Commissioner of Public Safety and Parks:	Ms. Michelle Linkey
Commissioner of Water and Wastewater:	Mr. Robert Taylor
Commissioner of Public Works:	Mr. Timothy Snelling
Commissioner of Planning and Zoning:	Ms. Christina Aldridge

Below is a summary of business that the Mayor and Commissioners attended to throughout the year:

Ordinances 2022

Ordinance 2022-01	For the purpose of amending the Town's current employee Personnel Manual to revise provisions relating to compensation for certain classes of Town employees and call -out pay. 03/01/22
Ordinance 2022-02	For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/21-6/30/22 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY22 budget. 03/08/22
Ordinance 2022-03	Not used Water Expansion project budget Amendment.
Ordinance 2022-04	For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/21-6/30/22 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY22 budget. 05/17/22
Ordinance 2022-05	For the purpose of adopting the FY 23 Budget, Tax Rates and Fiscal Plan. 05/03/22
Ordinance 2022-06	For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/21-6/30/22 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY22 budget. 05/17/22
Ordinance 2022-07	For the purpose of establishing an optional financing program for the payment of charges payable for connection to the Town's water and sewer systems for certain properties; providing that such charges and interest thereon are a lien on the property served; and generally relating to connection to the water and sewer systems of the Town of Perryville.
Ordinance 2022-08	Ordinance concerning Garbage, Rubbish and Refuse repealing and reenacting with amendments Chapter 50. 8/2/22
Ordinance 2022-09	For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/22-6/30/23 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY23 budget. 08/02/22
Ordinance 2022-10	For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/22-6/30/23 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY23 budget. 09/06/22

Ordinance 2022- (continued)

- Ordinance 2022-11 For the purpose of amending the adopted budget for the Town of Perryville for the FY beginning 7/1/21-6/30/22 to appropriate for certain purposes certain funds & generally related to amendment of the Town's FY22 budget. 05/17/22
- Ordinance 2022-12 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to amendment of the Town's FY 2023 budget.
- Ordinance 2022-13 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to amendment of the Town's FY 2023 budget. 11/1/22
- Ordinance 2022-14 For the purpose of approving a certain law enforcement Memorandum of Understanding between the Town of Perryville, on behalf of the Perryville Police Department, and other law enforcement agencies providing law enforcement services in Cecil County; and generally related to providing certain authorization to Perryville Police Department law enforcement officers to exercise powers outside the corporate limits of the Town of Perryville. 11/1/22
- Ordinance 2022-15 For the purpose of amending the ethics ordinance for the Town of Perryville, to make certain modifications required to comply with requirements of Maryland law; and matters relating to the Town of Perryville Ethics Ordinance. 12/6/22
- Ordinance 2022-16 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to amendment of the Town's FY 2023 budget.
- Ordinance 2022-17 For the purpose of defining the roles of the Mayor and Commissioners of the Town of Perryville; providing for implementation and enforcement of a Code of Conduct for the Mayor and Commissioners as prescribed by Section C3-10 of the Town of Perryville Charter; providing that the provisions of this Ordinance are severable; specifying when this Ordinance becomes effective; and generally relating to regulation of the conduct of the Mayor and Commissioners of the Town of Perryville. 02/07/23
- Ordinance 2022-18 For the purpose of regulating the presence of poll watchers in polling places during Town elections; providing that the provisions of this Ordinance are severable; specifying when this Ordinance becomes effective; and generally relating to regulation of polling place conduct in the Town of Perryville.

Ordinance 2022-19	For the purpose of providing for implementation procedures for the recall of the Mayor or a and Commissioner as prescribed by Section C3-11 of the Town of Perryville Charter; providing that the provisions of this Ordinance are severable; specifying when this Ordinance becomes effective; and generally relating to regulation of the conduct of the Mayor and Commissioners of the Town of Perryville. 01/03/23
Ordinance 2022-20	For the purpose of making miscellaneous revisions to the Town's current employee Personnel Manual. 01/03/23
Ordinance 2022-21	For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds for the replacement of the Waste Pump Station Muffin Monster and appropriating funds for the cut to Mill Creek and generally related to amendment of the Town's FY 2023 budget. 12/06/22

2022 Resolutions Approved: Resolutions 2022

Resolution 2022-01	A Resolution expressing the intent of the Mayor and Commissioners to use Certain APRA Funds for upgrades to the Town's Water Treatment Plant.
Resolution 2022-02	A Resolution regarding Chesapeake Overlook CEMUD General Development Plan-Sports Entertainment Facility. 01/04/22
Resolution 2022-03	Resolution authorizing the Town Administrator to execute national settlement Agreements with Janssen and the distributors in the opioid litigation and a State subdivision settlement agreement for the distribution of settlement funds. 1/24/22
Resolution 2022-04	Resolution establishing a dedicated fund for the receipt and disbursement of and accounting for proceeds from the settlements of litigation involving Janssen and certain opioid distributors and pursuant to a State subdivision agreement for the distribution of settlement funds. 3/1/22
Resolution 2022-05	Resolution approving certain procurements for upgrades to the Town's Water Treatment Plant. 3/8/22
Resolution 2022-06	Resolution designating certain official custodians and physical custodians of Town records. 4/5/22
Resolution 2022-07	Resolution to adopt the FY23 Local Impact Budget amendments. 5/3/22
Resolution 2022-08	Resolution authorizing and approving the Town of Perryville's participation with the Town of Rising Sun in the Md Dept. of Housing and Community Development's MD Town Manager Circuit Rider Program in FY 2023. 6/7/22
Resolution 2022-09	Resolution to authorize and approve the amendments and restatement of a certain Section 125 Cafeteria Plan for employees of the Town of Perryville. 6/7/22
Resolution 2022-10	National - Rochambeau Route Assoc. Grant Agreement. 8/2/22
Resolution 2022-11	Resolution to approve certain rules, regulations, conditions and fees for the rental of Town of Perryville's Lower Ferry Park and facilities. 8/2/22
Resolution 2022-12	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's General Fund Restricted Fund Balance to a certain purpose. 11/1/22
Resolution 2022-13	Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's water fund net position balance to a certain purpose. 11/1/22

