



The Jewel of the Chesapeake Bay
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99
North Beach, MD 20714

410.257.9618 | 301.855.6681
www.northbeachmd.org

**TOWN COUNCIL MEETING
NORTH BEACH TOWN HALL
January 11, 2018
7:00 PM**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
 - a. Approval of the minutes from the December 14, 2017 Town Council meeting
- V. SCHEDULED APPOINTMENTS
 - a. Mr. Charles MacLeod – Interested applicant for the Town Attorney position
 - b. Mr. Todd Pounds – Interested applicant for the Town Attorney position
- VI. PUBLIC SAFETY REPORT
- VII. REPORTS
 - a. Treasurer
 - b. Public Works Supervisor
 - c. Town Engineer
 - d. Code Enforcement
 - e. Marketing
 - f. Circuit Rider
- VIII. PUBLIC COMMENT
- IX. BUSINESS ITEMS
 - a) Change order approval for Environmental Concerns



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X. ORDINANCES AND RESOLUTIONS

XI. MAYOR AND COUNCIL REPORTS

XII. ADJOURNMENT

XIII. EXECUTIVE SESSION

- A) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; as authorized by the General Provisions Article of the Annotated Code of the Public General Law of Maryland, Section 3-305(b) (1)
- B) To consider the acquisition of real property for a public purpose and matters directly related thereto; as authorized by the General Provisions Article of the Annotated Code of the Public General Law of Maryland, Section 3-305(b) (3)

All agendas are subject to change up until the time of the meeting

- 1) Wednesday, January 24, 2018 – Economic Development Committee – 7 pm
- 2) Thursday, January 25, 2018 – Planning Commission Meeting – 7 pm
- 3) Thursday, February 1, 2018 – Work Session – 7 pm
- 4) Monday, February 5, 2018 – Special Events Meeting – 7 pm
- 5) Tuesday, February 6, 2018 – Environmental Committee Meeting – 7 pm
- 6) Thursday, February 7, 2018 – Town Council Meeting – 7:00 pm

Public Hearing on Ordinance 17-14: An Ordinance of the Mayor and Town Council of the Town of North Beach Amending Chapter 69 “Licensing” of the Code of the Town of North Beach to Repeal 69-12 “Fortunetelling” and Amending Chapter 11 “Zoning” to allow fortunetelling as a permitted use in the C-M and W-2 Zones and amending 117-33 “Definitions” to add a definition of fortunetelling.



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Minutes from the December 14, 2017
Town Council Meeting
7:00 pm

X _____ Mayor Frazer	X _____ Joanne Hunt	X _____ Rick Crump
X _____ Mr. Benton	X _____ Stacy Wilkerson	_____ Karen Ruff
X _____ Ms. Hagen	X _____ Donnie Bowen	X _____ Dawn Richardson
X _____ Mr. M. Hummel	X _____ Paul Woodburn	X _____ Corporal Thomas Phelps
X _____ Mr. R. Hummel	X _____ Paul Tronccone	
X _____ Ms. Schiada		

APPROVAL OF AGENDA AND MINUTES

MOTION made by Mickey Hummel to approve the agenda with one change: Resolution No: 17-11 is moved under scheduled appointments with Pastor Robert Hahn. Seconded by Jane Hagen. All in favor. **Motion carries.**

MOTION made by Gwen Schiada to approve the minutes from the November 9, 2017 Town Council meeting as submitted. Seconded by Mickey Hummel. **Motion carries.**

SCHEDULED APPOINTMENTS

- Fred Sussman, Attorney at Law submitted is resume' for consideration for the upcoming vacancy for the Town Attorney Position. Mr. Sussman gave a brief description of his job credentials to the Mayor and Council.
- Pastor Robert Hahn and former Mayor Bruce Wahl were in attendance requesting the support of The Town of North Beach for a grant opportunity End Hunger is applying for through the United States Department of Agriculture. The Town of North Beach prepared Resolution 17-11 in support of this grant application. MOTION made by Randy Hummel to pass this Resolution as presented. Seconded by Paul Tronccone. All in favor. Motion carries. Mayor Frazer read the Resolution for the audience and presented the Resolution to Pastor Hahn.
- Grace Mary Brady – Bayside History Museum Presentation – Grace Mary gave a presentation on the past, present and future of the museum. After her presentation Mayor Frazer presented Grace Mary with a key to the Town.

SHERIFF'S DEPARTMENT REPORT

In November 2017, the Sheriff's Department responded to 105 calls for service in North Beach. This is down from 149 calls in October 2017.



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TREASURER'S REPORT

Reporting Period: 10/1/2017 – 10/31/2017; Beginning Balance: \$358,540.42; Total Debts: \$1,484,894.67; Total Credits: \$296,873.37; Ending Balance: \$1,546,561.72. MOTION made by Jane Hagen to accept the Treasurer's report as presented. Seconded by Mickey Hummel. All in favor. Motion carries.

REPORTS

Staff Reports: The following reports are attached: Public Works Department, Town Engineer, Code Enforcement and Development Specialist.

PUBLIC COMMENT: There was no public comment on any Business Items.

BUSINESS ITEMS

- 1) Election of the Vice President of Council: MOTION made by Gwen Schiada to nominate Jane Hagen as Council Vice President. Seconded by Mike Benton. All in favor. Motion carries.

