



*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](http://www.northbeachmd.org)

**TOWN COUNCIL MEETING  
NORTH BEACH TOWN HALL  
August 8, 2013**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
  - A. Minutes from the July 11, 2013 Town Council Meeting
- V. SCHEDULED APPOINTMENTS
- VI. PUBLIC SAFETY REPORT
- VII. TREASURER'S REPORT
- VIII. REPORTS
  - A. Public Works Supervisor
  - B. Code Enforcement Officer
  - C. Town Engineer
    - 1) Update on DNR Parcels
    - 2) Update on 9<sup>th</sup> Street Flood Mitigation (BERM)
  - D. Waterfront Manager
- IX. BOARDS AND COMMISSIONS
- X. BUSINESS ITEMS
  - A. Wetlands Trail Re-bid for installation only
  - B. Wetlands Trail Material bid
  - C. Discussion on the RFP for Shoreline Stabilization
  - D. Discussion for an RFP for business consultant for the Economic Development Committee
  - E. Approval of software/meter package for the Water and Sewer Billing System

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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**XI. ORDINANCES AND RESOLUTIONS**

- A. Resolution No 13-04: Water Quality Bond for ENR upgrades and improvements to the Wastewater Treatment Plant - Voting

**XII. MAYOR AND COUNCIL REPORTS**

**XIII. PUBLIC COMMENT**

**XIV. CLOSED SESSION MEETING**

**XV. ADJOURNMENT**

**Upcoming Meetings and Events**

- 1) Saturday, August 10, 2013 – Summer Concert – Travis Adams Band – 6:00 p.m. North Beach Pavilion
- 2) Saturday, August 17, 2013 – Movie on the Beach at dusk – “Yogi Bear”
- 3) Monday, August 19, 2013 – Board of Appeals Meeting – 7:00 p.m.
- 4) Thursday, August 22, 2013 – Planning Commission Meeting – 7:00 p.m.
- 5) Thursday, September 5, 2013 – Work Session – 7:00 p.m.

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

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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**Minutes from the July 11, 2013  
Town Council Meeting  
7:06 pm**

X___ Mayor Frazer	X___ Joanne Hunt	___ Buddy Jenkins
X___ Mr. Benton	X___ Stacy Wilkerson	X___ John Shay
___ Mr. Dotson	X___ Donnie Bowen	X___ Dawn Richardson
X___ Mr. McNeill	___ John Hofmann	X___ Sgt. Jones
X___ Mr. Hummel	X___ Richard Ball	
___ Ms. Schiada	X___ Mr. Wilcox	

**APPROVAL OF AGENDA AND MINUTES**

- a) MOTION made by Randy Hummel to approve the agenda as submitted. Seconded by Greg McNeil. All in favor.
- b) MOTION made by Ken Wilcox to approve the Town Council Minutes from the June 6, 2013 Meeting. Seconded by Greg McNeil. Motion carries.

**SCHEDULED APPOINTMENTS**

- a) Ms. Karyn Molines from the Environmental Committee gives a presentation on Shoreline Stabilization. Handouts were given to the Council member for review.

**SHERIFF'S DEPARTMENT REPORT**

- a) In June the Sheriff's Department responded to 220 calls for service in North Beach. This is up from 189 calls in May 2013.

**TREASURER'S REPORT**

- a) Treasurers Report: Reporting Period: 6/1//13 – 6/30/13: Beginning Balance \$425,203.11; Total Debits: \$536,422.66; Total Credits: \$226,707.73; Ending Balance: \$734,918.04 MOTION made by Greg McNeil to accept this report as presented. Seconded by Ken Wilcox. Motion carries.

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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## REPORTS

Staff Reports: Public Works Department, Code Enforcement, Waterfront Supervisor and Town Engineer are attached to this report.

## BUSINESS ITEMS:

- A. Memorandum of Understanding with Calvert County Government on the Historic Preservation Commission. The memorandum is complete and the Town is ready to move forward with it. The County would still like for Kirsti Uunila to review and the County Attorney one more time. This item will be placed on the August Town Council agenda for action.
- B. Wetlands Trail Bid. Bids were received a 2<sup>nd</sup> time for this project. After looking into the scope of the project further, it has been determined there is another way to complete the install at a lower price. MOTION made by Ken Wilcox to reject the 2<sup>nd</sup> bids and re-bid the project for the installation only. Seconded by Greg McNeil. All in favor.

## ORDINANCES AND RESOLUTIONS

- A) Ordinance 13-06: An Ordinance of the Mayor and Town Council of North beach, Maryland to close and abandon an unopened right-of-way in Block 15 between Dayton and Erie Avenue of the North Chesapeake Beach Subdivision in the Town of North Beach. This ordinance was introduced by Randy Hummel and a public hearing will be held on Thursday, August 8, 2013 at 7:00 p.m to take public comment on the closure.

Meeting closed 8:20 pm on a Motion made by Randy Hummel. Seconded by Mike Benton. All in favor. Motion carries.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox

# Memo



## CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: August 1, 2013

To: Stacy Wilkerson

From: First Sergeant Roscoe Jones

Re: Sheriff's Office Report-North Beach

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In July, the Sheriff's Office handled 234 calls for service in North Beach. This is up from 220 calls in June.