Resolutions 2022 (continued)

Resolution 2022-14	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's water fund net position balance to a certain purpose.	11/1/22
Resolution 2022-15	A Resolution adopting the Cecil County hazard mitigation plan as the hazard mitigation plan for the Town of Perryville.	12/6/22
Resolution 2022-16	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the town's general fund unrestricted fund balance to a certain purpose.	12/6/22
Resolution 2022-17	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's water fund net position balance to a certain purpose.	12/6/22
Resolution 2022-18	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's general fund unassigned fund balance to a certain purpose.	12/6/22
Resolution 2022-19	A Resolution of the Mayor and Commissioners of the Town of Perryville to assign certain portion of the Town's water fund net position balance to a certain purpose.	12/6/22

Charter Amendment Resolutions 2022

2022-01	A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend certain provisions of the Charter of the Town of Perryville to alter certain terminology relating to the Mayor and Commissioners of the Town and other obsolete and archaic terminology; altering certain provisions of the Charter relating to the powers, duties, qualifications, meetings, compensation, and responsibilities of the Mayor and Commissioners; providing a code of conduct for the Mayor and Commissioners; providing for removal of a Mayor or a Commissioner from office; and generally relating to amendments to the Charter of the Town of Perryville.	12/6/2022
2022-02-	A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend certain provisions of the Charter of the Town of Perryville to alter certain terminology relating to the Mayor and Commissioners of the Town and other archaic terminology; altering certain provisions of the charter relating to the Town's electoral process; providing certain campaign finance requirements; renumbering certain provisions; and generally relating to amendments to the Charter of the Town of Perryville.	
2022-03-	A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend certain provisions of the Charter of the Town of Perryville to alter certain terminology relating to the Mayor and Commissioners of the Town and other archaic terminology; altering certain provisions of the Charter relating to the town's budgeting, expenditures, payment for Town obligations, procurement and borrowing authorization; and generally relating to amendments to the Charter of the Town of Perryville.	12/6/2022

Continued Charter Amendment Resolutions 2022

- 2022-04- A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend certain provisions of the Charter of the Town of Perryville to alter certain terminology relating to the Mayor and Commissioners of the Town and other archaic terminology; altering certain provisions of the Charter relating to the town's personnel system; providing for the appointment of a Town Administrator and specifying the duties and responsibilities of the administrator; renumbering certain provisions; and generally relating to amendments to the Charter of the Town of Perryville. 12/6/2022
- 2022-05- A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend certain provisions of the Charter of the Town of Perryville to alter certain terminology relating to the Mayor and Commissioners of the Town; and generally relating to amendments to the Charter of the Town of Perryville. 12/6/2022

Other issues the Mayor and Commissioners voted on during 2022 include the following:

- The Mayor and Commissioners are responsible to appoint appropriate volunteers to other Town Board and Commissions. During 2022 they made appointments to the Ethics Commission and the Planning Commission.
- The new Little League Batting Cage and Announcing Booth
- Approved various water and sewer abatements
- Approved a health insurance plan for town employees

- Acted on competitive bids for larger operating expenditures, such as:
 - IT contract
 - Chemicals for use at the water and wastewater plants
 - Heating oil and propane use at town buildings

The above list is not exhaustive as there was other business that the Board attended to throughout the year. All of the Town Meeting minutes are available to read on the website at <http://www.perryvillemd.org/town-meetings>, additionally, if you prefer, you can listen to recordings of the meetings by following the same link. It is noteworthy to let the public know that the Mayor and Commissioners are not paid for the work that they do for the Town, yet they attend approximately 30 public meetings per year, as well as other meetings with town staff and town events.

Town Administrator

Town Administrator: Mr. George Patchell

The Town Administrator Reports directly to the Mayor and Commissioners; they serve as Chief Administrative Officer for the Town and directs the operations of Town government. The Town Administrator supervises the department heads, and in coordination with the Mayor and Commissioners, develops and implements goals, policies, and procedures for effective and efficient operations and service.

Over the past year the Town Administrator has performed a variety of duties to carry out the Mission of the office to include a level of involvement in all the items acted on by the Board during town meetings. The Town Administrator work cooperatively with the Finance Director to prepare the Management Discussion and Analysis (MD&A) section of the annual financial statements audit. The Town Administrator primary supervisory responsibility is over seven departments, which includes giving direction, monitoring, and evaluating their work. The Administrator is responsible for preparation of the annual report. During the year, they respond to Information Act Requests, participated in budget preparation, prepared for, attended, and followed up on Town work sessions and meetings. For more information on her specific monthly activities visit: <https://www.perryvillemd.org/town-meetings> and read the “Town Meeting Staff Reports” under the “Minutes” section.

Highlights:

- Great Wolf Lodge, Inc. and hotel that will be the brand’s largest resort and employ more than 1,100 people. A 700-suite hotel and 126,000-square-foot water park, the 20th for the company, and is expected to open in August 2023 at Chesapeake Overlook, next to Hollywood Casino.
- Town Charter Update. The Mayor and Commissioners conducted Town Charter meetings throughout the Summer of 2022 in order to comprehensively update the Charter. The Charter Resolutions and subsequent Ordinances were presented to the residents at a Public Hearing in December 2022. Charter Resolutions were passed in December 2022. Coinciding Ordinances will be passed in January 2023.
- The Wastewater Treatment Plant’s Enhanced ENR (Denitrification Filter) project has entered the construction phase. This project, once constructed, will assist with meeting MDE’s required nitrogen removal, improve the quality of the effluent from the wastewater plant thus improving water quality in the Chesapeake Bay and provide additional grant funding opportunities. This project estimated costs are \$6.9 million with 97% of project costs grant funded.



