



*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 13, 2015  
7:00 PM**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. APPROVAL OF MINUTES**

- A. Approval of minutes from the July 9, 2015 Town Council Meeting
- B. Approval of the minutes from the August 6, 2015 Work Session

**V. SCHEDULED APPOINTMENTS**

**VI. PUBLIC SAFETY REPORT**

**VII. REPORTS**

- A. Treasurer
- B. Public Works Supervisor
- C. Town Engineer
- D. Code Enforcement
- E. Waterfront Manager
- F. Marketing Report

**IX. PUBLIC COMMENT**

Mark R. Frazer, Mayor

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



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- X. BOARDS AND COMMISSIONS
- XI. BUSINESS ITEMS
  - A. Trash Can purchases for North Beach
- XII. ORDINANCES AND RESOLUTIONS
- XIII. MAYOR AND COUNCIL REPORTS
- XIV. ADJOURNMENT
- XV. CLOSED SESSION MEETING IF NEEDED

### **Upcoming Meetings and Events**

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

- 1) Saturday, August 15, 2015 – Movie on the Beach (Stuart Little)
- 2) Tuesday, August 18, 2015 – Board of Appeals Meeting – 7pm
- 3) Thursday, August 20 – 23, 2015 – Master Planners in North Beach
- 4) Thursday, August 20, 2015 – Community Meeting – Master Plan Vision of North Beach (6:30 p.m. – 8:30 p.m.) – Town Hall
- 5) Thursday, August, 20, 2015 – Master Plan Team meets with Town Council – 9:00 p.m. – 10:00 p.m.
- 6) Saturday, August 22, 2015 – Ribbon Cutting of the 3<sup>rd</sup> Street Park – 11:00 a.m.
- 7) Sunday, August 23, 2015 – Community Meeting – Recommendation from the Master Planners – 5:00 p.m. – Town Hall
- 8) Thursday, August 27, 2015 – Planning Commission – 7:00 p.m.
- 9) Tuesday, September 1, 2015 – Environmental Committee Meeting – 7:00 p.m.
- 10) Tuesday, September 8, 2015 – Special Events Committee Meeting – 7:00 p.m.
- 11) Thursday, September 10, 2015 – Town Council Meeting – 7:00 p.m.

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**Minutes from the July 9, 2015  
Town Council Meeting  
7:00 pm**

X___ Mayor Frazer	X___ Joanne Hunt	X___ Rick Crump
X___ Mr. Benton	X___ Stacy Wilkerson	X___ John Shay
___ Mr. McNeil	X___ Donnie Bowen	X___ Dawn Richardson
X___ Mr. M. Hummel	___ John Hofmann	X___ Deputy
X___ Mr. R. Hummel	X___ Richard Ball	___ Marsha Stiner
X___ Ms. Schiada	X___ Mr. Wilcox	

**APPROVAL OF AGENDA AND MINUTES**

- a) **MOTION** made by Mickey Hummel to approve the agenda as submitted.  
Seconded by Ken Wilcox. **All in favor.**
- b) **MOTION** made by Gwen Schiada to approve the minutes from the June 4,  
2015 Town Council Meeting. Seconded by Mickey Hummel. **Motion  
carries.**

**SCHEDULED APPOINTMENTS**

- a) Will Kreamer from Chesapeake Bountly was in attendance and gave a presentation on his new business he is starting in North Beach. He will be opening a location in North Beach to sell all local items such as, fruits, vegetables, eggs. Milk, seafood and breads. All items sold are 90% from the Southern Maryland Region. A mobile kitchen will be opened behind the store to sell seafood, etc. on Fridays, Saturdays and Sundays.

**SHERIFF'S DEPARTMENT REPORT**

- a) In June 2015 the Sheriff's Department responded to 201 calls for service in North Beach. This is down from 208 calls in May 2015.

Mark R. Frazer, Mayor

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



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## TREASURER'S REPORT

- a) Reporting Period: 5/1/2015 – 5/31/2015: Beginning Balance: \$575,802.57; Total Debits: \$140,567.76; Total Credits: \$293,599.39; Ending Balance: \$422,770.94. MOTION made by Randy Hummel to accept the Treasurer's Report. Seconded by Mickey Hummel. All in favor. Motions carries.

