

Staff Reports from Town Meetings

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Town Administrator's Report April 2, 2024

Meetings

- Attended the Conowingo Dam Debris Update Meeting on March 28th.
- Attended the Cecil County Emergency Services monthly meeting on March 20th.
- Attended WWTP ENR monthly progress meeting on March 25th.
- Met with AECOM regarding the change order for the slide gates and actuators WTP expansion project.
- Met with Fred Sussman about the Frenchtown Crossing Sidewalk survey and conclusions.
- Conducted the Staff Leadership meeting on March 14th.
- Attended the Rt. 222 Sidewalk Project monthly progress report on March 6th.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on March 14th.
- Attended Help USA-Perry Point Housing Monthly Progress meeting.
- Met with Ellie Jones, Website Consultant regarding the Town's website upgrades and administrative duties.
- Met with Tami Wadkins, Comcast, regarding a non-exclusive Franchise Agreement with Comcast Cable.
- Met with Steve Berry, President, Trash Tech to discuss the logistics of providing totes to town residents.
- Met with Brigitte Carty, LSHG Executive Director, to discuss possible funding through DNR's Bicycle and Trail Grant for the completion of the LSHG trail leading to the Community Park.
- Met with Ron Scheller, Fay S&B USA Construction, about the 1866 Bridge pier removal and possible repurposing the stones of the piers.
- Attended the Water & Wastewater Cyber Threat Briefing by EPA on February 27th.
- Met with GMB representatives regarding the WWTP ENR Project foundation shoring issues. Also, provided a second official response to the General Contractor regarding the Town's position on the issue.
- Attended eMMA training to better utilize the state's bidding process.
- Met with MDE about the possibility of funding for Phase II of the WWTP ENR project which would include the construction of an Equalization Tank.
- Attended the WWTP LED lighting upgrade on March 26th.

Organization

- The 2023 Annual Report is completed and is available on the town's website.
- I participated in the Cecil Leadership Town Administrator Forum at Cecil College on March 13th.

- Attended the Perryville Volunteer Fire Department's Annual Banquet on March 23rd.
- Bids for the RFP for East Side Collection Sewer Flow Study were accepted on March 4th. A Contractor/Engineering Firm was selected on March 12th.
- Applied for the Senator Van Hollen & Cardin Congressional Direct Spending Grant for the unfinished LSHG Trail.
- Met with Heather Johnson, Underwood and Associates regarding completing the Ice House Park DNR Grant Report.

Daily Work Update

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

Projects

- To date R.E. Pierson has completed 98% of the Sanitary Sewer Improvement Project. Pump Station 1, work is complete and on line. Pump Station 2, work is complete and on line. Pump Station 4's Control Panel and all associated piping and electrical work has been completed. A test of the pump station revealed the automatic emergency switch over to the generator is not working properly. Until the situation can be resolved the station will continue to operate on the bypass pumps. Attended the PS4 Final Start Up and orientation on March 27th.
- Water Treatment Plant Expansion: Contractor M2, from Lancaster PA, won the bid and a Notice of Award was presented on November 24th. The official documentation was signed on December 1st. Notice to Proceed was sent on December 15th. Pre-Construction meeting was held on January 11, 2024. A new construction schedule was provided with the work broken into two large mobilizations. Phase 1 from June 3, 2024, to September 9, 2024, for work that is not delayed by equipment delivery dates. Phase 2 from February 5, 2025, to April 7, 2025, is work associated with equipment for which M2 does not yet have delivery date. The final project completion date is tentatively scheduled for April 2025.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. The contractor has begun to install the steel columns of the building. However, due to the rock of an old river bed, the contractor is having a difficult time installing the steel columns. The project is currently in a holding due to the excavation and shoring of the walls of the building. Our engineering firm GMB may provide a different shoring method. GMB is requesting from Wickersham reclaimed schedule. Substantial completion is set for September

2024. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost.

- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on September 19th. The project is currently being engineered. The anticipated bidding timeframe is January 2025.
- Water Distribution Study: AECOM is evaluating the WTP and distribution system. AECOM outlined additional tasks to the Board at the February Work Session. The construction of two valves will be installed on the Turnpike Drive water line this spring.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. Also, the Town must relocate the two fire hydrants located near the construction site. This will include locating and installing water shut off valves to the hydrants. An MOU between the Town and SHA will allow for the fire hydrant relocation as part of the SHA bid. The MOU was presented to the Mayor and Commissioners at the June 20th Work Session and approved at the July 6th Town Meeting. Final Plans Review was held on October 31, 2023. A fire hydrant MOU was agreed upon at the February 6th Town Meeting. The Project is scheduled to begin in May 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project: As part of the design phase, the property was surveyed. The design phase for the project continues. The Town was awarded the DNR's Gateway Grant for \$75,000 which will assist in the funding of the design phase of the project. The DNR Project Kickoff took place on November 8, 2023. Surveying of the river floor for depth was performed on January 26th. A review of the BGE electric transmission easements are being reviewed to understand the allowable use within the right of way.
- Compensation, Salary, and Job Description Study: Kick off meeting was held on November 28, 2023. A follow-up meeting with a draft report was presented on February 12th. Completion of the study is approximately April 2024.
- Sanitary Sewer Capacity/Flow Study for the East Side Collection Area: KCI Technology was awarded the contract. The Project Kickoff Meeting was held on March 19th. Flow Meters will be installed beginning on April 2nd to the pre-determined sewer main hole locations. Sewer flows will be monitored for eight weeks.

Assistant Town Administrator Report for the April 2, 2024 Town Meeting

EMPLOYMENT

We are still looking for a crossing guard and DPW crewman.

MISCELLANEOUS

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

Working on Compensation Study.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 7 deeds, 5 dump trailer rentals, 30 heavy trash calls, 17 yard waste calls and 21 park pavilion rentals, 58 in-state boat stickers and 17 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

182 door hangers on 3/14.
19 shut offs on 3/19
3 Data logs have been completed
6 payment plans
24 new meters installed
0 Bulk Water Purchase
3 Settlement Charges
1 Hawker Peddlers

MEETINGS

March 13, 2024 – Safety Meeting

March 19, 2024 – Meeting with Debbie and Jeff.

**Treasurer's Report
Town of Perryville, Maryland
April 2, 2024**

Projects:

- **FY 24- Financial Statements**

- We continue to work on keeping all financials current while monitoring potential budget shortfalls.

- **Budget**

- Finance held six Budget Meetings during this season. Using our recently purchased software, "Water Worth" we were able to present multiple scenarios of our potential financial position for the next several years. As inflation continued to adversely affect the Town's reserves, multiple revenue options to replace them were assessed.
- The Board increased personal property tax rates but retained the same rate for the Town's real estate tax rate.
- The Board reviewed all department head budget requests. Certain items were placed on a revisit list to be considered at the end of the budget cycle. All revisit items remained in the budget.
- Department Heads had also provided Finance with a list of Potential Budget Items. These were items the departments would like to have but were not essential for the Fiscal Year 2025. Many of these items were approved in the final session.
- Final Budget will shown surpluses in all funds.

- **Audit**

- Received the final copy of the FY23 audit report. Their opinion is an unmodified one with no recommendations for our internal controls.
- Final adjusting journal entries were made to bring Perryville's financials to agreement with the auditors.
- Copies of the report went to all the required government agencies.

- **Retention Plan-No Change**

- Verified with Maryland Archives that the Town of Perryville had no retention schedules on file.
- Prepared retention schedules by department. Within that department individual schedules were prepared outlining the criteria for retention for every major filing record.

**Treasurer's Report
Town of Perryville, Maryland**

April 2, 2024

- Preliminary schedules were sent to each department head to review and verify.
- Schedules were sent to Maryland Archives who reviewed the plans and sent back changes they felt were necessary.
- Corrections have been made.
- Corrected schedules were sent back for final approval.

- **Town owned Property**

- While gathering information for the study that is being done for Greenhouse Emissions, it was discovered that multiple pieces of Town owned property are listed under different addresses by Delmarva, Cecil County maps (GIS) and Maryland Department of Assessments. Further research was done comparing copies of deeds, records of GIS and Department of Assessments and Delmarva bills. We will be notifying the applicable parties to make adjustments on their records so all entities are in agreement.

Current/Future Projects

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

February, 2024 Statistics:

- 202 purchase orders were processed, totaling \$2,188,695.61.
- 56 A/R invoices totaling \$26,540.04,
- 98 A/P checks disbursed totaling \$577,603.04.
- Local Impact Funds - Life to date (Sept 2010 to Nov 2023) slot revenue received \$19,375,738.27. Total received to date for FY 24 is \$617,263.32. We received funds for August-November as a lump sum.