- The Sewer Improvement Project (CSEP 20) is in the process of being constructed. Once completed it will increase capacity in three pumping stations, the sewer lines, and mains from the northern part of town allowing for new development. The project was primarily financed by Water and Sewer Connection Fees received from Great Wolf Lodge and is expected to be completed by June 2023.
- The Fire Company Station 16 Water Line Project. The project tied-in the Fire Department Station 16 with the town's water supply. The project will be 90% completed by the end of 2022. The project is funded by the Town of Perryville and grants the Fire Company received through MDE and USDA.
- Water Treatment Plant Expansion project. Once completed, the expansion project will double the Town's water production. The Permit Application was received by MDE for comments and approval. Bid package will be due on January 31, 2023. Construction is still set to begin April 3, 2023. With final project completion set for November 3, 2023.
- Water Quality Study: The Town has contracted with AECOM Engineering to perform a study which will evaluate the water distribution system piping age, pipe conditions, and identify the cause of recurring problems with water quality complaints of odor, color, and high turbidity water from residents.
- Sewer Capacity Study by AECOM for the Bartlett Property has been signed. The study will provide the Town with an analysis of sewer capacities which will allow for an understanding of capacities for future growth.

- Water and Sewer Rate Study-The Town has contracted with NewGen Strategies and Solutions to perform a water and sewer rate study. The project kickoff took place in December 2022 and will take approximately 12weeks for the study to be complete.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. The Town will be responsible for obtaining Right-Aways from the two properties that will be affected by the sidewalk. Initial discussion about the parameters of an MOU with the State was discussed. Project is scheduled to begin in April 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project. The Town of Perryville seeks to convert a currently unusable and inaccessible riverfront shoreline on Town land into part of a Town-owned Park by implementing a nature-based shoreline restoration and stormwater management project. The project will increase access to the water for active and passive recreation. The Town submitted an DNR Grant application on December 15, 2022, for the design phase of the project.
- The Town’s Strategic Plan update. The Town contracted Christina Becker, to perform a Strategic Plan update in November 2022. A Strategic Plan Retreat is scheduled for January 7, 2023.
- No Truck Traffic on Aiken Avenue. Aiken Avenue was declared a No Truck Traffic Road by the State Highway Administration. The Perryville Police Department began enforcement of the “No Truck Traffic” policy in September 2022. To date, the PPD has issued over 40 warnings or citations.
- Our Finance Department, headed by Debra Sharpe, received an “unmodified opinion” on the Audit of the FY2022 Financial Statements from the Town’s Auditors, Barbacane Thornton – headed up by Tim Sawyer. This is the best opinion that can be received by a municipality.

We look forward to a prosperous 2023!

Town Attorney

Town Attorney: Mr. Frederick C. Sussman, Esq.

Mr. Sussman, of the firm Council Baradel, Attorneys at Law, was appointed to be Town Attorney on March 1, 2011. Mr. Sussman’s practice includes municipal law, zoning, planning and land use law, real estate, real estate property law, condominium and homeowners’ association law, employment law and civil litigation. His experience makes him highly qualified to represent

Perryville on the diverse legal matters that the town sometimes encounters. Over the course of the year, Mr. Sussman has reviewed and advised the Town Board and staff on a variety of issues to include, leases, contracts and other legal documents, personnel issues and planning, zoning and land use issues. Mr. Sussman was busy this year preparing legal documents such as the ordinances and resolutions mentioned above under the Mayor and Commissioners section of this report. He also prepared contracts, reviewed contracts, attended Board of Appeals (BOA) hearings and prepared resolutions for the BOA. In the past, Mr. Sussman has successfully represented the Town in legal proceedings. Further, Mr. Sussman represents the Town in legal negotiations.

Assistant Town Administrator

Assistant Town Administrator: Ms. Cathy McCardell

The Assistant Town Administrator has primary responsibility for the Human Resources (H/R) Functions of the Town. Ms. McCardell works with Department Heads by advertising job vacancies, reviewing resumes, interviewing job candidates, and processing of the new employees. Processing a new employee means making sure that they are sent for pre-employment drug testing, ensuring the background check is completed and acceptable, getting all paperwork for payroll completed and entered our software system and making sure that benefit paperwork is completed and sent to the various contractors that we use for insurance, and other benefits. Ms. McCardell processes the Town's bi-weekly payroll and the associated quarterly reports and W2's. Ms. McCardell also works with the Town Attorney and Town Administrator to write Personnel Manual Amendments for presentation to and adoption by the Mayor and Commissioners. Ms. McCardell assists the Town Administrator in managing day to day operations of the Town. As Assistant Town Administrator, she participates in budget meetings as needed for the Administrative Department. She also works with the Town's broker on Health Insurance Plans by finding the best plan for the employees and that meets the budget.

Ms. McCardell is the Ethics Commission Liaison, which typically meets once to twice a year. As liaison, she schedules and advertises meetings, prepares agendas, meeting materials and minutes. Ms. McCardell is the Risk Manager of the Town and as such she has general oversight and responsibility of the Safety Program of the Town. Ms. McCardell schedules training for employees. Many of the Town employees have had CPR training and ALICE training and training through Local Government Insurance Trust.