## REPORTS

Staff Reports: Public Works Department, Waterfront Manager, Code Enforcement and Public Relations reports are attached to these minutes.

## BUSINESS ITEMS

- A) Updated on the Zoning Ordinance: The Zoning Ordinance is in its final stages of completion. The Ordinance should be ready for the council to talk about at their September Work Session.
- B) Update on the American Planning Association Visit: The first individuals from the APA will visit the Town next week. These two individuals will be here to visit the Town and get a feel for the Town and its layout. After the initial visit a whole team will return to put together a master plan for North Beach.

## ORDINANCES AND RESOLUTIONS

- A) Ordinance 15-02: Fiscal Year 15 Adjustments – MOTION made by Randy Hummel to approve Ordinance 15-02. Seconded by Mike Benton. All in favor. Motion carries.

**MOTION** made by Randy Hummel to close the meeting at 8:55 p.m.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

Mark R. Frazer, Mayor

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



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## Minutes from the August 6, 2015

### Work session

Attendance: Mayor Frazer, Mike Benton, Greg McNeil, Mickey Hummel, Randy Hummel, Gwen Schiada, Ken Wilcox, , John Shay, John Hofmann, Donnie Bowen, Joanne Hunt, Dawn Richardson and Stacy Wilkerson.

- 1) Update from Pat Haddon on the Master Plan Visit: Pat gave an update on the upcoming Master Plan visit from August 20<sup>th</sup> – 23<sup>rd</sup>. At this time there are four individuals scheduled to attend. The group is still looking for an Economist to fully staff the team. The tentative schedule is still being worked on and an updated schedule will be provided ASAP.
- 2) Update on the 7<sup>th</sup> Street Flooding Project: Donnie Bowen and John Hofmann have been working with John Rife from Gradient construction to come up with a plan to clean the 7<sup>th</sup> street outfall. As soon as some estimates are received, Donnie and John will bring them back to the Council.
- 3) Flood Area Sign Demonstration: Donnie Bowen gave a demonstration on the lighted flood area signs from a contractor at the MML Convention in Ocean City. These lighted signs will warn individuals not to enter the area when the water gets to a certain level. The council would like to get a proposal for 3 signs and the equipment needed to run the signs. Donnie mentioned there is a possibility of MEMA grant monies available for the purchase of these signs.
- 4) Storm water and sidewalk project FY16: The Mayor would like to complete the following two storm water and sidewalk projects in FY16. Dayton Avenue between 5<sup>th</sup> and 7<sup>th</sup> Street and Frederick Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Street. John Hofmann and Donnie Bowen will come up with the plans and specifications for each area. The Council has agreed with these two locations.
- 5) Beautification Project presented by the EDC Committee: Gwen Schiada lead the conversation on additional trash can placement locations throughout North Beach. There were 18 locations proposed. The Mayor and Council reviewed the proposed locations and agreed upon 9 locations for this fiscal year. Joanne will work on the price of the trash cans along with the

Mark R. Frazer, Mayor

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



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cost of the concrete pad if necessary. This will be on the August Council Meeting agenda for action.

- 6) Wi-Fi in North Beach on the waterfront: This item was discussed a year ago after the Economic Development Committee researched the idea. Greg McNeil would like to explore the opportunity to offer this service again. Stacy will reach out to a few companies that offer this service and this item will be added to the October work session agenda for further discussion.

Meeting closed at 8:23 p.m.

Mark R. Frazer, Mayor

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

# Memo



## CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: August 6, 2015  
To: Stacy Wilkerson  
From: Corporal Thomas S. Phelps  
Re: Sheriff's Office Report-North Beach

In July of 2015, the Sheriff's Office handled 220 calls for service in North Beach. This is up from 201 calls in June 2015.

(In July of 2014, the Sheriff's Office handled 192 calls for service in North Beach.)