Planning & Zoning Department

March – April 2, 2024 Town Meeting

Development/Projects - Active:

- **Chesapeake Overlook Lot 5:** Property owner continues to actively market the site; road; grading, storm water management facilities and infrastructure to prep location as 'pad ready' for development. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive, with construction planned for late summer/early fall. Site construction continues. CURRENT STATUS: Infrastructure in place for future connections; roundabout construction to occur early 2024.
- **Chesapeake Overlook Parkway – Roundabout:** Construction to begin March 4th with completion estimated to end in June.
- **Captain Lee's (31 River Road):** Redevelopment to include public marina, restaurant and bar; MDE permit approval for replacement of bulkhead approximately 415 feet in length. Final Site Plan was approved with conditions by the Planning Commission 3/20/23. Board of Appeals approved operating hours 4/24/23: open no earlier than 10:00 a.m. Saturday and Sunday, no earlier than 11:00 a.m. Mon-Fri; close no later than 12:00 a.m. and live entertainment shall end no later than 9:00 p.m. seven days a week; restaurant kitchen close at 11:00 p.m. CURRENT STATUS: Property owner continues to finalize approval requirements; fee-in-lieu payment due; CAC requires Fee-In-Lieu Modification Agreement finalized before issuing compliance. Zoning Certificate was approved and a building permit was issued by Cecil County on January 26, 2024.
- **Owens Marina (12 River Road):** Redevelopment of the supply and maintenance building pending. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending. MDE Permit issued June 13, 2023, to reconfigure existing marina with pier extension, 13-36'x5' finger piers, 23 boatlifts with piles, 11 mooring piles. CURRENT STATUS: No update.
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. Proposed road improvements and traffic flow was discussed with possible solutions; additional information requested for consideration and further discussion. Meeting held on site with MDOT for clarification of proposed improvements. Engineer has submitted Concept Stormwater Management and Erosion and Sediment Control Plans, Road Improvements and Site Entrance to Cecil County for review and comment. CURRENT STATUS: Preliminary Subdivision Plat has been submitted for review by the Planning Commission.
- **Richmond Hills at Charles Street:** The proposed 22 single family dwellings has been approved by the Planning Commission; Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed and approved. Subdivision Plat has been approved with Final Site Plan/Plat discussed and approved by the Planning Commission August 21st pending all conditions are met. CURRENT STATUS: Developer working on all required submittals and final documents; PWA and Landscape Agreement prepared by legal and forwarded to developer for review.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations; plans reviewed. Final Site Plan approved. Landscape Agreement with surety has been finalized. Zoning Certificate and building permit issued. CURRENT STATUS: Construction start pending.

Development/Projects – Inactive:

- **Woodlands:** Property owner continues to search for prospects for development of the site; installation of water and sewer infrastructure required. CURRENT STATUS: Owner has indicated interest by a developer; flow study required to determine capacity of pipeline.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Demolition of unsafe and unsecured buildings complete. CURRENT STATUS: No update.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	10	7	5	6									
<i>Violation Letters</i>	0	2	2	1									
<i>Citations</i>	0	0	0										
<i>Rental Licenses Issued</i>	82	12	2										
<i>Other</i>	Complaint Forms – 2 Complaint Website – 0 Phone – 3 Email – 0												

Planning Commission: Meeting held March 18, 2024: introduction of new members Holly Merchant and Benjamin Peddicord; reviewed proposed amendments to the Zoning Ordinance regarding landscaping security and cannabis uses and recommended approval to the Mayor and Commissioners.

Board of Appeals: Hearing is scheduled for April 1, 2024 at 7pm.

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

Grants:

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

Economic & Community Development:

- Congratulations!!!! It has been announced that Great Wolf Lodge is the 2024 MEDA Small Community Economic Development Project Winner by MEDA, Maryland Economic Development Association! The project was nominated by the Cecil County Office of Economic Development. Great Wolf Lodge has opened career opportunities not previously available to some underserved sectors and has increased tourism and attraction numbers in the area.
- Provided local businesses with Route 40 Revitalization Grant Program (NOFO) and Cecil County Grant Program Application – Funding provided through Cecil County (VLT) – Matching grant up to \$25,000 for a project cost of \$50,000. Applications for this competitive grant will be accepted on a rolling basis starting Jan 1, 2024.