Administrative Department

Town Clerk: Ms. Jackie Sample
Billing Clerk: Ms. Tara Blevins
Office Clerk: Ms. Tamitha Raines

When you visit Perryville Town Hall, it is likely that your first encounter will be with the Administrative Department. The Administrative Department 'wears many hats.' The three staff members above answer the phone and answer questions or route calls to other staff, take payments for water and sewer bills, sell boat ramp stickers, manage requests for heavy trash

pickup, schedule use of parks and pavilions, process deeds, post important information to the Town’s website and social media sites, prepare for the election, attend meetings to take notes and prepare minutes and so much more that is not listed. Because they are often the face of the town to residents, customer service is important to them. They strive to provide excellent customer service and to streamline processes to make your experience at Town Hall a positive one.

In addition to the joint duties, they each have specific duties. As Town Clerk, Ms. Sample keeps track of resolutions and ordinance introductions and adoptions. She prepares advertisements for public hearings, ordinances and charter amendments and makes sure that these items are advertised according to legal requirements. She also prepares draft agendas and posts the meeting materials to the BoardDocs meeting management system. She manages dissemination and collection of the annual financial disclosure forms. She also manages the duties related to the annual election. Ms. Blevins prepares and sends the quarterly water bills, late notices, door hangers and she responds to bill inquiries. Ms. Blevins does not collect water bill payments as this would be a conflict of duties. Ms. Raines provides support to the other administrative staff, and she is the primary contact for pavilion rentals and events. She is the first person to answer phones and tend to the counter. She is cross-training under Ms. Blevins to be the back-up for water and sewer billing. She also places orders for various needed supplies and office supplies.

2022 Administrative Dept. Statistics	
Deeds processed	105
Heavy Trash calls	408
Boat Ramp Stickers sold	325
Pavilion rentals processed	90
Dump trailer rentals processed	90
Water & Sewer bills mailed	6060
Late notices sent out	1549

Town Engineer

Engineer: Mr. Ralph Ryan, P.E.

During 2022, the Town Engineer worked on several important projects in Perryville. The Town Engineer developed construction plans and specifications with legal documents for the bidding out of the proposed Fire Station 16 water service extension project while fulfilling the guidelines required to maintain grants from both MDE and USDA government agencies. The Town Engineer has bid out the important project twice in 2022 in search of contractors. The Town Engineer is also responsible for the necessary SWM design mitigation work that is associated with the sewer improvements for the Great Wolf Lodge project.

The Town entered MDE's Phase II MS4 agreement for a 5-year permit, with annual progress reports due every October. The Town submitted their fourth annual progress report to MDE and was found to be acceptable. The Town Engineer will continue to ensure that the Town is successful in their yearly reports and manage the numerous SWM mitigation projects required for full Phase II compliance. Finally, the Town Engineer will continue to develop a Public Education & Outreach program along with a Public Involvement & Participation program to fulfill the MS4 permit requirements.

Finally, the Town Engineer will continue to review of construction plans submitted by developers, inspect construction projects within the Town, and work with planning and zoning to secure future housing and commercial developments for the Town. The Town Engineer corresponds with Perryville residents with engineering problems such as poor drainage and addresses their concerns.