### Call Breakdown for July 2015:

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

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

### Of the 220 calls, we handled:

- 1 CDS Violation (Heroin) (Closed by Arrest)
- 1 Burglary
  - North Beach Welcome Center (Closed by Arrest)
- 8 Thefts
  - Theft from UNLOCKED Vehicle (Under Investigation)
  - Theft from UNLOCKED Vehicle (Under Investigation)
  - Theft from UNLOCKED Vehicle (Under Investigation)
  - Theft Laptop from Neptune's (Under Investigation)
  - Theft Purse from Residence (Under Investigation)
  - Theft (Fail to Pay Fee) North Beach Beach (Closed by Arrest)
  - Theft (Shoplifting) Fastop (Closed by Arrest)
  - Theft Lottery Tickets by Employee Fastop (Closed by Arrest)
- 1 DOP
  - Vehicle Window (Under Investigation)
- 2 DUIs

**Breakdown of Dispatched/Self Initiated Calls**

911 Hang Up – 2	Domestic – 2	Police Information – 11
Accident – 6	Eviction – 4	Protective/ Peace Order – 2
Alarm – 6	Fight – 2	Special Assignment – 1
Alcohol Violation – 1	Firearms Complaint – 1 (Unfounded)	Suspicious Person – 5
Animal Complaint – 1	Fireworks Complaint – 1	Suspicious Vehicle – 3
Assault – 3	Follow Up – 4	Theft – 9
Assist Sick/Injured – 4	Found Property – 3	Traffic Complaint – 4
Attempt to Locate – 3	Harassment – 1	Traffic Enforcement – 10 (Stop Sign Enforcement)
Burglary – 3 (2 Unfounded)	Intoxicated Person – 1	Trespassing – 5
Check Welfare – 5	Loud Party/ Music – 1	Unknown Problem – 1
Conservor of Peace – 2	Parking Complaint – 3	Violation Protective Order – 2
Destruction of Property – 2	Patrol Check – 97	Warrant Service – 1
Disorderly – 7	Person with Weapon – 1	

**\*\*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 06/01/15- 06/30/15  
(Unaudited Report)

**PNC Bank:**

Beginning Balance 06/01/15	\$ 422,770.94	
Total Debits (+)	\$ 409,389.50	
Total Credits (-)	\$ 363,745.34	
 Ending Balance 06/30/15	 \$ 468,415.10	 Last Year: \$ 288,313.43
 Investments (MLGIP/General Fund)	 \$2,035,591.30	 Last Year: \$2,134,674.48
(MLGIP/Sewer Capital)	\$ 33,997.55	Last Year: \$ 33,982.33
(MLGIP/Water Capital)	\$ 7,427.04	Last Year: \$ 7,423.71
Total Cash	\$2,545,430.99	Last Year: \$2,464,393.95

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

\$ 9,169.17- Water Bill Deposit (Audit #5938)  
\$170,000.00- ACH Transfer CC to Gen  
\$ 36,350.33- State ACH Payment

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

\$ 35,348.47- Payroll W/E 6/6/2015  
\$ 41,756.90- Payroll W/E 6/20/2015  
\$ 14,592.50- Atlas Construction Services, Inc. (3<sup>rd</sup> St. Park)  
\$ 39,213.16- Town of Chesapeake Beach- WWTP  
\$ 12,151.38- Southern Maryland Recycling (trash contract)  
\$ 8,104.60- Dunkirk Supply (pier, shed)  
\$ 9,162.66- Knee Deep Ponds (3<sup>rd</sup> St. Park)  
\$ 11,696.25- Tiger Structures (3<sup>rd</sup> St. Park)  
\$ 26,535.26- John Hofmann (misc. services)  
\$ 14,275.00- Kelly's Tree and Lawn Services (trees, 3<sup>rd</sup> St. Park)  
\$ 14,935.00- Automatic Rain Sprinkler (3<sup>rd</sup> St. Park sprinkler system)  
\$ 8,710.06- PNC CC thru 6/30/2015

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 8-12-2015

Subject: Monthly Report

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

- 1) Working on completion of 3<sup>rd</sup> street Park. (Sunrise Garden) Main components of the park have been completed and working on finishing touches for upcoming ribbon cutting ceremony on August 22.
- 2) Have been working with AECOM, a firm that can evaluate the town's sewer system and identify possible problems in order to create a potential repair schedule.
- 3) DPW has been monitoring the work on the living shore line project being done by EC. Project is moving along well. Rock is currently being placed for the stone sill part of the break water. Channel portion has been done and is working well now.
- 4) Performed routine flushing of the Town Water system to remove built up iron and sediment. This is a standard procedure that is done on a quarterly basis.
- 5) Working with Mr. Hoffman on several projects in town, some of which include 7<sup>th</sup> street flooding, storm water issues on Frederick Ave, and storm water sidewalk project on Dayton Ave from 5<sup>th</sup> to 7<sup>th</sup> street.