Call Breakdown for July:

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

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

Of the 234 calls, we handled:

- 2 Assaults (Both closed by arrests)
- 2 CDS Violations
- 3 Thefts (1 closed by arrests, 2 under investigation)
  - 1 Theft of wallet from UNLOCKED vehicle (Under investigation)
  - 1 Stolen Auto (Closed by arrest)
  - 1 Theft of a lawn chair (Under investigation)
- 8 Destruction's of Property
  - 6 victims had vehicle tires punctured (Under investigation)
  - 1 Damage to vehicle paint (Under investigation)
  - 1 Damage to Town Boardwalk (Boards removed from Pirate Ship, wooded street post) (Under investigation)
- 2 DWI

**Breakdown of Dispatched/Self Initiated Calls**

911 Hang up - 3	Domestic –7	Traffic complaint - 5
Accident – 6	Fight – 2 (1 Unfounded)	Traffic assignment - 1
Alarm – 8	Follow up - 12	Trespassing - 11
Alcohol violation - 1	Loud party/music - 2	Warrant service - 1
Animal complaint - 1	Missing person - 1	
Assist motorist - 3	Patrol check – 77	
Assist other Department - 4	Police information - 6	
Assist sick/injured - 2	Protective/Peace Order - 2	
Attempt to locate - 10	Special Assignment - 4	
Burglary – 2 (Both unfounded)	Suicide attempt – 1 (Emergency Petition)	
CDS Violation – 2	Summons service – 3	
Check Welfare- 7	Suspicious person - 8	
Conservator of peace - 2	Suspicious vehicle - 3	
Destruction of Property – 12	Suspicious package – 1 (was a backpack)	
Disorderly – 14	Theft - 8	

**\*\*Note – The reportable incident totals on page 1 may differ from the dispatched totals on page 2. The breakdown on page 2 represents all calls dispatched/self initiated by the sheriff's office. The totals listed on page 1 may be less due to factors the deputy learns upon arrival to the scene\*\***

# TOWN OF NORTH BEACH TREASURER'S REPORT

Reporting Period 07/01/13 - 07/31/13

## **PNC Bank:**

Beginning Balance 07/01/13	\$ 730,355.21	
Total Debits (+)	\$ 304,007.69	
Total Credits (-)	\$ 474,440.65	
Ending Balance 07/31/13	\$ 559,922.25	Last Year: \$ 89,781.49
Investments (MLGIP/General Fund)	\$1,333,498.49	Last Year: \$1,002,111.48
(MLGIP/Sewer Capital)	\$ 383,964.92	Last Year: \$ 383,763.12
(MLGIP/Water Capital)	\$ 7,419.91	Last Year: \$ 137,350.90
Total Cash	\$ 2,284,805.57	Last Year: \$ 1,613,006.99

## **CASH RECEIPTS OVER \$7,500.00**

**\$ 178,665.77- Gateway Title/Sale of 9006 Dayton Avenue House**

## **CASH DISBURSEMENTS OVER \$7,500.00**

**\$ 27,700.00- Payroll W/E 7/6/13**  
**\$ 37,557.07- Payroll W/E 7/20/13**  
**\$ 8,328.00- Mosca Design/New Displays per bid May, 2013**  
**\$ 21,495.00- Mosca Design /3<sup>rd</sup> Installment**  
**\$ 20,000.00- Transfer from General to Payroll**  
**\$ 7,616.54- Maryland Water Quality Financing/Inv. #13188**  
**\$ 22,182.88- 2012 Non-taxable Bond**  
**\$ 13,515.00- 2012 Non-taxable Bond**  
**\$ 22,735.66- Southern Maryland Recycling/Trash Contract**  
**\$ 11,049.47- Utility Service Co., Inc.- 11<sup>th</sup> St. Tank Elevation**  
**\$ 78,052.00- Calvert County Treasurer**  
**\$ 16,796.26- Comptroller of Maryland/April- June 2013/#4487- 4643**  
**\$ 17,450.00- Kelley's Tree and Lawn Service/Landscaping/Maintenance**

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 8-6-2013

Subject: Monthly Report

The following is a list of items DPW have been addressing in addition to routine task.

- 1) Met with park committee on 7-15-2013, when over 3<sup>rd</sup> street park budget and updated committee on possible cost savings. Advised on where CPH is in design. John Hoffman to give further details.
- 2) Continuing to work on alleys and common areas throughout town. Trimmed branches and brush that was in town right of way obstructing sidewalks.
- 3) Completed sidewalk inspection throughout town and came up with a repair list to address issues with sidewalks and curbs. Contacted our contractor and will schedule repairs.
- 4) Corrected problem at San Francisco sewer pump station with excessive pump run times. Found check valves not to be operating correctly. Repaired and put back in service appear to be operating ok now.
- 5) Working on solution for rag problem at Bay Ave. pumping station. Still having problems with excessive rags causing damage to the pumps. Came up with a design for a screen to try and catch debris entering wet well. Waiting on cost estimate.
- 6) Continuing to work with John Hoffman on wet lands trail project, received bids for timber work. John has prepared memo with results.



August 8, 2013

Town Council Meeting

To: Mayor Frazer and Town Council members

Due to my full time position at WSSC/Louis Berger Group I will be unable to attend Town meeting this month. Thank you.

From July 12, 2013 through August 8, 2013 , 13 new Civicall tickets have been written by Code enforcement ,not including added remarks to existing tickets.