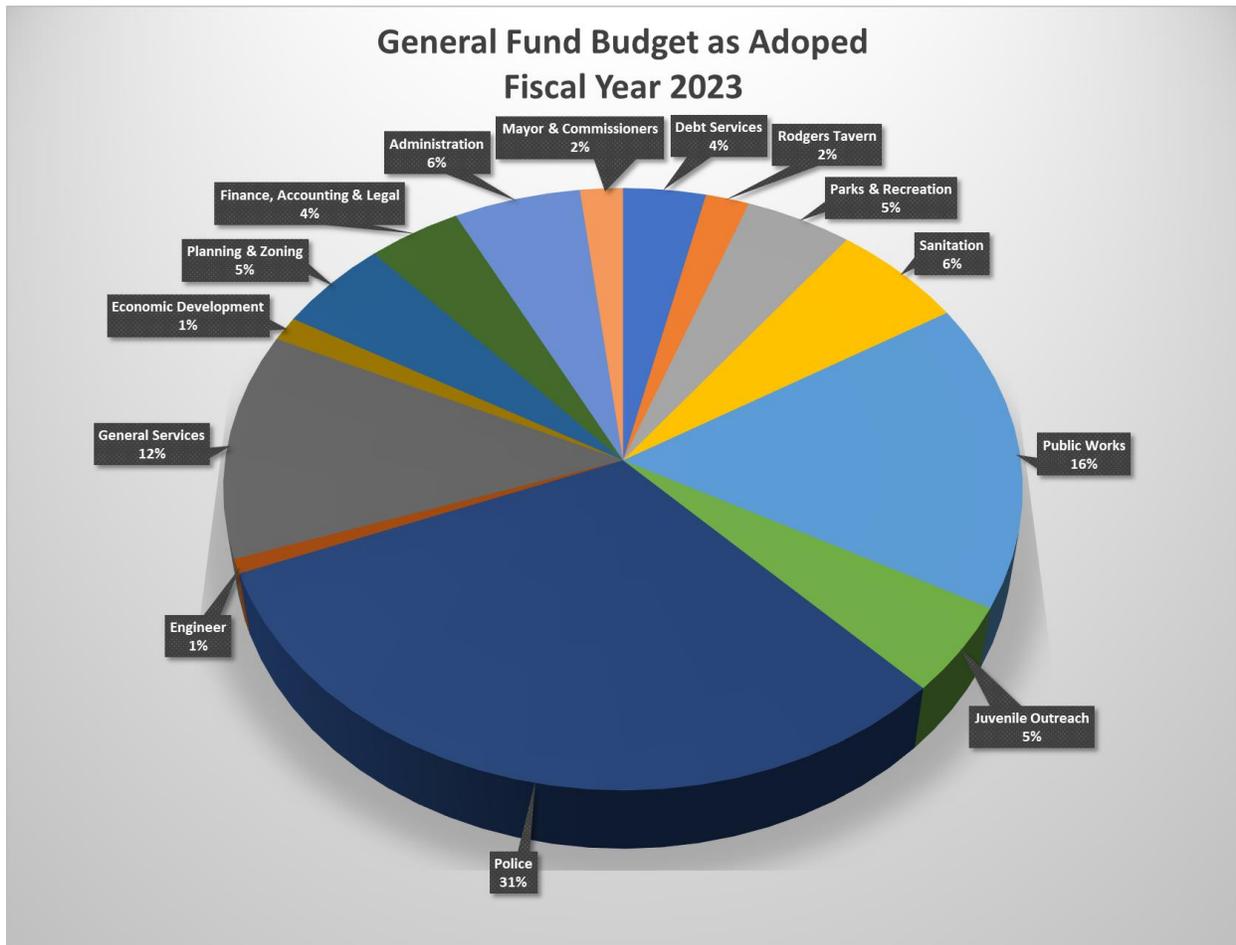


Perryville Fire Station 16 Water Project- Fire Station 16 is located on MD222 near Interstate 95. The project included providing public water service to the station. Engineering of the project was provided by Town Engineer, Ralph Ryan.

Finance Department

Finance Director: Ms. Debra Sharpe
Senior Accounting Clerk: Mr. Tyler Bryan
Accounting Clerk II: Ms. Kelli Jamison

The Finance Director oversees daily operations, the preparation of financial statements and Fiscal Year budgets. Notable work by the Finance Department during 2022 includes primary responsibility for management of the budget process, and accounting work including Accounts Payable, Accounts Receivable, Personal Property Tax Billing, preparing bid packages for certain town purchases, monthly preparation of financial statements, management of fixed assets and the annual audit. The Town of Perryville received an Unmodified Opinion on the FY22 audit, which is the highest opinion that a town can receive.



Finance Department Statistics

During the year:

1. 2475 purchase orders were processed totaling \$12,228,334.
2. 1104 accounts payable checks were processed totaling \$8,240,428.
3. Prepared and processed budget amendments and changes totaling \$6,785,827 which included Local Impact amendments.
4. Accounted for \$1,745,378 in Real Estate Tax Revenue during the year.
5. Reconciled, monthly, 19 (nineteen) bank accounts during the year.
6. Billed to the Veterans Administration \$375,997 which included \$54,486 for Bay Restoration Fees.
7. Prepared and mailed 1099 miscellaneous forms totaling \$751,820.62. Also, submitted the 1096 Annual Summary and Transmittal Form. All reports submitted met required due dates.
8. Performed monthly review of revenue and expenditure accounts and made corrections, as needed, to accounts.
9. Coordinated with Department Heads and Mayor and Commissioners to prepare FY23 budget that was approved by the Mayor & Commissioners by resolution and Ordinance in May 2022.
10. Amended and presented Perryville's Local Impact Budget for FY23.
11. Coordinated constant yield requirements for setting real estate tax rate and property tax rate by required due dates. No public meeting was mandated this year.
12. Reviewed and adjusted all Town assets during the renewal process of LGIT insurance
13. Filed Anticipated Debt forms for the State of Maryland by required due dates.
14. Completed the Fiscal Year 2022 audit by working with Barbacane, Thornton and Company, which resulted in an "unmodified" audit opinion and timely submission of the Uniform Financial Report to the Department of Legislative Services.
15. Distributed Annual Audit and Budgets to appropriate agencies by required due dates.
16. Prepared 2 (two) "Closed" bids for Chemical, and Fuel.
17. Negotiated extensions on our IT maintenance and support agreement with On-Site Computers.
18. Provided Department Heads with copies of their respective budget expense reports throughout the year, at the end of each month and weekly during the month of June.
19. Provided Mayor and Commissioners and the public with financial information at monthly Town meetings.
20. Participated in 501c grant committee to review 501c grants submitted.
21. Prepared quarterly Local Impact reports and submitted to the County and LDC.
22. Prepared multiple Budget Ordinance Amendments to amend appropriations in the budgets for FY22 and FY23.
23. Prepared SAPP grant application for FY24 and prepared the required verification for figures reported on our FY22 grant.
24. Structured several lease purchases of vehicles through Enterprise Fleet Management as a method to preserve the Town's cash flow.
25. Arranged for surplus vehicles to be disposed through the Enterprise Fleet auction process, which netted the Town a higher sales price than other avenues previously used.

Finance Department Goals for 2023:

- Preparation of FY 2024 Budget to be adopted in May 2023.
- Continue to write a policy for a Record Retention Policy and get adopted by resolution.
- Submit Record Retention plan to MD Archives for Approval.
- Implement approved Record Retention Policy.
- Implement electronic record storage system. Finance first, then Administration.
- FY 2023 Audit. To be completed by November 2023.
- Review Investment Policy and propose updates, if needed.
- Improve and refine the recurring bids performed annually by the Finance Dept. and look for ways to coordinate bidding with other agencies.
- Set up Finance procedures for projects, including grants.
- Implement use of the Capital Projects Fund through preparation of a separate budget for the Fund by reallocation of General Funds already approved. This would also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing the reallocation.
- Increase the use of the Town's "cash back" credit card by establishing credit accounts with more of the Town's current vendors.
- Work with the Police Department of establish the best method of disposing of old furniture and equipment.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

The Town of Perryville continuously works at refining and improving its financial process and procedures. In recent years it has formalized its Purchasing Policy, adopted a Fund Balance Policy, adopted a Surplus Property Policy, and prepared a Payroll Processing SOP. As you can see above, more Financial Policies are planned for 2023.