ORDINANCES AND RESOLUTIONS

- 1) Ordinance 17-13: An Ordinance repealing and replacing Article 10 "Critical Area Overlay District requirements in the North Beach Zoning Ordinance, The Town of North Beach, County of Calvert, State of Maryland – MOTION made by Randy Hummel to pass Ordinance 17-13 as submitted. Seconded by Gwen Schiada. All in favor. Motion carries.
- 2) Ordinance 17-14: An Ordinance of the Mayor and Town Council of the Town of North Beach Amending Chapter 69 "Licensing" of the Code of the Town of North Beach to Repeal 69-12 "Fortunetelling" and Amending Chapter 117 "Zoning", 117-110 to allow fortunetelling as a permitted use in the C-M and W-2 Zones and amending 117-33 "Definitions" to add a definition of fortunetelling – This Ordinance was introduced and it will be placed on the January 2018 Town Council Agenda for passage.

At the conclusion of all business items, Mayor Frazer recognized all the volunteers of the Town with a small token along with a certificate. Refreshments were served following the meeting.

MOTION made by Randy Hummel to close the meeting at 8:20 p.m. Seconded by Jane Hagen. All in favor. Meeting adjourn.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

 **MACLEOD** 
LAW GROUP LLC

Charles D. MacLeod
cmaclcod@mlg-lawyers.com

November 17, 2017

Honorable Mark R. Frazer, Mayor
The Town of North Beach
8916 Chesapeake Avenue
P.O. Box 99
North Beach, Maryland 20714

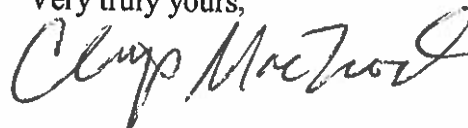
Re: Proposal for Legal Services

Dear Mayor Frazer:

MacLeod Law Group, LLC ("Firm") is pleased to submit the enclosed proposal to provide legal services to The Town of North Beach (the "City") as the Town Attorney. Given the background and experience of the Firm's attorneys, we feel that we are uniquely positioned to provide the Town a full complement of municipal legal services. Please contact me if you have any questions or require additional information. I can be reached at 410-810-1381 or by e-mail at the address above.

We appreciate the opportunity to submit the enclosed proposal, any aspect of which is subject to negotiation. We hope to have the pleasure of meeting in person to further discuss our qualifications and how we can be of service to the Town.

Very truly yours,



Charles D. MacLeod

Enclosure

**Charles D. "Chip" MacLeod
Member, MacLeod Law Group, LLC**

120 Speer Road, Suite 1
Chestertown, Maryland 21620
cmacleod@mlg-lawyers.com

Phone: 410.810.1381

Fax: 410.810.1383

PROFESSIONAL EXPERIENCE

MACLEOD LAW GROUP, LLC, CHESTERTOWN, MD
Founder, February 2017 – Present

Concentrates in local government law, real estate law, public-private partnerships and business organization; serves as day-to-day general counsel to a number of municipalities and as special counsel to counties, municipalities, non-profit groups and other public entities throughout Maryland on a broad spectrum of legal matters, including legislation, governance, agreements, personnel and public finance.

FUNK & BOLTON, P.A., CHESTERTOWN, MD
Member, July 1, 1998 – January 2017

Head of the firm's Local Government Practice Group and Real Estate Practice Group; concentrated in local government law, real estate law, public-private partnerships and business organization; served as day-to-day general counsel to a number of municipalities and as special counsel to counties, municipalities, non-profit groups and other public entities throughout Maryland on a broad spectrum of legal matters, including litigation, legislation, governance, agreements, personnel and public finance.

KENT COUNTY, MARYLAND
County Administrator, 1991 – 1998

Responsible for the day-to-day management of county government, including all aspects of finance and personnel administration; intergovernmental relations with incorporated towns and community organizations.

MARYLAND ASSOCIATION OF COUNTIES, ANNAPOLIS, MD
Associate Director, 1988 – 1991

Represented the collective interests of Maryland's 23 counties and Baltimore City before the Maryland General Assembly and various State agencies and commissions; researched issues affecting Maryland political subdivisions; acted as a resource to elected and appointed county government officials.

PILOT NEWSPAPER, CHESTERTOWN, MD
Managing Editor, 1986 – 1988

LICENSES

State of Maryland, 1998

EDUCATION

UNIVERSITY OF MARYLAND SCHOOL OF LAW, BALTIMORE, MD

Juris Doctor, 1997

WASHINGTON COLLEGE, CHESTERTOWN, MD

Bachelor of Arts, Philosophy & Political Science, *cum laude* 1986
Student Government Association, President
Omicron Delta Kappa, National Leadership Honor Society

ORGANIZATIONS & AFFILIATIONS

Member, UMMS Shore Regional Health Board of Directors

Former Member and Chair, Chester River Health System, Inc. Board of Trustees

Past Chair, Kent County Community Center Authority

Member and Past President, Maryland Municipal Attorneys Association

Member, International Municipal Lawyers Association

Maryland State Bar Association

Kent County Bar Association, President

Past Member, Local Government Insurance Trust, Board of Trustees

Past President and Member, Maryland Association of County Administrative Officers

Past Member, MACO Legislative Committee and Vice Chair of the Tax

Subcommittee Shore Leadership – 1998 Class

Patrick W. Thomas
MacLeod Law Group, LLC

120 Speer Road, Suite 1
Chestertown, Maryland 21620
pthomas@mlg-lawyers.com

Phone: 410.810.1381

Fax: 410.810.1383

LEGAL EXPERIENCE

MACLEOD LAW GROUP, LLC, CHESTERTOWN, MD
Attorney, February 2017 – Present

Concentrates in local government law, real estate law, contract law, business law, estate planning, litigation and other general matters. Provides counsel and advice to Maryland municipal corporations, counties and other public entities. Drafts and reviews legislation. Handles Open Meetings Act and Public Information Act compliance issues and code enforcement. Files complaints, prepares and answers discovery requests, takes and defends depositions, drafts pleadings and handles hearings and trials in civil litigation matters.