In addition to continuing to address pending issues;

Property clean up on Bay Ave.: Judge ordered cleanup of property but it's still pending whether or not both sheds will come down. The Judge asked for something in Town law/Code in writing that accessory buildings could not remain without primary building despite the condition of them. If we could provide that the Judge will make property owner remove both deteriorating sheds. We feel that the Definitions provided in Town Code 117-37 and Town Zoning Ordinance: Article 9 Pg.9-1 for Accessory Building or Use and Accessory Building is sufficient to satisfy the Judge's request. So what's pending is whether one or both sheds will have to be removed. ( Still awaiting Judge's decision)

Abandoned/Foreclosed properties currently under investigation: one on 2<sup>nd</sup> St.( Posted and abated by Town twice), one on Greenwood Ave. .( Posted and abated by Town twice), 1 on 6<sup>th</sup> St. (property abated on 8/3. Trash and debris removed from that property filled a large construction dumpster , a large landscaping trailer, and 2 regular pickups. See photos provided. ), 3 on Dayton and 1 on 10<sup>th</sup> St. (property posted and bids for abatement will be taken) It was determined to be more feasible to wait until fall to abate there for easier visibility and access in that wooded area. A couple more are being investigated but are in limbo. There are a couple of properties that have been in limbo however that were an ongoing maintenance problem but are now being maintained on a regular basis by either the realtor and/or maintenance company finally.

Legitimate citizen concerns are addressed ASAP. Most citizen complaints this past month were still about various neighbor's trash and yard maintenance issues. Mainly grass. I'm finding some properties are well maintained in the front but backyards are atrocious. 3 that I'm focusing on now are on Erie Ave., 5<sup>th</sup> St. , and 7<sup>th</sup> St.

Hot button issues: Homemade reserved parking signs at Town right of way adjacent to businesses by business owners, illegal dumping in alleys/Town right of ways and Bulk Pickup items being put curbside way too soon.

Rental inspections for rental licenses are ongoing as well as business license inspections.

Respectfully Submitted,

Buddy Jenkins - Code Official /Enforcement

## MEMORANDUM

**TO: Mayor & Town Council**  
**FROM: John A. Hofmann, P.E. Town Engineer & Zoning Administrator**  
**RE: Monthly Report**  
**DATE: August 2013**

CAH

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

### Corps of Engineers Wetland Revitalization Project

The Corps is continuing to obtain approval of the Project Scoping Report from their Division and headquarters offices. Concurrently they are developing the Project Managements Plan which will contain the budgets and, schedule for the design and permitting phase of the project. The Corps also has begun working with SHA on the coordination of the Wetlands Restoration Project and the work to raise Rt.261. The best estimate on schedule is that the design work will start this fall and take one year to complete.

### Boat Slip Dredge

The Town submitted a request for waterway Improvement funding from DNR the first week in August. The next step is to work on the agreement with Chesapeake Beach on the use of their disposal site and continue to pursue federal & State permits..

### 9<sup>th</sup> Street Flood Mitigation Project

The response from to property owners to sign their easement agreements is improving. Attached is a status report for all the required easement agreements. We are working with the federal and state permitting agencies on the tidal wetland permits.

### New Fishing Platform for Town Pier.

Bids were received on August 6<sup>th</sup>. A separate report is being provided on the bid results.

### Wetland Trail

Additional bids wee received on August 5<sup>th</sup> and a separate report is being provided on the results.

### DNR Parcels

The Board of Public Works approved the transfer in July. The Town is scheduled to receive the deed from the State this month.

### Block 4 Parking Lot

A new plan for the walkway to 7<sup>th</sup> St. has been developed and we are working with Mr. Russo on the easement for the revised location.

### Pier upgrade project

The design is continuing for the Pier Renovation Project which includes new decking, lighting, railing upgrade and expansion of the Welcome Center bathrooms. Mr. Emory has recommended work to repair damage or deteriorated pilings. This work is being added to the drawings and specifications for the Project.

### 3<sup>rd</sup> Street Park

CPH is now proceeding with final design and construction documents. Don Bowen and I are working with the CPH team on updating the cost estimate. The Parks committee will review the design at their meeting on August 16<sup>th</sup> in advance of discussing the design with Town Council at the September meetings.

### Zoning Ordinance & Map

The Planning commission is working on drafting changes to the Zoning ordinance and Map to be recommended to Town council.

### Drainage Projects

A design is being developed for a storm drain from 9<sup>th</sup> & Bay to Chesapeake Ave. between 8<sup>th</sup> & 9<sup>th</sup> Streets to eliminate a drainage problem on Chesapeake Ave. and also for a project to improve the drainage on the east side of Erie Ave. between First & Second Streets.

9th Street Flood Protection Project

EASEMENT STATUS

8/5/13

<i><b>GRANTEE</b></i>	<i><b>STATUS</b></i>
Boswell	signed
Euller/Schiada	signed
Kelley	signed
Rohrer	meeting held 8/2 wants more information
Murphy	asked for modification; meeting scheduled for 8/8
Basiliko/Lundell	plans to sign by 8/11
Lucero	meeting being arranged
Shoopack	signed
James Warren	wants to do a no fee land transfer to include easement and nonbuildable residue.
Bowyer/Gifford	will sign by around 8/11
Gallaudet	meetingheld 8/3; will advise one week
Furches	signed

## NORTH BEACH WELCOME CENTER

### WATERFRONT REPORT

August 8, 2013

**Revenue**      4/28/12 to 8/4/2012      \$ 233,785.00  
4/28/13 to 8/4/2013      \$ 222,347.00      - \$ 11,438.00 under last year/same period  
(Decrease due to 14 rained out days and poor weather Memorial Day weekend.)