- Updated local businesses about the Maryland Manufacturing 4.0 Program. The program provides grants to small and mid-sized Maryland manufacturers to invest in Industry 4.0 technologies. Information provided by Maryland Department of Commerce.
- Updated local businesses about Resources through the Maryland Department of Commerce, Patagonia Corporate Program, WomensNet's Grants, National Association for Self-Employed Growth Grant, Venmo Small Business Grant, etc.
- Community Giveaway – Each Saturday 12pm to 2pm at 304 Aiken Ave – the Lion of Judah Bible Café and Charity Crossing – new clothing, hygiene products, toys, household items, etc.
- The Town has initiated a Hometown Heroes Banner Program to honor our heroes of Perryville. The program is open to all veterans: past, present, and future. See attached flyer for information.

Community Events:

- The Town is always in great need of volunteers for events. Please contact Ashley ahennessy@perryvillemd.org for more information.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Ashley at ahennessy@perryvillemd.org.
- Stay up to date with events on our Facebook Page @Perryville, Maryland and our website www.perryvillemd.org
- Easter Egg Hunt March 29th included 3,000 eggs scattered throughout Lower Ferry park and free photos with the Easter Bunny.
- Upcoming events: 1st Saturday's Farm & Craft Market May-October 2pm-5pm with about 20 vendors committed for the full season, including fresh bread, fresh eggs, grassfed beef, honey, spices, candles, crafts and so much more! 3rd Friday Cruisers May-October 4pm-7pm. Family Camp Out May 10-11th at Perryville Community Park. Looking for volunteers to host any activities or demonstrations during the event.

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

Rodgers Tavern Museum:

- Museum is open on Saturdays, 12:00 - 4:00 p.m.
- Beginning March 25th the museum will be open both Friday and Saturday 10:30 a.m. to 5:30 p.m.
- Speaker Series:
 - ❖ March 9th – Dr. Robert Selig spoke about the activities of John Rodgers during the War of Independence and the recently uncovered evidence of John Rodgers as Colonel by Jennifer Pitts.
 - ❖ April 13th - Maryland's only river turtle, the Northern Map Turtle, is a Maryland Endangered Species found in the Susquehanna River and its immediate tributaries. Discover the threats they face and efforts to conserve these fascinating turtles, including the population in Perryville.
 - ❖ May 11th - Maryland was the starting point of many unsung heroes of the Underground Railroad. Join historian Jenny Masur as she offers how-to advice about researching these "unknown" heroes and sharing their stories with the general public.

For more information and to register for the speaking events please visit the museum's website:
www.rodgerstavern.com.



Perryville Hometown Heroes Banner Program

Honoring Our Heroes in the United States Armed Forces

We are proud to initiate a Hometown Heroes Banner Program to honor our heroes of Perryville. The program is open to all Veterans, past, present, and future.

What We Need:

- A high-resolution photograph copy of the honored veteran in military uniform. Digital photos will also be accepted.
- Proof of Honorable Discharge/Active Service.
- Signed photo release acknowledgement.
- Program is grant funded for 2024.
- Donations are not mandatory but highly appreciated.

YOUR TOWN NAME
HOMETOWN HERO



PVT DONALD W. THOMAS
United States Army
W.W.II

Thank You for Your Service



Please submit your application and photograph to Town Hall
515 Broad St. by June 30th, 2024 or Email ahennessy@perryvillemd.org



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 March 2024

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- State grant submissions.
- Preparing for upcoming budget process
- Working on policy related to CISM/EAP for employees involved in traumatic incidents.

MONTHLY MEETINGS/TRAINING

- Attended the Police Executive Research Forum (PERF) summit for Police Accountability (3/7/2024)
- Reviewed timesheets (3/11/2024)
- Attended the town safety meeting (3/13/2024)
- Lt. Reno attended the monthly SRO meeting (3/18/2024)
- Attended the HERC/LEPC meeting (3/20/2024)
- Attended the Chief's meeting (3/20/2024)
- Detectives Lenzi/Peer attended the weekly Criminal Intelligence meeting (multiple days)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Phone calls with Commissioner Linkey (multiple days)
- Met with Town Administrator George Patchell (multiple days)
- Patrol coverage for several days (multiple days)
- Met with a resident of Fairgreen Senior Housing (3/5/2024)
- Attended the Outreach spaghetti dinner (3/15/2024)
- Worked on finalizing GOCCP grant (3/19/2024)
- Attended a session of Circuit Court (3/21/2024)
- Attended the MML Police Executive Association board meeting (3/21/2024)
- Worked on an intel brief for a subject making threatening phone calls to Delaware National Guard possibly experiencing a mental health crisis. (3/22/2024)
- Attended the Perryville Fire Company Annual Banquet (3/23/2024)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 31 citations and 53 warnings for various traffic infractions along with 6 town parking citations. A total of 9 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 2 DUI arrests, with a total of 20 criminal arrests, prepared 46 reports, along with responding to 552 calls for service.