FUNK & BOLTON, P.A., CHESTERTOWN, MD
Senior Counsel, January 2013 to January 2017
Associate, 2005 to December 2012

Concentrated in local government law, real estate law, family law, estate planning and litigation. Provided counsel and advice to Maryland municipal corporations, counties and other public entities. Drafted and reviewed legislation. Handled Open Meetings Act and Public Information Act compliance issues and code enforcement. Oversaw the firm's Real Estate Practice Group. Filed complaints, prepared and answered discovery requests, took and defended depositions, drafted pleadings and handled hearings and trials in civil litigation matters.

SELLERS, FOX, KAHN & BENDER, P.A., BALTIMORE, MD
Law Clerk, 2002 to 2005

LICENSES

- Admitted to:*
- State of Maryland, June 14, 2005
 - United States District Court for the District of Maryland, October 3, 2005
 - United States Court of Appeals – Fourth Circuit, December 7, 2006

EDUCATION

UNIVERSITY OF BALTIMORE SCHOOL OF LAW, BALTIMORE, MD

Juris Doctor, May 2004

Concentrations: Intellectual Property Law and Business Law

UNIVERSITY OF MARYLAND, COLLEGE PARK, MD

Bachelor of Arts, May, 2001

Major: Criminal Justice

ASSOCIATIONS AND MEMBERSHIPS

EASTERN SHORE REVOLVING LOAN FUND, EASTON, MD

Loan Committee Member, 2014-Present

KENT FAMILY CENTER, CHESTERTOWN, MD

Advisory Council Member, 2015-Present

KENT COUNTY BAR ASSOCIATION, CHESTERTOWN, MD

Secretary, 2016-Present

MARYLAND STATE BAR ASSOCIATION, BALTIMORE, MD

State & Local Government Section Council Member, January 2017-Present

MARYLAND MUNICIPAL ATTORNEYS ASSOCIATION

ALEXANDER & CLEAVER

ATTORNEYS AT LAW
Professional Association

Gary R. Alexander *MD DC VA FL*

James A. Cleaver *MD DC*

Robert J. Garagiola *MD DC*

Todd K. Pounds *MD DC*

Jason A. DeLoach *MD DC*

James K. McGee *MD DC*

Whitney Cleaver Smith *MD DC VA*

Camille G. Fesche *MD DC NY NY*

David N. Huda *MD*

Jennifer S. Lancaster *MD DC*

Aubrey E. Mirkin *MD DC PA*

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Cumberland, MD
La Plata, MD
Alexandria, VA

Government Relations Consultants:
Casper R. Taylor, Jr.
Hannah Powers Garagiola
Tyler W. Bennett
Moiria R. Moynihan
Davion E. Percy
Isaac N. Meyer
Josh Howe

November 14, 2017

Admitted to Practice in State

VIA EMAIL

Town of North Beach
8916 Chesapeake Avenue
North Beach, MD 20714

Re: Legal Representation For Town Attorney

Dear Mayor Frazer:

I want to thank you for the opportunity to view our firm as the Town Attorney for North Beach. Our firm has been engaged in municipal law for over 20 years and we are presently representing the Towns of Morningside, Brentwood, Fairmount Heights, Seat Pleasant and Chevy Chase. Attorney Jason DeLoach and I are the primary attorneys who handle the municipal work in our firm and I would be the primary attorney handling North Beach.

We are familiar with all aspects of municipal work including legislative, contractual, regulatory compliance, law enforcement, zoning, easements, and other issues which may arise in the Town.

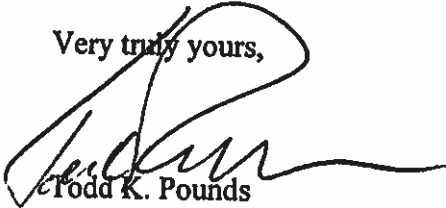
I am fully able to comply with your requirement of attendance at your Town meetings and also when otherwise scheduled.

I would like the opportunity to meet with you to discuss our potential representation of the Town of North Beach. For your convenience, I have included the biographies for myself and for Mr. DeLoach.

Town of North Beach
November 14, 2017
Page 2

Again, thank you for this opportunity and we look to speak with you soon.

Very truly yours,



Todd K. Pounds

cc: Mickey Hummel (mickeynbcouncil@yahoo.com)
Stacy Wilkerson (swilkerson@northbeachmd.org)
northbeach@northbeachmd.org



Alexander & Cleaver
Professional Association

Attorneys

- Gary R. Alexander^{MD, DC, VA, FL}
- James A. Cleaver^{MD, DC}
- Robert J. Garagiola^{MD, DC}
- Todd K. Pounds^{MD, DC}
- Jason A. DeLoach^{MD, DC}
- James K. McGee^{MD, DC}
- Lorenzo M. Bellamy^{MD, DC, VA}
- Whitney Cleaver Smith^{MD, DC, VA}
- Camille G. Fesche^{MD, DC, NJ, NY}
- David N. Hruza^{MD}
- Jennifer S. Lancaster^{MD, DC}
- Aubrey E. Minkin^{MD, DC, PA}

**Government Relations
Consultants**

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- Hannah Powers Garagiola
- Tyler W. Bennett
- Maira R. Moynihan
- Davion E. Percy

Our Offices

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West Palm Beach, FL 33401
410-279-1008

Contact Us

1-800-292-LAW'S
ac@alexander-cleaver.com

Todd K. Pounds

Senior Litigation Attorney



"Someday, I intend to write a book on some of my cases and experiences from the past 29 years at A&C. I've had the opportunity to work on all kinds of legal challenges — from courtrooms across Maryland to zoning, development and permit issues all over the state. Our clients appreciate our hard work and success."