**Guest Counts**      4/28 to 8/4/13

<u>Visitors</u>		<u>Residents</u>		<u>Total</u>	
<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>
25,281	21,128	6,779	6,867	32,060	27,995

(Count is down due to rain and cloudy conditions and poor holiday weekend turnout.)

### Zip Code Report

Prince Georges Co.	1097
Virginia	813
Washington DC	573
Montgomery Co.	445
Calvert County	390
Anne Arundel Co.	282
Maryland (other)	185
Charles Co.	117
Baltimore	101
St. Mary's Co.	28

(Zip Code Count is per family, not per person.)

### Rentals

	2012 Season to Date	2013 Season to Date
Single Kayak	38	20
Paddleboard	9	18
Bicycle	27	65
Double Kayak	34	43

Richard Ball, Waterfront Manager

Welcome Center: 410.286.3799

Home: 410.286.3988

Cell: 410.474.4516

[rball@northbeachmd.org](mailto:rball@northbeachmd.org) , [humphrey72357@comcast.net](mailto:humphrey72357@comcast.net)

**BID RESULTS**  
**WETLAND TRAIL PROJECT**  
**TOWN OF NORTH BEACH**

Bids Received August 5, 2013

BIDDER	BIDDER
Heinsohn Contracting Annapolis	Dissen & Juhn Stevensville

<b>BASE BID</b>	<b>\$74,800</b>	<b>\$94,423</b>
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**SCHEDULE OF UNIT PRICES**

1. install Timber piles	\$41	\$30
2. install Timber framing	\$9	\$12



# TOWN OF NORTH BEACH

"THE JEWEL OF THE CHESAPEAKE BAY"  
8916 CHESAPEAKE AVENUE  
P.O. BOX 99  
NORTH BEACH, MARYLAND 20714

## Council Members

Mike Benton  
Gregory Dotson  
Gregory McNeill  
Randy Hummel  
Gwen Schiada  
Kenneth Wilcox

**Mark R. Frazer, Mayor**

## REQUEST FOR PROPOSALS

### PRELIMINARY ENGINEERING SERVICES for SHORE EROSION CONTROL PROJECT

WALTON RESERVE SITE

August 2013

#### Table of Contents

**DRAFT**

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Attachment "B" Historical Shoreline Changes	
Attachment "C" USACE Projects	

### **Purpose and Objective**

The Town of North Beach requests proposals for engineering services to develop a preliminary design for a shore erosion control project that will utilize Living Shoreline strategies for a 2.75 Acre parcel (See Attachment "A") the town owns just south of its border with Anne Arundel County between MD Rt. 261 (Bay Ave.) and the Chesapeake Bay

### **Background**

The Town within the last few years acquired the 2.75 Acre Walton preserve Parcel (SITE) The site has a long history of loss of shore line due to erosion (See Attachment "B") The Town now uses the site for passive recreation activities. The site is also the location where the U.S. Army Corps of Engineers plan to do channelization work to help improve the tidal flushing for the wetlands west of MD Rt. 261. Attachment "C" shows the location of the USACE channelization work along with the proposed offshore segmented breakwaters that are also part of the USACE project.

The Town wants to consider a shore erosion control project using a living shoreline strategy that will provide protection of the shoreline between now and the time that the USACE project is constructed and after the USACE project is finished serves as an environmental enhancement to the Town's wetland areas.

The Town is requesting engineering proposals from firms with experience in coastal engineering to provide preliminary design and cost estimates for alternative projects that the Town can implement to provide short term and long term benefits for shore erosion control and environmental benefits.

The selected engineering consultant will be expected to provide the Town with the following scope of work for a preliminary engineering. After completion of the Preliminary Engineering Phase. The Town may choose an alternate defined in the Preliminary Engineering Phase for further engineering and design which are not part of the work included as part of this RFP.

The work included as part of this RFP is as follows:

#### **Preliminary Engineering Phase**

1. Meet with the Town staff to determine goals and objectives for the Project.
2. Prepare a preliminary plans and cost estimates for the Project including a potential list of alternates.
3. Provide the Preliminary Plan and cost estimate from step 2 in a letter type report (5 copies)
4. Attend up to two meetings with Town representatives to review the Preliminary report and help determine the scope of improvements that will be included in future final design and construction phases.



### **Proposal Submittal**

To be considered for this project, submit three complete copies of your proposal to:

Town of North Beach  
Attn: Stacy Wilkerson, Town Clerk  
9036 Bay Avenue,  
P.O. Box 99  
North Beach, MD 20714

Proposals are due and must be received no later than 9:00 a.m. Wednesday July 27, 2011.

A pre-proposal conference will be Friday July 15, 2011 at 10:00 a.m. in the Town Hall, 8916 Bay Avenue, North Beach, MD 20714. Attendance is recommended for all interested in submitting a proposal.

Costs for preparation of requested proposals shall be borne by those submitting proposals.

At a minimum proposals shall include the following information:

1. Description of the Consultants understanding of the Town's requirements
2. Consultant's proposed schedule. Consultant shall include a schedule for timely completion of the scope of work. Including information on the amount of time for each task.
3. List of proposed Project personnel to be assigned to the project along with a description of their relative experience and qualifications.
4. List of the Consultants similar experiences along with contact information for the Consultant's clients for the similar experience.
5. Proposed fee schedule including estimated man-hours, billing rates and any reimbursable costs.
6. Additional information that the Consultant can provide to assist the Town in their evaluation of proposals as described in the **Evaluation of Proposals** section in this RFP.