Additionally, approximately 210 speed camera citations were issued along Aiken Avenue during the month of March.

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF March:
49 (as of 3/27/2024).

Perryville Police Department Monthly Police Report
March, 2024

	January	February	March	Year to Date 2024		
ROBBERY	0	0	1	1		
ASSAULT	3	2	4	9		
BURGLARY	0	0	1	1		
THEFT	5	7	8	20		
Auto Theft	2	0	0	2		
CDS	4	1	0	5		
DISORDERLY	1	0	3	4		
MDOP	0	1	2	3		
ADULT ARREST	20	14	20	54		
JUVENILE ARREST	0	3	3	3		
Referrals to Outreach	0	0	0	0		
CITATIONS	25	41	31	97		
WARNINGS	50	76	53	179		
SEROS	5	2	0	7		
IN-TOWN CITATIONS	15	9	6	30		
ACCIDENTS	8	7	11	26		
52 (Investigated)	1	3	5	9		
89 (no Investigation)	7	4	6	17		
DRIVING UNDER THE INFLUENCE	2	1	2	3		
SPEED CAMERA CITATIONS	295	234	210	739		
CALLS FOR SERVICE	389	440	552	1,433		

March 26, 2024

Perryville Police Department

Outreach Program

Town Report

March 2024

Overall Monthly Attendance: 201

Number of New Referrals: 0

Number of New Members: 2

Total number of donated meals provided: 190

Announcements

This month we focused on fundraising. The library came to OP for interactive games and activities. This month community member Shirley Marsh volunteered her time again! She donated a pizza party! Life skills consisted of communication. Community Service consisted of spaghetti dinner. March 15th, we held a combined spaghetti dinner fundraiser with Principio Furnace Methodist Church. Members volunteered their time to help with the event, we raised \$1400 dollars between auction items and donations to the program. 100 people attended the event. It is grant report time at OP. Our department shows 81.5 percent positive police attitude from our youth members! St Marks Church donated an Easter dinner for one of our needy families. We also gave out extra donated hams while supplies lasted.

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

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

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
 - Submitted 2023 MDE annual report in October. MDE accepted submittal. No update on the status of the approval.
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
 - Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Dam Emergency Action Report has been updated and submitted.
 - MDE scheduled inspection of the dam went as planned. MDE submitted inspection report with findings to Perryville stating that additional work will be required for the dam. Engineering reports and extensive tree and shrub removal was stated by MDE. The Town met with MDE, it was determined that the Town must perform a Dam Breach Study and once and for all permanently breach the dam to avoid future MDE hassles. The existing 4 inch orifice in the dam does not count as a dam breach, only a drain. The Dam Breach Study could be expensive. Acquiring a proposal from T&M Associates for a dam breach study.
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
 - May have to resolve some inspection issues with the county with a few LL SWM ponds.
- Otsego Street
 - Completed a preliminary cost estimate for Otsego Street improvements from MD 222 to Roundhouse Drive. The project includes complete roadway, curb & sidewalk reconstruction.
 - FWA survey project is now complete. Engineering work is now beginning for Otsego Street. Construction plan submittal to Cecil County eminent.
 - It was determined to construct Upright Curb without Sidewalk along southern Otsego along roadside ditch between Harford Street and RR tracks.
 - Using Rolled Curb and Sidewalk along both sides of Otsego from Susquehanna to Front Street.

- Using Upright Curb with no sidewalk along southern Otsego from Police Station to Aiken Avenue.
- Chesapeake Overlook Lot 5 Construction Inspection
 - Water and Sewer Complete.
- MD 222 Sidewalk Construction
 - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
 - Attending semi-regular meetings with SHA and other government agencies associated with the project. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners.
 - Making Town comments on construction plans.
 - Submitted construction plans and estimate with specs to SHA using the hydrant information provided by Lecco and McGuirk Construction. The re-located hydrants still need to be stipulated in the project contract documents generated by SHA and MOU documents, currently being reviewed by Town Attorney.
- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. McGuirk Construction has completed the first phase for approximately \$17,066. The remaining project will be done in phases.
- 423 Otsego Street – Lots 2 & 3
 - Made preliminary review of property located at 423 Otsego Street regarding sub-dividing.
- 50 Mill Creek Road - Annexation
 - Making preliminary comments on the issues regarding the annexation of 50 Mill Creek Road into the Town of Perryville.