Any questions or concerns please contact me,

Thanks Don Bowen DPW

## MEMORANDUM

**TO:** Mayor & Town Council

**FROM:** John A. Hofmann, P.E. Town Engineer & Zoning Administrator

**RE:** Monthly Report

**DATE:** August 2015



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

### USACOE Wetland Revitalization Project

The Corps has not completed the preparation of their design effort plan for Town approval.. We are working with the COE and SHA to get both agencies to coordinate their engineering efforts.

### 9<sup>th</sup> Street Flood Mitigation & Living Shoreline Projects

Construction is proceeding for the Living Shoreline. The rock sill is about 55% complete and should all be completed by early September. Construction on the flood Dike is scheduled to start by mid September.

### New Fishing Platform and Renovations for Town Pier.

Work under the Sue Davis Construction Contract is for the most part completed. Don Bowen & I are working on a final punch list and close out items for the Contract.

### Zoning Ordinance & Map

The Planning Commission continues their work on the draft Ordinance. After the completion of the forthcoming Master Plan, the Commission will finish the draft Ordinance and present it to Town Council prior to scheduling any public hearings.

### Bay Front Park

Don Bowen's report will cover current progress at the Park.

### Drainage & Roadway Projects

Design is underway for the Dayton Ave and Frederick Ave projects as outlined in my August 5<sup>th</sup> memo to Town Council. The current Design concept for Dayton Ave 5<sup>th</sup> to 7<sup>th</sup> Sts. Includes a new sidewalk and curb on the west side.

The design for the 7<sup>th</sup> St. Outfall project will move forward after the system is cleaned and the existing system is measured and inspected.

### Maryland SHA Rt. 261 SHA Upgrade Project.

SHA is continuing to work on the feasibility Study which is scheduled to be completed by the fall of 2015.

### Solar Panel Project DPW Shop Building.

The work by Solar Tech is underway and is scheduled to be completed by late August or early September.

## 1-Aug

	TYPE	ACTION	OUTCOME	COMMENTS
VEHICLES	car	tagged for tow	car towed from NB	first street
	car	tagged for tow	car moved by owner	Burnt Oaks
BOATS	car	tagged for tow	car towed from NB	Erie
	trailer	tagged for tow	towed from NB	Erie
TRAILERS	truck	tagged for tow	tags made current	Burnt Oaks

[illegible]

1-Aug

ADDRESS

DATE INSPECT P/F

## NOTES

## RESIDENTIAL AND BUSINESS INSPECTION

[illegible]

**NORTH BEACH WELCOME CENTER**

**WATERFRONT REPORT**

**August 13, 2015**

**Revenue**      5/3/14 to 8/8/2014      \$ 253,991.00  
                    4/26/15 to 8/7/2015      \$ 291,366.00    + \$ 37,375.00 over last year

**Guest Counts**    4/28 to 8/7/15

<u>Visitors</u>		<u>Residents</u>		<u>Total</u>	
<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>
23,752	25,004	6,380	4,806	30,132	29,810

2015    Adults = 21,714      Children = 8,096

<u>Zip Code Report</u>	<u>2015</u>	<u>2014</u>
Prince Georges Co.	1011	1381
Washington DC	573	549
Montgomery Co.	460	462
Calvert County	369	654
Anne Arundel Co.	322	356
Fairfax	280	288
Virginia (other)	246	296
Maryland (other)	240	252
Charles Co.	166	202
Arlington	152	102
Baltimore City	148	54
Alexandria	128	147
St. Mary's Co.	37	62
Springfield	11	15
Falls Church	13	4

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

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)

# MEMO



To: Mayor and Town Council  
 From: Dawn Richardson  
 Date: August 11, 2015  
 RE: Monthly Report

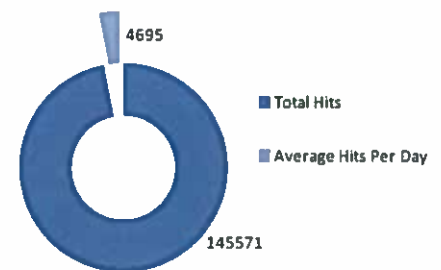
Below you will find the tasks I have performed and any insights that pertain to marketing and public relations for the Town of North Beach during the month of July 2015.