### **Evaluation of Proposals**

The Town's staff will review all Proposals submitted. After reviewing the Proposals, staff may, at its discretion, invite to interview one or more of the Proposers whose Proposals appear to best meet the Town's requirements. The purpose of such an interview would be for the proposer to elaborate upon their Proposal before a recommendation for ranking of the Proposals is made. Interview responses, along with the written Proposal will become part of Proposer's submission to be evaluated pursuant to the ***Evaluation Criteria***. The Town reserves the right to short-list Proposers for further consideration.

The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the Proposal which is deemed to be the most advantageous to the Town, price and other factors listed in this RFP being considered.

### **Evaluation Criteria**

In order to evaluate each proposal received, the Town of North Beach will use the following evaluation criteria, listed in order of relative importance:

	<b><u>Max Points</u></b>
A. Qualifications and Relevant Experience	35

B. Firm's team composition	10
C. Verifiable references and examples of similar project work.	10
D. Schedule	10
E. Costs	<u>35</u>
TOTAL	100

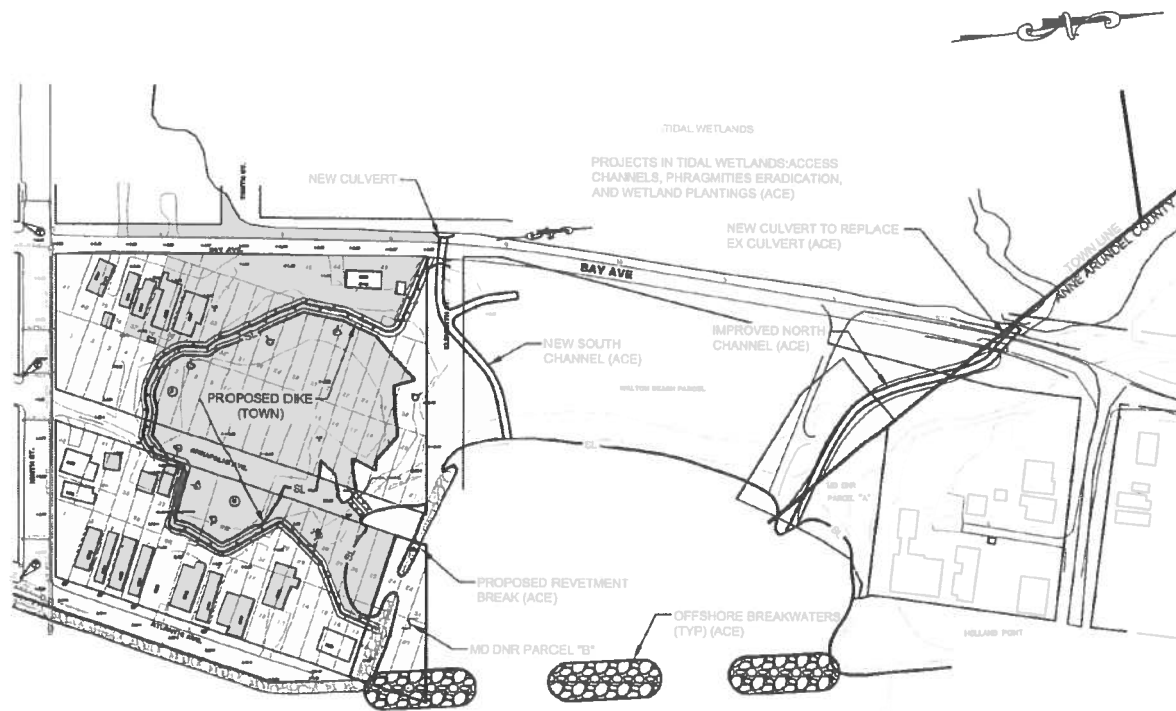
If you have questions regarding this request, please submit questions in writing to John Hofmann, Town Engineer fax 410-257-1693 or email at [jahpc@verizon.net](mailto:jahpc@verizon.net). Questions may also be submitted to the Town of North Beach at fax 301-855-0113 or [northbeach@northbeachmd.org](mailto:northbeach@northbeachmd.org).

END OF RFP



Figure 21 Historical Shoreline Changes

ATT "B"



(ACE) - PROPOSED ARMY CORPS OF ENGINEERS WETLAND RESTORATION  
PROJECT AS DEFINED IN PROJECT SCOPING REPORT DATED AUG. 2012

*An C*  
TIDAL WETLAND PROJECTS  
TOWN OF NORTH BEACH  
SEPT. 2012 1" = 150'



# DRAFT

## REQUEST FOR PROPOSALS

### Business Promotion Consultant

#### TOWN OF NORTH BEACH CALVERT COUNTY, MARYLAND

August 8, 2013

#### Purpose and Objective

The Town of North Beach seeks to improve the local economy by supporting activities and programs that attract, retain, expand and assist business in Town.

#### Scope of Work

At a minimum, the following tasks shall be performed by the firm selected by the Town for the Project.

1. Research and discuss business marketing strategies that will work in North Beach.
2. Research and explain the best communication strategies for a small Town.
3. Research and suggest ways to promote business image.
4. Research and suggest business information to visitors

The consultant should also review North Beach Policies impacting business promotions (i.e. incentives such as tax exemptions and credits, etc.)