DPW Report – March 2024

PUBLIC WORKS:

Projects/Other Events:

- The Sanitary Sewer Improvement Project is still ongoing. PS4 is currently operating on the new pumps. The project is almost complete. A final punch list is being created so that the remaining items can be addressed. (As of 3/27 the station is operating under normal conditions, waiting final inspection from AECOM)
- Christmas Decorations along Broad Street and Aiken Avenue that were illuminated through March as part of the “Winter Lights, Cecil Nights” event have been removed and stored.
- Superintendent attended the annual budget review meeting on 3/14.
- Supervisors attended a kickoff meeting for the Lead Line Survey that will be taking place.
- Superintendent attended a meeting for the East Side Sanitary Sewer Capacity Study.

Paving/Sidewalk Repairs:

- Curve Signs were placed on each side of the Frenchtown Underpass.
- An approved handicap parking sign was placed on McLhinney Street.

Water/Sewer/Stormwater:

- DPW is continuing to update/replace antiquated meters throughout Town.
- Staff continue to perform data logs, rereads and checking for leaks for residents.
- Employees placed door hangers for final notification of water bills.
- Employees attended orientation for the PS4 Startup.
- DPW has been installing shut off valves for water services that a shut off valve can't be located. This assists with the meter change out as well as residents who may need water shut off in emergency situations.

Training:

- Employees have been taking online water/wastewater training.

Town Events:

- N/A.

Weather Related Events:

- N/A

Vehicle/Equipment Maintenance:

- N/A.

Other:

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

PARKS AND RECREATION:

Projects/Town Events:

- N/A.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Parks staff has performed spring maintenance on the mowing equipment and have begun mowing park properties for the upcoming spring and summer months.
- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.

- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

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

Rodgers Tavern/Lower Ferry Pier:

- N/A.

Daily Events: (Both Departments)

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

Monthly/Scheduled events: (Both Departments)

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

Water & Wastewater Treatment Plants

Monthly Operating Report

March, 2024

Wastewater:

Plant Influent Monthly Flow:	34.22 Million Gallons
Plant Effluent Monthly Flow:	31.17 Million Gallons
Veterans Center Monthly Flow:	9.33 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the months of February, 2024 and March, 2023 with the March lab results received to-date.

Activities:

1. Hill's Industrial has repaired the mixer motor and returned it. We reassembled the motor to the float, and Eagle Crane and D&P Electric came and reinstalled it in SBR# 2.
2. JJID has begun working on the piping from the EQ tanks to the filter building, but they have once again walked off the job. The Wickersham Supervisor has been temporarily pulled from the job.
3. We had an absurdly high Aluminum result come back from the lab, so we are doing additional testing to try and avoid a violation. If the average doesn't drop below 670 ug/l, we will have a violation for February.
4. A water pipe broke in the ceiling of the Admin building. The pipe has been repaired and the ceiling tiles have been replaced.
5. The igniter for the propane heat in the Admin building has gone bad. A new one has been installed by Aero Energy.
6. Ordered a new starter for the John Deere loader. Installed on 3/19/2024.
7. The linear actuator on SBR #1 decanter broke. Wickersham came and helped to replace it.
8. Marino's came and worked on several SCADA issues.
9. We had another overflow on 3/23/24 due to 2.5 inches of rain. It was reported to MDE.
10. Collected all monthly samples.
11. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

March, 2024

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Water:

Plant Raw Water Monthly Flow:	12.0 Million Gallons
Plant Finished Water Flow:	12.1 Million Gallons
Plant Backwash Water:	1.9 Million Gallons

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

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. A shelf holding two chemical pumps broke off the wall and broke a pipe on the Hypo tank causing a major leak. Staff drained the tank into empty barrels and repaired the shelf. We are now working on repairing the piping.
3. MDE came and did a follow up visit in regard to the Tier II and Tier III violations. They have since determined that we still have to send out the Tier III violation.
4. The turbidity meter chart recorder was recalibrated for the new charts and has since shown almost no spikes.
5. Ordered new safety PPE for the water plant staff.
6. All monthly samples were collected, as well as monthly housekeeping and scheduled preventative maintenance were performed.