Planning & Zoning Department

Planning & Zoning Director:

Ms. Dianna Battaglia

Planning & Zoning Coordinator:

Ms. Amanda Paoletti

Community Development/Code Enforcement Coordinator:

Mr. Charles Hicks

Community Events Coordinator:

Ms. Alisha Garlie

Rodgers Tavern Museum Director:

Ms. Jennifer Pitts

2022 was a busy and challenging year for everyone.

Development projects are progressing throughout Town. Great Wolf Lodge continued construction with a Topping Off ceremony held in July to celebrate completion of the structural integrity of the new resort. Chesapeake Overlook submitted plans for a Wawa as part of the development project. 5th Company Brewing opened in August and is located with a water view directly adjacent to Lower Ferry Park. Along with their craft brews they offer mixed drinks, full

restaurant, live entertainment and varied events. The waterfront restaurant, Captain Lee's, remains an active project, continuing their project development and finalizing their plans. Façade improvements were started on the laundromat on US40. Residents continue to improve their homes, adding solar, additions, and other improvements to increase the value of their homes. Approximately 100 Zoning Certificates were issued in 2022.

The Snackle-Box operates seasonally, May to October, at the Boat Ramp and is now able to issue fishing permits along with hot dogs, drinks, snacks, tackle, and other boating related necessities. In addition to a wide range of amenities offered at Town Community Park, including playground, tennis courts, baseball fields, basketball courts, fishing pier, and kayak launch, we've added pickle ball and kayak rentals by Fin Outdoor Recreation LLC. Don't forget, pavilions are available at the park to rent!

Code Enforcement continues to keep a watchful eye on properties in Town to ensure they meet the expectations of our residents. Efforts to build relationships with residents have been extremely successful and more of our residents are being educated about Town Codes. Our Code Enforcement Officers continue to work with the Perryville Police Department, Department of Public Works, and our community to ensure that Perryville remains "A Great Place to Call Home."

We reintroduced the community events calendar after the Covid slow-downs and added another member to our team. Alisha Garlie joined the Town as the Event Coordinator and brings enthusiasm and a new perspective with community events. We celebrated the Town's first ever Easter Egg Hunt and Third Friday Cruisers continued to bring an assortment of vehicles and their drivers to Lower Ferry Park throughout the summer. The Halloween Boo Bash and Christmas in the Park were a massive success, accented with entertainment, vendor participation and a 30-minute parade through town bringing Santa to Lower Ferry Park. Just a reminder that planning community events take a lot of time and a lot of people-power, so if interested in helping with these events, please contact us to volunteer. We'd love to have you as part of our amazing team!

We look forward as the Perryville community continues to thrive as "A Great Place to Call Home."

Rodgers Tavern:

2022 was a busy year for the Rodgers Tavern Museum. Behind the scenes a completely new brochure provides an engaging and concise overview of the importance of Rodgers Tavern while emphasizing the museum's mission. Expanded museum hours during the Spring, Summer, and Fall (March to November) on Fridays and Saturdays from 10:30am to 5:30pm give museum goers more opportunities to visit. A grant from the Lower Susquehanna Heritage Greenway and the Washington-Rochambeau Revolutionary Route Association funded a research project to document the Revolutionary War activities of Col. John Rodgers with emphasis on the role he and the Susquehanna Lower Ferry played during the pivotal March to Yorktown in 1781 by American and French troops.

The Spring Lecture Series was held virtually this year as a COVID-19 precaution. Doing so enabled the museum to reach a much larger audience than as a strictly in-person event, helping to raise public awareness about the Museum and meet its purpose as an educational institution.

Tap Into the Tavern, our signature fundraising event held on August 27th included a larger Silent Auction, outdoor Museum Gift Shop, and tours of the Museum. The wineries, breweries, and food vendors who attended were kept busy from event start to finish while attendees enjoyed great musical entertainment by Mad Decent.

None of this would have happened without the generous support of the Town, their employees, museum volunteers, local businesses, and residents. More is to come in 2023!



Police Department

2022 Police Department Roster

Chief of Police: Robert S. Nitz
Administrative Assistant: Kimberly Severson
Lieutenant: Michael Reno
Sergeant: Dale Hoffman
Sergeant: Gerard Morgan II
Detective: Anthony Lenzi
Detective: John Peer
Officer: Thomas Pierson

Officer: Richard Huffstutler
Officer: David Leas
Officer: Robert Kennedy
Officer: Themis Speis
Officer: Michael Palmer
Crossing Guard: Ms. Nadine Thomas
Crossing Guard: Mr. Charles Thomas

2022 Police Department Annual Report

The Perryville Police Department is a full-service police department that provides 24/7 professional policing services to the citizens within the Town of Perryville.

The agency continued to grow in the area of professional development by ensuring all supervisors receive the same set of guiding principles as it relates to Command and Leadership. Additionally, line personnel sought out and attended various training sessions and seminars for continuing education in the area of enhanced investigative procedures, training/education, and child safety seat installation.