#### Schedule

The Town expects to award a professional services contract for the services outlined in this RFP in October 2013.

Consultants schedule will consist of two seasonal time-frames (summer and fall/winter) in order to gain a fuller understanding of the impact and dynamics that seasonal NB activities/events have on business.

Contract will consist of \_\_\_\_\_ hours of work.

Consultant will report to \_\_\_\_\_.

The Consultant will meet with \_\_\_\_\_ after the contract has been approved to exchange information.

The Consultant will meet periodically with \_\_\_\_\_ at a public meeting to discuss the review.

### **Proposal Submittal**

To be considered for this project, the Business Promotions Consultant must submit three copies of their proposal to the Town of North Beach. At a minimum, proposals shall include the following information:

1. Description of the firm's understanding of the Town's requirements and approach to providing the required study.
2. List of proposed project personnel to be assigned to the project along with a description of their relative experience and qualifications.
3. List of the firm's similar experiences along with contact information for the consultant's clients for the similar experience.
4. Information on the firm's capabilities to accomplish the Town's work in time to meet the schedule.
5. Proposed fee schedule including billing rates and any reimbursable costs.
6. Additional information that the firm can provide to assist the Town in their evaluation of proposals as described in the **Evaluation of Proposals** section in this RFP.

Proposals are due and must be received no later than \_\_\_\_\_, December \_\_, 2013 at the following address:

Town of North Beach  
Attn: Stacy Wilkerson, Town Clerk  
8916 Chesapeake Avenue  
P.O. Box 99  
North Beach, MD 20714

Costs for preparation of requested proposals shall be borne by those submitting proposals.

### **Evaluation of Proposals**

The Town's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview one or more of the firms whose proposals appear to meet the Town's requirements. The purpose of such an interview would be for the firm to elaborate upon their proposal before a recommendation or ranking of the proposal is made. Interview responses, along with the written proposal will become part of the firm's submission to be evaluated pursuant to the **Evaluation Criteria**. Upon completion of the review and evaluation of all proposals by Town staff, they will make a recommendation to the North Beach Town Council, who will make the final decision on the award of a contract for professional services for the project.

The Town, in its discretion, may award the contract to the responsible and responsive proposer submitting the proposal, which is deemed to be the most advantageous to the Town, price and other factors listed in this RFP being considered.

**Evaluation Criteria**

In order to evaluate each proposal received, the Town of North Beach will use the following evaluation criteria, listed in order of relative importance:

	<u>Max Points</u>
A. Qualifications and Relevant Experience	30
B. Firm’s approach and understanding of the Town’s requirements.	30
C. Costs	<u>40</u>
TOTAL	100

If you have questions regarding this request, please submit them in writing to the Town of North Beach at fax 301-855-0113 or [northbeach@northbeachmd.org](mailto:northbeach@northbeachmd.org).

END OF RFP



## **Consultant**

### **Economic Development**

#### **Business Promotion**

##### **Background-**

**The Town of North Beach (hereafter NB) seeks to improve the local economy by supporting activities/programs that attract, retain, expand, and assist business in the Town.**

##### **Objective-**

**An economic development consultant will review and make recommendations on NB business-promotion activities (for established and new businesses).**

##### **Scope-**

**The consultant's scope and focus will include but not be limited to NB's:**

**business marketing strategies**

**communication strategies**

**outreach (media, signage)**

**investor awareness**

**business image and appeal promotion**

**business information/assistance (i.e., fact sheets, small business development center, etc.,).**

**The consultant should also review NB policies impacting business promotion (i.e., incentives such as tax exemption and credits, forgiveness of impact fees, etc.).**

**The consultant will be required to make a review of current practices, make conclusions and provide action-oriented recommendations. The review will address both established businesses and attracting new businesses.**

##### **Level of Effort-**

**80 hours.**

##### **Contact and reporting requirement-**

**The consultant will report to \_\_\_\_\_.**

**The consultant will meet with \_\_\_\_\_ within 7 days after contract signing for an in- briefing and information exchange.**

**The consultant will meet periodically with \_\_\_\_\_ during the review.**

**The consultant will provide an out-briefing at the conclusion of the review to present findings, conclusion and recommendations.**

**Suggested Background Materials/Sources-**

**The consultant should review the following sources for information:**

- Previous NB business studies**
- 2012 North Beach Survey results**
- Bay Business Group**
- The Loop Business Association**
- Calvert County EDC Information on help the county provides for new and established business in the county.**

**Deliverables –**

**The final report will be submitted within two weeks of the conclusion of the review. The consultant will submit ten paper copies and one electronic copy providing the consultant's review, conclusions and recommendations.**

May 29, 2013, 11:00

## Economic Development Committee

Meeting Notes- July 31, 2013

### Call to Order

Karen Ankerbrandt , Lisa Payne, Paulette Peterson, Judy Harger , Sharon Hall, Bob Hellyer

Greg McNeill

1. Current EDC Membership and Quorum :

There are currently nine EDC members. Therefore, a quorum of five members (50% plus one) is required to officially meet.

2. Status of Business Promotion Consultant RFP

The EDC was informed that proposed scope of the Business Promotion Consultant will be reviewed at the August 8 Town Council meeting.