— Todd Pounds

Education

- B.S. University of Maryland, Accounting, 1986
- J.D. University of Baltimore School of Law, 1989
- Admitted to Practice
- Court of Appeals of Maryland
- United States District Court for the District of Maryland
- District of Columbia Court of Appeals
- United States District Court for the District of Columbia
- United States Court of Appeals for the Fourth Circuit
- United States Court of Appeals for the District of Columbia Circuit
- Supreme Court of the United States
- United States Tax Court

Acknowledgements

- 2011 - 2017 Maryland Super Lawyer – Employment & Labor Law, Top 100
- 2009 - 2017 AV® Preeminent™ Peer Review Rated by Martindale-Hubbell® for legal ability and ethical standards
- 2011 Top Attorney, Washington, D.C., Metro Area, The American Registry of Lawyers
- Selected by "What's Up?" magazine as Anne Arundel County Leading Lawyers (2010)

Professional Appointments

- Mediator, District Court of Maryland, Alternative Dispute Resolution Program
- Administrative Law Judge, Prince George's County, Maryland (2010)
- Member, 2011 Super Lawyers Review Panel

Professional Associations and Memberships

- Member, Maryland State Bar Association
- Member, Board of Governors, Maryland State Bar Association (2006, 2007)
- Member, Program Committee, Maryland State Bar Association (2009)
- Fellow, Maryland Bar Foundation
- Member, Maryland Trial Lawyers Association
- Member, District of Columbia Bar Association
- Member, Prince George's County Bar Association
- President, Prince George's County Bar Association (2005 – 2006)
- Treasurer, Prince George's County Bar Association (2003)
- Secretary, Prince George's County Bar Association (2002)
- Member, Anne Arundel County Bar Association
- Member, Maryland Municipal Attorneys Association
- Member, American Bar Association

Community Associations and Memberships

- Member, Board of Directors, Prince George's County Crime Solvers

Todd K. Pounds is a graduate of the University of Maryland, where he majored in accounting. Todd has been with Alexander & Cleaver for over 29 years and is a well-respected member of the legal team. Todd is active in all phases of civil litigation, at both the Federal and State Court levels, and participates in a wide variety of litigation cases representing both plaintiffs and defendants. He has extensive experience in all phases of business and corporate matters, including transactional work, buying and selling of businesses, contracts, leases, and financing matters concerning business transactions. Todd has a large zoning practice, representing numerous clients before local boards and commissions. Todd represents individuals in major motor vehicle and serious truck accidents. He also represents insurance companies in defense cases of personal injury claimants.

Todd practices before the Equal Employment Opportunity Commission and local Human Relations Commissions. Todd also handles a variety of personal injury matters, both as plaintiff and representing carriers in the defense of such matters. Todd is active in all phases of both felony and misdemeanor criminal matters.

301-292-3300

tpounds@alexander-cleaver.com



Alexander & Cleaver
Professional Association

Attorneys

- Gary R. Alexander, MD, DC, VA, FL
- James A. Cleaver, MD, DC
- Robert J. Garagiola, MD, DC
- Todd K. Pounds, MD, DC
- Jason A. DeLoach, MD, DC
- James K. McGee, MD, DC
- Lorenzo M. Bellamy, MD, DC
- Whitney Cleaver Smith, MD, DC, VA, FL
- Camille G. Feseha, MD, DC, NJ, NY
- David N. Hruza, MD
- Jennifer S. Lancaster, MD, DC
- Aubrey E. Mirkin, MD, DC, PA

**Government Relations
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- Lyle W. Fowlkes
- Hannah Powers Garagiola
- Tyler W. Bennett
- Maira R. Moynihan
- Davion E. Percy

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West Palm Beach, FL 33401
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Contact Us

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aa@alexander-cleaver.com

Jason A. DeLoach

Senior Litigation Attorney



Gary and Jim trained me to be a legal troubleshooter and I have enjoyed all phases of my legal career with A&C for more than a decade. From the courtroom, to boards and commissions, I move our clients forward. My experience representing municipalities also opened up a whole new area of legal services to our clients."
— Jason DeLoach

Education

B.A. University of Maryland, 1993
J. D. University of Baltimore School of Law, *Cum laude*, 1997

Admitted to Practice

Court of Appeals of Maryland
United States District Court for the District of Maryland

Practice Areas

Auto Accidents, Administrative Law, Civil Litigation, Criminal Law, Traffic Violations, DUI/DWI, HOA Representation, Alcoholic Beverage Licensing and Compliance, Municipal Representation, Estate Administration, Wills, Durable Powers of Attorney and Advance Directives, Administrative Appeals, Insurance Disputes, Commercial and Residential Leases, Business/Corporate

Acknowledgements

AV® Preeminent™ Peer Review Rated by Martindale-Hubbell® for legal ability and ethical standards
2011 - 2017 Maryland Super Lawyer – Administrative Law
2010 Maryland Rising Star