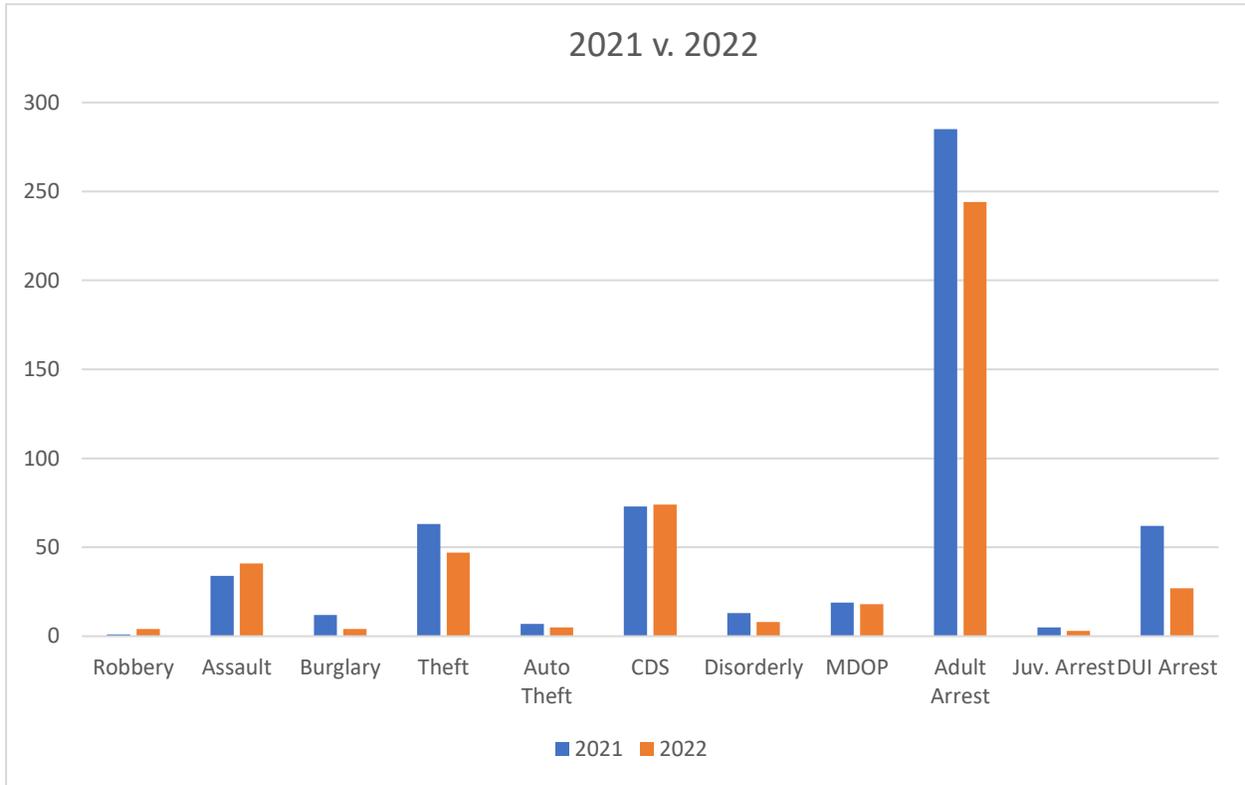
The department refocused its mission around traffic safety and enforcement by implementing an Automated Speed Enforcement program along Aiken Avenue as well as designating Aiken Avenue a weight restricted road.

As with every profession, change is necessary to meet the demands of society. During a period when police accountability is at the forefront, the Perryville Police Department, in partnership with the OP, continued to build and strengthen its



community relationships with community-based programs such as National Night Out, Coffee with a Cop and Cookout with Cops. To this end, the men and women of the Perryville Police Department are committed to providing constitutionally sound policing services and treating all members of the public with respect as well as dignity.

PERRYVILLE POLICE DEPARTMENT STATS 2021-2022



Ofc. Palmer at Perryville Elementary School Wheels Day 2022



Perryville Police Department Outreach Program

Director: Ms. Danielle Hemling
Outreach Case Worker: Ms. Carrie Taylor
Activities Coordinator: Mr. Justin Wilson
Grant Funded Officer Liaison: Maurice McCargo

The Outreach Program is located at 418 Elm St. in Perryville. It is a preventative program that targets youth ages 8 to 18. The program helps to motivate all youth to develop and achieve their goals to become productive citizens. The Outreach Program is funded through a combination of grants from the Governor's Office of Crime Control and Prevention, Cecil County VLT grants, Office of Juvenile Justice and Delinquency Prevention, Friends of the Perryville Outreach Program 501C3, and Town of Perryville General Fund revenues.

Outreach Program participants learn valuable life skills, plant a community garden, participate in community service projects, help with food drives, and receive free homework help. Children at the program receive food free of charge Monday through Friday.

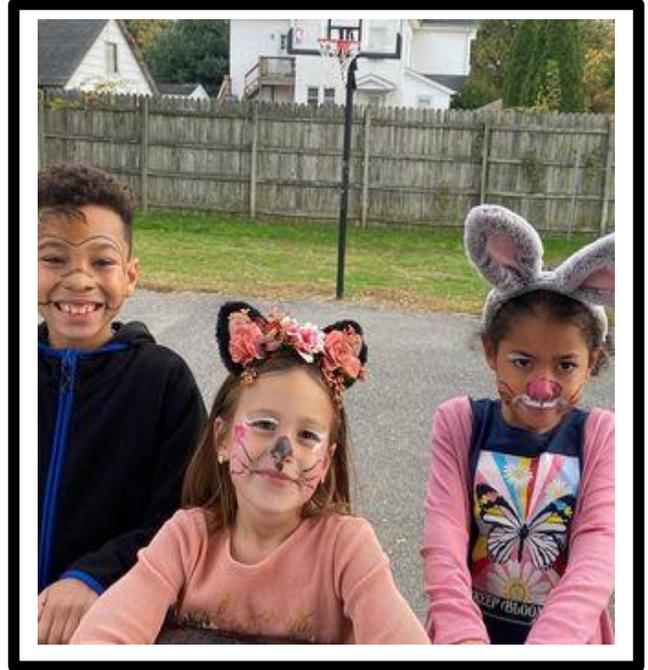
Outreach was able to continue our normally scheduled programming this year and more! As always, a big focus of our program is positive interaction with our police department. Thanks to our Chief Robert Nitz and his officers we now have regular police presence at the program. Thanks to the GOCCP and OJJDP and County VLT program we have a Police Officer Liaison Position. This grant funded position allows an officer liaison to be stationed at Outreach 20 hours per week. Police officers participate in many of our activities throughout the year as well. Children who complete community service projects and life skill classes are eligible to participate in a variety of field trips such as 4H Camp, Hershey Park, and Main Event Trips. This year we added a Chiefs Community Cook out to our list of events. This Free event was held at the end of National Police Week and Celebrated our community and department. We also held Our National Night Out event in October and this was an enormous success with multiple police and fire agencies in attendance. This event was held free of charge and thanks to Wild Cat Point and other donations the event was able to be held with minimal town funds. We started a 501C3 non-profit program to supplement our funding needs called the Friends of The Perryville Outreach Program. With the help of Great Wolf Lodge and Turner Construction along with the Cecil County Public Schools we were able to provide over 260 children with Christmas presents in 2022. We also were able to raise funds for our current program activities as well as for next Christmas. We have received grants from the OJJDP and County VLT to provide our Outreach Police Officer Liaison Position.