The EDC recommends that the Consultant should conduct the Business Promotion review in two seasonal time-frames (summer and fall/winter) in order to gain a fuller understanding of the impact and dynamics that seasonal NB activities/events (and the associated attendees/participants) have on businesses. This impact would include not only financial aspects but also event footprint, traffic, parking and movement of people.

3. EDC Site Visit

The EDC is planning to visit a MD small town/municipality (e.g., Easton, Havre de Grace, Rising Sun, Leonardtown) which has a similar population size and geographic characteristic of NB and has experienced successful and positive economic recovery and development. The EDC seeks to learn about various approaches other small towns have taken to promote economic development.

4. RAR Hotel Status

The EDC would like to receive an update on proposed timetable for construction and completion of the hotel complex. Mr. Russo told the EDC at the Oct 24, 2012 meeting "The construction is scheduled to begin in Nov. 2013 and conclude 15-17 months later with a planned opening in the spring of 2015."

5. Parking and Enforcement Concerns

The EDC reviewed continued concerns and complaints regarding parking.

Even with the recent NB purchase of two properties (as well as the use of the parking areas at Senior Center and Medical Complex) to provide public parking given the imminent loss of public

beach parking due to the construction of the RAR hotel complex, there appears to be a lack of a comprehensive and cohesive NB public parking approach.

Some businesses are reporting that beach-goers are using public parking spaces in front of their shops preventing client parking as well as the designated residential spots.

In addition, the EDC reviewed the need for parking signage and enforcement. Possible solutions include better signage indicating "Beach Parking Areas", "Business Parking Only With \$ Fines" and hiring seasonal code/ordinance enforcement staff. The EDC noted that additional enforcement staff, in addition to parking enforcement, could equally address violations relating to the increasing trash/littering, off-leash dogs and dog pooping. These last three issues have been increasing on the boardwalk and along Bay Avenue. It was noted that the Beach Attendant crew should provide more effort in trash and dog poop clean up.

THE NEXT EDC MEETING IS SCHEDULED FOR AUGUST 28, 2013



## PROPOSAL

Page  
Quote # 7017065 email

**L/B WATER SERVICE INC.**  
**7111 GEOFFREY WAY**  
**FREDERICK, MD 21704-0000**  
**Phone: (301)874-2560**  
**Fax : (301)874-4795**

Proposal submitted to: 061497  
Town of North Beach  
PO Box 99  
North Beach, MD 20714

Phone: (301) 855-6681  
Contact: DONNIE BOWEN

Job Name: RADIOREAD PACKAGE  
Job Location: NORTH BEACH MD  
Quote Date: 07/31/13  
Expiration Date: 08/30/13  
Quoted By: MITCH/PAULA

Qty	Item	Description	U/M	Quote Price	Total Price
	<b>** Sub-Total **</b>	<b>RADIOREAD PACKAGE</b>	<b>EA</b>		<b>0.00</b>
1	AR5501	SERIES 5501 SENSUS TOUCHREAD HANDHELD METER READING DEVICE	EA	0.00	0.00
1	AR5005	SERIES 5005 SENSUS COMMUNICATIONS & CHARGING STAND, MASTER	EA	0.00	0.00
1	COMMAND LINK	SMART POINT COMMAND LINK FOR AR5501 HHD 5396353704404	EA	0.00	0.00
1	GPS RECEIVER	GPS RECEIVER AND BRACKET FOR AR5500	EA	0.00	0.00
1	AR99 RADIOREAD	SENSUS TECH. AUTOREAD SYSTEM SOFTWARE RADIOREAD/TOUCHREAD MODULE	EA	0.00	0.00
24	MIGRATEABLE MXU	510M OR 520M	EA	0.00	0.00
24	IPERL METERS	IPERL METER (ANY SIZE)	EA	0.00	0.00
1		RADIOREAD PACKAGE CONSISTS OF THE ITEMS LISTED ABOVE	EA	12000.00	12000.00
<b>Extended Quote \$\$</b>					<b>12000.00</b>

## PROVISIONS OF SALE OFFER

1. EXPIRATION. This offer expires 08/30/13 and may be revoked prior to expiration unless accepted.
2. TAXES. Any taxes which Seller may be required to pay or collect, under any existing or future law, upon or with respect to the sale, purchase, delivery, storage, processing, use, or consumption of any of the Goods covered hereby, including taxes upon or measured by the receipts from the sale thereof, are not included in the Aggregate Price and shall be for the account of Buyer, who shall pay the amount thereof to Seller on demand or furnish satisfactory proof of exemption.
3. DELIVERY TERMS. The place for delivery of the Goods is ;  
NORTH BEACH MD  
The cost of transportation of the Goods to the place for their delivery shall be borne by Seller within a reasonable time after acceptance of the offer. Seller may elect to deliver the Goods in lots.
4. PAYMENT TERMS. Payment terms are as follows : NET 30  
Thereafter, a service charge of 1.5% of the unpaid principle balance of Buyer's account will be added to such account monthly until the account is paid in full.

1501 Ardmore Blvd  
Sixth Floor  
Pittsburgh, PA 15221 USA

T: 724-430-3970  
F: 724-430-3959  
www.sensus.com



To Whom It May Concern:

Please be advised that the only water works distributor authorized to sell Sensus products in your area of Pennsylvania, Maryland and Delaware is L/B Water Service who has branch locations in Chambersburg and Ephrata, PA as well as Frederick, MD.