Professional Appointments

Mediator, District Court of Maryland, Alternative Dispute Resolution Program

Professional Associations and Memberships

- Chairman, Prince George's Chamber of Commerce (2017-2018)
- Board Member, Prince George's County Bar Association (2013 – Present)
- Board of Governors, Maryland State Bar Association of (Term: 2017-2019)
- Treasurer, Maryland Municipal Attorneys Association (2012 – Present)
- Chairman, Prince George's County Bar Association Fee and Dispute Conciliation Program
- Co-Chairman, Prince George's County Bar Association Golf Committee
- Member, Maryland State Bar Association (1997 – Present)
- Member, Prince George's County Bar Association (1997 – Present)
- Member, Maryland Association for Justice
- Member, American Trial Lawyers Association
- Member, Maryland Municipal Attorneys Association
- Member, J. Franklyn Bourne Bar Association
- General Counsel, Prince George's Chamber of Commerce
- Mediator, District Court of Maryland

Jason A. DeLoach joined Alexander & Cleaver in 1995 when he was a law student and joined the firm as an attorney in 1997. Jason has extensive litigation experience in State and Federal Courts. In addition to his litigation experience trying civil, commercial and auto accident cases, Jason has extensive experience in administrative law where he routinely practices before Liquor Boards and other administrative agencies in Maryland. He currently represents one of the nation's largest chain drug stores in complex alcoholic beverage licensing and compliance, pharmacy compliance, and other administrative and legal proceedings throughout Maryland. Jason has also handled complicated administrative appeals on issues involving alcoholic beverages, unemployment insurance tax, sales and use tax, and insurance issues.

Jason heads the firm's wills and estates practice group. In this capacity, he advises clients on wills, durable powers of attorney, and advance directives. Jason also assists clients in the administration of decedent's estates.

Jason has considerable experience representing health care providers before disciplinary boards and other administrative agencies. Jason has negotiated and drafted several commercial leases on behalf of his business clients. In addition, Jason handles criminal and serious traffic matters, as well as estates, wills, durable powers of attorney and advance directives.

Jason is the Town Attorney for the Towns of Brentwood and Fairmount Heights, Maryland, where he has represented and advised the town on municipal issues since 2003 and 2010, respectively. During his tenure as Town Attorney, he has drafted ordinances, resolutions and charter amendments. Jason has also handled, among other things, labor and employment matters, election issues and various contractual matters.

**TOWN OF NORTH BEACH
TREASURER'S REPORT**

Reporting Period 11/01/17- 11/30/17

PNC Bank:

Beginning Balance 11/01/17	\$1,546,561.72	
Total Debits (+)	\$ 411,749.63	
Total Credits (-)	\$1,408,217.35	
 Ending Balance 11/30/17	 \$ 550,094.00	 Last Year: \$ 853,481.47
Investments (MLGIP/General Fund)	\$3,842,994.16	Last Year: \$ 3,393,661.40
(MLGIP/Sewer Capital)	\$ 34,385.66	Last Year: \$ 34,118.31
(MLGIP/Water Capital)	<u>\$ 7,511.83</u>	<u>Last Year: \$ 7,453.43</u>
Total Cash	\$4,434,985.65	Last Year: \$ 4,288,714.61
 State Business License	 -0-	 -0-
Hotel Tax	973.63	899.07

CASH RECEIPTS OVER \$7,500.00

\$ 8,979.00- Water Audit #7,729
 \$ 7,927.43- Water Audit #7,728
 \$ 7,261.80- Water Audit #7,727
 \$ 83,000.00- Transfer from Credit Card Checking Acct to General Fund Checking
 \$ 123,319.26- Calvert County Tax Payment/November
 \$ 60,692.94- State of MD- ACH Payment Local Income Tax & Other
 \$ 11,604.42- Comcast Franchise

CASH DISBURSEMENTS OVER \$7,500.00

\$ 34,931.39- Payroll W/E 11/04/2017
 \$ 34,332.61- Payroll W/E 11/18/2017
 \$1,100,000.00- Transfer from Gen to MLGIP
 \$ 15,202.25- Stanley Concrete- Concrete Work/Streets and Sidewalks
 \$ 30,711.90- Environmental Concern, Inc- / Berm
 \$ 63,343.36- Town of Chesapeake Beach- WWTP
 \$ 8,282.74- Dept. of Budget and Management-Health Benefits
 \$ 9,083.78- BGE thru 11/30/2017
 \$ 16,869.00- Southern Maryland Recycling- Trash Contract
 \$ 10,868.00- K & H Electric- Streetscape Lighting

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 1-9-2018

Subject: Monthly Report

The following is a list of task the Public Works Department has been working on in addition to routine task.

- 1) Finished exterior on the shirt shack building located on the boardwalk. Pricing counter shutter door for front and working on interior layout.
- 2) Working with Paul Woodburn on design to replace current water station control building. Building is 30 years old and is in need of upgrading. Electrical components and piping have served normal life and are in need of replacing soon. Currently working on design and budget for project.
- 3) Working with town staff and Paul to come up with a plan and budget for replacing water meters and meter vaults. Starting to experience problems with existing meter vaults and have several water meters that are not reading. Currently are replacing meters as budget allows.
- 4) Had a water main break in the San Francisco Town Homes subdivision on 1-7-2018. DPW was notified by home owner of water coming up from the ground in the area of Bedford Ct. Arrived and found large amount of water running down the street. Identified where leak was coming from and dug up and made repair. Cause of leak was a service saddle had broken from the main line. Water was off for approximately 4 hours. Backfilled and cleaned up area on Monday.
- 5) With the record setting cold weather the area has experienced over the last few weeks DPW has responded to several no water calls from residents and businesses. Most cases found problem to be on home owner's property with pipes frozen in crawl spaces etc.
- 6) Area had a minor snow event on 1-4-2018. Only received about 3" of snow, but conditions were made worst by extremely cold temperature. Plowed and salted town streets.