During 2022 Outreach continued to increase it partnerships with many local non-profits and companies. We now receive donations from Turner Construction and Great Wolf Lodge. We strengthened our partnership with Cecil County Public Schools and our local churches.

PPD Outreach



More PPD Outreach



Public Works & Parks

Superintendent:	Mr. Aaron Ashford	Crewperson:	Mr. Sean Gurney
Asst. Superintendent:	Mr. Phillip Meekins	Crewperson:	Mr. Richard Singleton
Crewperson:	Mr. Jared Armington	Parks Crewperson:	Ms. Morgan Eisner
Crewperson:	Mr. Jared Burns	Parks Crewperson:	Mr. Charles Gardner
Crewperson:	Mr. Thomas Chapman	Parks Crewperson:	Mr. Paul Frazier
Crewperson:	Mr. Brian Baldwin		

The Department of Public Works (DPW) has many and varied responsibilities in the Town of Perryville. It is the department that has the most amount of interaction with the residents of the Town. However, it is also the department that gets the least amount of recognition for the good things it does, which stems from that fact that DPW's work is often as a support role. DPW is responsible for roads and streets work (including clearing / salting during weather events), maintenance of town-owned buildings and equipment, maintenance of the town water distribution system (water lines and water storage tanks), maintenance of the town sewer collection system (sewer lines and pumping stations), and maintenance of town-owned vehicles (including Police cars) and town parks. Because the list of work DPW has done over the course of the year is exhaustive, below is a listing of some notable work that was completed during 2022, as follows:

PUBLIC WORKS:

Projects/Other Events:

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

Water/Sewer/Stormwater:

- Staff is performing data logs, rereads and checking for leaks for residents after meter readings.
- A contractor has re-lined the wastewater main on Front Street.
- Asst. Superintendent attended a meeting with the sanitary sewer line contractor (monthly basis) in regard 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 parade during the Town's Annual Christmas Tree Lighting.

Weather Related Events:

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

Vehicle/Equipment Maintenance:

- DPW has serviced and made needed repairs to wintertime equipment such as salt spreaders, plows, snow blowers, etc. (these repairs/maintenances continue throughout the winter months)
- Some of the solar streetlights 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.

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.

Daily Events: (Both Departments)

- Wastewater -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 wastewater 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 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.

Public Works Pictures



Above: A broken sewer lateral that DPW was getting ready to repair.

Right: Scott Tarbert getting ready to finish up a water service repair.



Public Works Pictures



The mini excavator removing a section of sidewalk to prepare for a water repair.

Perryville Community
Park



Lower Ferry Pier

Water and Wastewater Utilities

Water and Wastewater Superintendent:	Mr. Jeffrey Morton
Wastewater Plant Operator:	Mr. Shawn Patchell
Wastewater Plant Operator:	Mr. Scott Tarbert
Wastewater Plant Operator:	Ms. Cassandra Pace
Wastewater Operator Trainee:	Mrs. Janni Britto
Lead Water Plant Operator:	Mr. Larry Frazier
Water Plant Operator:	Mr. Justin Fain
Water Plant Operator:	Mr. Corey Burns

Wastewater:

Average monthly flow = **20.3** million gallons per month

Wastewater treatment plant treated a total of **244.1** million gallons during 2022, of that total **83.8** million gallons came from the VA

Major activities of the wastewater department during 2022 are as follows:

Finished designing and bid process for the construction of the new denitrification filters. Contract was awarded to Wickersham.

Met MDE criteria to receive the \$60,000 ENR grant for the removal of total nitrogen and total phosphorous of the facilities effluent discharge.

Water:

Water plant produced approximately **10.3** million gallons per month

Water treatment plant treated a total of **123.1** million gallons during 2022

Major activities of the water department during 2022 are as follows:

Have begun engineering the Water Treatment Plant filter upgrade which will add two new filter trains, increasing our water output.

Completed and distributed Annual Consumer Confidence Report

Plant was in full compliance with all regulatory monitoring requirements for the year

Volunteer Thank You

The Annual Report would not be complete without thanking all the people that have volunteered their time and talents to the Town of Perryville. In addition to the Mayor and Commissioners' volunteer service to the Town, Perryville has several boards and commissions that are made up of volunteers, including the Ethics Commission, Planning Commission, Board of Appeals, and Events Committee. Volunteers supported such events as River Sweep, Fishing with the Fuzz and the annual Boo Bash Halloween Party, Tap in Tavern, and Christmas Parade. We appreciate all that you have done to help in any capacity, whether planning or carrying out events, conducting riverside cleanup, serving on a committee or commission, or any other volunteer work that you have done, your work is appreciated. To continue offering special events and projects, we always need help. Whether you enjoy working behind the scenes or dealing with the public, whether your passion is protecting the environment, whatever your interest or experience, it's likely we have something for you to do. **If you are interested in volunteering, please contact Town Hall at 410-642-6066 and provide your name and contact information.**



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