Any other supplier of Sensus products in this area is unauthorized and will not be serviced or warranted by Sensus.

Should you have any questions, please contact me at (724) 430-4050.

James Shugarts

Regional Manager

Northern Sales Region

Sensus

**James Shugarts** | Northern Regional Manager

1501 Ardmore Boulevard | Suite 601 | Pittsburgh, PA 15221 USA

T: 724-430-4050 | F: 724-430-4056 | M: 412-298-4258

Skype: james1952

[jim\\_shugarts@sensus.com](mailto:jim_shugarts@sensus.com) | [www.sensus.com](http://www.sensus.com)

## Stacy Wilkerson

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**From:** Lindsey A. Rader [lrader@fblaw.com]  
**Sent:** Monday, August 05, 2013 10:48 AM  
**To:** Joanne Hunt; Stacy Wilkerson; 'John Shay'  
**Subject:** Bullet Points Summary of MWQFA Loan Resolution  
  
**Importance:** High

SUMMARY OF RESOLUTION RELATING TO THE TOWN OF NORTH BEACH  
WATER BOND QUALITY BOND, SERIES 2013  
TO BE SOLD TO THE MARYLAND WATER  
QUALITY FINANCING ADMINISTRATION (MWQFA)

- The bond is for ENR upgrades and improvements to the regional wastewater treatment plant and system, together with related costs and costs of issuance
- Authorizes the issuance of a single general obligation installment bond in the maximum principal amount not to exceed \$1,850,000 and designated The Town of North Beach Water Quality Bond, Series 2013 or as otherwise required by MWQFA (the "Bond")
- Principal to be sized on a roughly level debt service basis, payable on February 1 in each of the years 2017 through 2036, inclusive, unless prior to issuance of the Bond the expected delivery date of September 2013 or the expected project completion date of April 2016 is changed or MWQFA determines a different amortization schedule is necessary based on its program requirements
- The principal amount of the Bond advanced shall bear interest determined by application of the following formula: 50% of the average of the weekly Bond Buyer 11-Bond Index for the calendar month prior to the month in which the Bond is delivered, provided that the rate determined by such calculation may be rounded down by MWQFA in its sole discretion
- The Mayor is authorized to determine the final principal amount of the Bond and final amortization schedule within the parameters of the Resolution
- Late payments will incur 5% penalties and default interest on the Bond (at a rate equal to 100% of the Bond Buyer weekly 11-Bond Index for the month prior to the month in which closing occurs, provided that the rate determined by such calculation may be rounded down by MWQFA in its sole discretion)
- Bond is prepayable in whole or in part as consented to by MWQFA, and subject to mandatory prepayment as required by EPA regulations
- The Town Treasurer is designated to serve as registrar and will be the paying agent for the Bond; typical transfer and exchange provisions are included in the Resolution
- The substantially final form of the Bond is attached as Exhibit F to the substantially final form of Loan Agreement attached as Exhibit A to the Resolution; the Bond will be signed by the Mayor and attested to by the Clerk; the Mayor is authorized to make changes in and complete the Bond form based on pricing information determined in accordance with Sections 2 and 3 of the Resolution
- The bond purchaser at private sale, without public bidding, is MWQFA; the Town is authorized to enter into a Loan Agreement with respect to the Bond in substantially the form attached as Exhibit A to the Resolution, such Loan Agreement to be signed in final form as approved by the Mayor; principal of the Bond will be advanced as provided in the Loan Agreement
- The Town acknowledges its unconditional obligation to make administrative fee and other ongoing fees and expense payments to MWQFA and the fact that payment of the Bond may be accelerated by MWQFA upon an event of default
- Various Town officials are authorized to take all action necessary in connection with issuance of the Bond; the Mayor and the Town Treasurer are each authorized to request advances of Bond proceeds and to serve as the "Authorized Officer" for purposes of the Loan Agreement

- Each advance of the proceeds of the Bond shall be paid directly to the Town and shall be deposited by the Town Treasurer or other appropriate Town official in the proper municipal accounts, or shall be paid at the direction of the Authorized Officer, or shall be paid as otherwise required by MWQFA
- Debt service on the Bond will be payable in the first instance from revenues of the Town's wastewater system; the full faith and credit and unlimited taxing power of the Town is pledged to payment of the Bond
- The Mayor and the Town Treasurer are designated as the officials of the Town responsible for delivering certain certifications required by the Internal Revenue Code of 1986, as amended, relating to the tax-exempt status of interest payable on the Bond, and the Town agrees to comply with the provisions of such federal tax code
- The Town makes certain certifications relating to its expectation to be a "qualified small issuer" in calendar year 2013 (which, if true, will exempt it from compliance with the federal tax code's reimbursement requirements with respect to the Bond) and designates the Bond as a "bank-qualified" obligation for calendar year 2013 (based on the Town's stated reasonable expectation not to issue tax-exempt obligations for its own purposes or as "qualified 501(c)(3) bonds" in calendar year 2013 in excess of \$10,000,000 in the aggregate)
- The Town is limited to using Bond proceeds as permitted by the Loan Agreement, the Clean Water Act and certain provisions of the Environment Article
- The Resolution will be effective upon adoption

Regards, Lindsey

Lindsey A. Rader, Esquire  
Funk & Bolton, P.A.  
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36 S. Charles Street  
Baltimore, Maryland 21201  
410/659-7758  
410/659-7773 (FAX)  
LRADER@FBLAW.COM