MEMORANDUM

TO : Mayor and Town Council
FROM : Paul B. Woodburn, P.E.
Town Engineer
DATE : January 9, 2018
RE : Monthly Report

The following is the status of activities that are being worked on:

Living Shoreline Project and Flood Dike Project

The pipe system is installed, adjacent property corners are marked and we are monitoring the dike performance after storm events.

Maryland SHA Rte. 261 SHA Upgrade Project

SHA's environmental and highway design work is progressing toward a planned construction start for the Spring of 2020. The SHA held a design update meeting on November 17 and December 15, 2017. They plan to come provide a presentation to the Town in March of 2018. Stay tuned.

Maryland SHA Rte. 261 Boardwalk (9th Street to Anne Arundel County)

Preliminary design is complete and TAP (Transportation Alternatives Program) grant Monies were not awarded this year. The Town plans to refile in 2018.

Beach Dredge Project

We are continuing to work thru the Federal and State permit process before work can start. The project will also be rebid this month to achieve current bid pricing. The Corps of Engineers and MDE have issued their permits. The Board of Public Works has also approved the project on January 2, 2018. We will also be filing for the County grading permit shortly.

Pier Pavilion Project

We are working on final construction drawings with the Architect and construction is slated for early 2018.

Stormwater Flood Pump Upgrade (9th & Atlantic)

The existing stormwater pump station is not designed to adequately handle frequent localized flooding. We have begun to analyze the system and provide upgrade proposals for consideration to request monies to be budgeted in the coming fiscal year and to 100K at possible grant opportunities.

FEMA

The County has prepared a North Beach Flood Mitigation Plan (updated) draft for Town review and adoption. We hope to have this presented to Council in February.

SHA Road Inventory

The end of year road improvement inventory, required by SHA, has been completed.

Public Works Yard – Well Building

We will be preparing a preliminary engineering construction budget to upgrade and raise the existing 30+ year old well house building.

Library Site

We continue to provide information and assistance to the Library board to help them continue with their review of the 5th and Bay Avenue location.

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: January 5, 2018
To: Stacy Wilkerson
From: Sergeant Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In December of 2017, the Sheriff's Office handled 83 calls for service in North Beach. This is down from the 105 calls in November 2017.

(In December of 2016, the Sheriff's Office handled 193 calls for service in North Beach.)

Call Breakdown for December 2017:

46 calls were self-initiated (patrol checks, follow-up investigations, etc)

37 calls were received by other means (citizens, alarm companies, etc)

Of the 83 calls, we handled:

- 2 Assault Arrests
- 2 Non-Fatal Heroin Overdoses

December 2017 Calls for Service

Call Type	Month	Year	Call Type	Month	Year	Call Type	Month	Year
911 Hang Up	0	39	Fireworks Complaint	0	3	Robbery	0	1
Abandoned Vehicle	0	12	Follow Up	4	54	Search Warrant	0	4
Accident	2	41	Found Property	0	8	Sexual Assault	0	0
Alarm	3	62	Fraud	0	9	Special Assignment	1	22
Animal Complaint	1	11	Harassment	0	8	Stolen Vehicle	0	3
Assault	0	14	Illegal Dumping	0	0	Summons Service	0	12
Assist Motorist	1	17	Industrial Accident	0	0	Suspicious Person	1	47
Assist Other Dept	0	8	Indecent Exposure	0	1	Suspicious Vehicle	0	29
Assist Sick/Injured	4	35	Intoxicated Person	0	9	Tampering with MV	0	1
Attempt to Locate	2	50	Loitering	0	1	Telephone Misuse	0	0
BioChem/ Susp Package	0	0	Lost Property	0	3	Theft	0	24
Burglary *	1	12	Loud Party/ Music	0	28	Traffic Complaint	2	29
CDS Violation	0	17	Mental Subject	0	0	Traffic Control	0	2
Check Welfare	3	61	Missing Person	0	5	Traffic Enforcement	0	12
Conservor of Peace	0	9	Neighborhood Dispute	0	0	Trespassing	3	13
Destruction of Property	0	28	Notification	0	0	Unauthorized Use MV	0	1
Death Investigation	0	1	Parking Complaint	0	24	Unknown Problem	0	4
Disorderly	4	53	Patrol Check	42	700	Violation Protective Order	0	4
Domestic	3	40	Person with Weapon	0	0	Warrant Service	2	22
Escort	1	3	Police Information	2	35	Tobacco Violation	0	1
Eviction	0	5	Protective/Peace Order	1	8	Alcohol Violation	0	1
Fight	0	2	Prowler	0	0			
Firearms Complaint *	0	4	Relay	0	1	Total Calls	83	1653

	Month	Year		Month	Year		Month	Year
DUI Arrest	0	13	CDS Arrest	0	13	Other Arrest	2	21
Civil Marijuana Citations	0	5	Non Fatal Overdose	2	11	Fatal Overdose	0	0

Notes

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Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: December 3, 2017
To: Stacy Wilkerson
From: Detective R. Cress
Re: Sheriff's Office Report-North Beach (Criminal Investigation)

From January 2017 until November 2017, I assisted patrol in answering 540 calls for service, and 208 traffic stops.

I investigated 5 unattended death 3 of which are overdose deaths. The overdose death are open cases

I investigated 2 assault which resulted in arrest.

I investigated 6 burglaries to include Subway and Beach Elementary School.

I investigated 8 Fraud investigation.

I conducted 2 search warrants to collect evidence in ongoing investigations.

I completed 28 other case reports for other incidents with the towns limits.

I assisted in 3 narcotic investigation that were closed in 2017

I completed 69 community service hours, which include speaking with business members and members of the community about problems that are occurring in the neighborhood.

I attended an investigators school in December.

2017 YEAR END TOTALS

Category	Total	Previous
Cars, Trailers, and Boats removed and or made compliant	56	52
Door tags hung (grass, leaves, trash, etc.)	174	159
Business Inspections Performed	37	54
Rental Inspections Performed	132	75
Zoning Permits Completed	27	15
Letters sent for compliance requests	127	127
Abatements performed	12	14

Installed and implemented modern software for Code Enforcement and Rental Housing.

Assumed responsibilities for Zoning duties.

Abandoned properties reduced to 2. All others have been rehabbed and sold or are no the market for sale.

Completed training for Flood Zone compliance.

Joined ACA, CEZOA, and ICC

Working on and finalizing request for new budget.

MEMO

To: Mayor and Town Council
From: Dawn Richardson
Date: January 8, 2018
RE: Monthly Report



Below you will find the tasks I have performed and any insights that pertain to marketing and public relations for the Town of North Beach during the month of December 2017.

- Finalized the link and information on the Electric Vehicle Charging Station on the town website. The link includes general information, the address of the charging station, pricing and also a link to the Chargepoint site.
- NEW YEAR'S EVE PARTY ON THE PIER: Worked on the final details; shopped for and prepared table decorations; and, decorated the day of the event.
- POLAR BEAR PLUNGE: Acquired 25 sponsors for this year's event. Completed the logo layout for the back of the tshirt and the event sponsor banner. Created personalized certificates for attendees that pre-registered. Attended the event, distributed shirts and certificates to pre-registrants and photographed 147 brave plungers jump into the icy Chesapeake Bay. Delivered sponsor tshirts.
- CIVICREADY TEXT NOTIFICATIONS: The documents have been signed and returned to Civic Plus for the implementation of the text notification system.
- Finalizing photos and wording on a "Picturing the Past" (then and now) storyboard so that it can be created and placed in Sunrise Garden near the 3rd Street sidewalk.
- Preparing booth and handouts for a Bridal Expo that we are attending at the end of the month.
- Daily tasks: website (updated calendar entries, sent out News email blasts); Facebook (created posts to promote events and pertinent town information, shared posts from town businesses on North Beach Maryland page).





DECEMBER 2017
DEVELOPMENT SPECIALIST

Veronica Owens

Creating tools for the residents of North Beach to improve the quality of life through economic development activities, projects, funding and programs.



DECEMBER 2017 DEVELOPMENT SPECIALIST REPORT

**State Highway 261/Chesapeake Ave
Library & Performing Arts Complex
Sustainable Maryland designation
Grant Funding Year to-date**

At-a-Glance

Town of North Beach Priorities

1. Elevated walkway/street/flooding issues

State Highway application not awarded, submitting in two upcoming grant applications to address storm drains, pumping station restoration and flooding issues

2. Library & Performing Arts Complex

Library/Arts & Entertainment complex – funding awarded

3. Sustainable Maryland Certification

Designation Awarded

Awarded Year to-Date Progress on Funding since October 2016:

Acquisition/Renovation towards Library/Arts project	\$250,000.00
Electric Charging Station	\$7,000.00
Battery Operated Vehicle for Beach/Special Events	\$23,000.00
Total Funding Awarded:	\$280,000.00

Sustainable Maryland Designation Awarded – October 2017

Underway:

Currently, researching opportunities as it relates to flooding issues along Chesapeake Avenue and sewer overflow.

Funding Application Status:

1. Smart Energy Community Requested- \$66,966.00 Awarded - \$30,000

The Town of North Beach requested a battery-operated vehicle for the Welcome Center, an electric vehicle for the Department of Code Enforcement and a dual electric charging station.

Awarded – one Battery operated vehicle for the welcome center and the Dual Electric Charging station

- Dual Electric Charging Station presentation in September council meeting
- Battery Operated vehicle purchase underway

2. Sustainable Maryland Designation Awarded

Sustainable Maryland is a certification program for municipalities in Maryland that want to go green, save money and take steps to sustain their quality of life over the long term. Staff along with members of the Environmental committee have pulled together information along with an Action Plan towards this designation for the Town of North Beach.

3. Chesapeake Bay Trust – Conservation Intern Match not made

The Town of North Beach is seeking funding for a conservation corps intern position. The Intern will assist with ecology, sustainable, events, fitness and wellness programs for the Town. The funding is from the Chesapeake Bay Trust (\$17,000) beginning on August 22, 2017. The Job fair is open next month.

Under Review – Pending Applications

1. MEA - North Beach Lighting the Bay Project – Under Review \$50,000.00

New streetlights along waterfront and surrounding streets

2. MEA Healthy Homes Program – Under Review \$250,000.00

This program will assist seniors, and low to moderate income homeowners with energy-efficient retrofits to their homes through weatherization, new furnace replacements, new water heaters, and energy star appliances.

Awards will be made in February/March 2018

Town of North Beach C.O. 4 - Surface Drainage/Flood Control system

Background:

- The original design for the flood dike included surface drains through the flood dike to allow surface water to drain through the flood dike into the Tidal Pond. The design incorporated duckbill weirs to prevent tidal flow through the drain pipe into the upland. It was determined that there was not sufficient head pressure to overcome tailwater head. Therefore, this design was abandoned and a new flood control/surface water management system was designed.
- On 13 July 2017 I responded to an inquiry from John Hoffman:

From my 10 July e-mail:

"Previously, we located and marked the proposed location of the inlet structures. Today, we flagged the proposed location of the junction box and the path of the drainage pipe connecting the inlets to the junction box and the junction box to the 9th street terminus. Please review these field locations at your earliest convenience."

PLAN VIEW:

If you like, we can prepare a plan view -- I think it would be most cost-effective if we prepared the plan view after you approve the layout as marked in the field on the 10th.

PROFILE:

We need to be cognizant of the wetland delineation. We do not want to be draining existing wetland.

We can prepare a profile that shows minimum fall (1%) between the inlets and the junction box and whatever fall is available between the junction box and 9th Street.

Summary:

TOTAL Preliminary Budget	
Section 1:	\$ 4,800.00
Section 2:	\$ <u>12,180.00</u>
TOTAL C.O.4:	\$ <u>16,980.00</u>

- This preliminary budget included two (2) concrete inlets with grates, and one (1) junction box with access panel and 8" diameter SDR35 PVC GJ SWR pipe to connect the inlets to the junction box. The junction box was to be connected to the 9th Street intercept at one location. The budget included final grading to the inlet boxes.

Final Design:

- Final design included two (2) concrete inlets with grates, and two (2) junction boxes (one with access panel and one with yard grate) and 8" diameter SDR35 PVC GJ SWR pipe from each inlet to the respective junction box, and two separate drains from the junction boxes to two connections to the 9th Street intercept (see attached drawings).
- It was necessary to remove 192 cu.yds of unconsolidated fill material in order to install the drainage pipes on firm bearing. There was no local disposal site available; therefore, the material was hauled offsite to an approved landfill operation.
- After the pipe was installed, 200 cu.yds of clean, compactable fill and 120 cu.yds of topsoil was emplaced and graded.
- The entire disturbed area was re-graded and seeded.

Additional cost to install additional junction box; to penetrate the 9th street intercept at two locations; to dispose of overburden off site and to cover second pipe with compactable fill and topsoil was \$11,100.00.

The COST for the surface drainage/flood control system: \$28,080.00



ENVIRONMENTAL
CONCERN

Changes to drainage – 9320 Atlantic Avenue and 9328 Atlantic Ave.

Previous filling on the Murphy property and the Gallaudet property adversely affected surface drainage from the Knight property. In order to correct the problem, additional fill was emplaced on the Knight property. The Murphy property was re-graded at the Knight-Murphy P/L, and the stone containment structure was altered to allow surface drainage from the Knight property to the tidal inlet.

The COST for altering/extending sill to reduce surface water impoundment, and for filling and re-grading the properties, and for repairing the landscape damage caused by saltwater inundation	<u>\$ 8,880.00</u>
TOTAL COST Change Order 4	<u>\$36,960.00</u>

NOTE: Katerine Knight has agreed to re-imburse the Town \$1,500.00 for the cost of filling/grading her property.





AIA® Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 004	OWNER: <input checked="" type="checkbox"/>
Town of North Beach: Living Shoreline Project and 9th Street Flood Control North Beach, Maryland	DATE: 10/06/2017	ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Environmental Concern Inc. P.O. Box P 201 Boundary Lane St. Michaels, Maryland 21663	CONTRACT DATE: October 09, 2014 CONTRACT FOR: General Construction	FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

9th Street Flood Dike:

Final grade and seed to improve surface water management west of the Berm; specifically, all or parts of Lot 43, Lot 44, Lot 45, Lot 30, Lot 31, Lot 32, Lot 33, Lot 34, Lot 35; AND

Final grade and seed to improve surface water management east of the Berm; specifically, all or parts of Lot 27, Lot 28, Lot 29, Lot 30, Lot 31, Lot 8R, and Lot 6R; AND

Extend sill at northerly limits to prevent overtopping and tidal flooding behind the berm; AND

Grade and reseed the above areas after tidal flooding and resulting saltwater inundation.

Construct Surface Water Management System:

Furnish and install two (2) concrete inlets with grates, and one (1) junction box with access panel and one (1) junction box with yard grate;

Furnish and install 8" diameter SDR35 PVC GJ SWR pipe from each inlet to the respective junction box, and from the junction boxes into the appropriate 9th Street inlets. [See Drawing titled: Minor Modification Wetland Permit #13-WP-0954 (R-1) – Rev2];

Remove 192 cu.yd. of contaminated overburden to approved disposal site;

Furnish and emplace 200 cu.yd. of clean compactable fill and 120 cu.yds of topsoil;

Final grade and seed to improve surface water management south of the Berm; specifically, parts of Lot 36, Lot 37, Lot 38, Lot 39, Lot 40; AND

All or parts of Lot 1, Lot 2, Lot 3, Lot 4 and the unpaved area of Annapolis Avenue from 9th Street north to the berm.

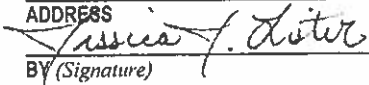
The original Contract Sum was	\$ 824,148.00
The net change by previously authorized Change Orders	\$ 327,363.00
The Contract Sum prior to this Change Order was	\$ 1,151,511.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 36,960.00
The new Contract Sum including this Change Order will be	\$ 1,188,471.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)	Environmental Concern Inc. CONTRACTOR (Firm name)	Town of North Beach OWNER (Firm name)
ADDRESS	P.O. Box P 201 Boundary Lane St. Michaels, Maryland 21663 ADDRESS	8916 Chesapeake Avenue P.O. Box 99 North Beach, MD 20714 ADDRESS
BY (Signature)	 BY (Signature)	BY (Signature)
(Typed name)	Jessica J. Lister, P.W.S. (Typed name)	(Typed name)
DATE	10/06/2017 DATE	DATE