- Created display advertisements for the Calvert County Visitor's Guide and Twin Beach Players.
- Designed and printed posters and banners for August movies and concerts. Created slides to be used as movie previews.
- Sunrise Garden: continued documenting the progress by taking photos of significant changes and created and revised signage.
- Continued to revise town maps for trash can sites, beautification sites and flag sites.
- North Beach Selfie Contest: continue to promote and distribute postcards to promote the contest. Randomly chose the first winner on July 24. The final drawing will be August 28. The purpose of the selfie contest is to get foot traffic in town businesses.
- Prepare flyer and entry forms for the Farmers' Market Customer Appreciation night.
- Attend and photograph the Autism Project Open House.
- Create and print flyers for the Resident Only Beach Party to be included in the town water bills. Plan activities, prizes and the time frame for the event.
- Daily tasks: website (updated calendar entries, created graphics for rotating banner, sent out News Around Town email blasts, uploaded council meeting packets); Facebook (created posts to promote events and pertinent town information, shared posts from town businesses on North Beach Maryland page).
- Attended staff meetings and Town Council meeting.
- The next newsletter is due out the end of October. If you have anything to include, please get it to me by October 1, 2015.

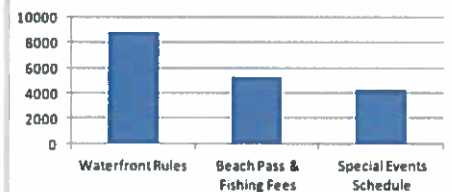
## A LOOK AHEAD

- August 14: Crafts & Campfire on the Beach
- August 15 at dusk: Movie on the Beach | Stuart Little
- August 28: Crafts & Campfire on the Beach/Farmers' Market Customer Appreciation Night

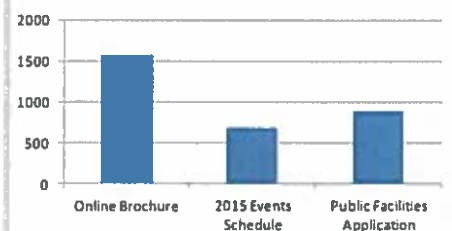
## WEBSITE HITS & DOWNLOADS



### After visiting homepage, top 3 pages visited

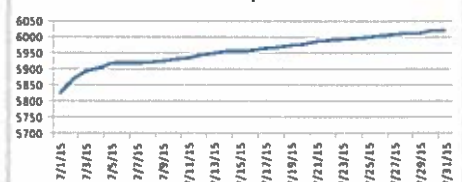


### Top 3 downloads



## FACEBOOK LIKES

Facebook Likes  
 July 2015: 197  
 Total: 6,024





EDC Fund

Accumulated Revenue /Expenditures

FY 2014 Fund Balance

\$44,480.00

FY 2015 Balance as of 06/30/2015 (Unreconciled)

\$21,143.00

FY 2016 Revenue as of 08/02/2015

\$27,336.00

\$92,959.00

FY 2016 Approved Expenditures (minus)

\$47,000.00

Sub total

\$45,959.00

Environmental/EDC Trash Can Initiative

Trash Cans (8) sites @ \$1,096.00 each

\$8,768.00

Materials Est. @ \$50.00 each

\$400.00

\* Labor est

\$490.00

(20 hrs total Avg HR Rate \$24.52 not incld fringe)

Sub total

\$9,658.00

Balance EDC

\$36,301.00

FY 2015 / FY 2016  
EDC Budget Details

Revenue Est/Actuals

FY 2015 ADOPTED BUDGET	FY 2015 PROPOSED ADI BUDGET	FY 2015 ACTUAL AS OF 06/30/2015	FY 2016 Adopted BUDGET	FY 2016 ACTUAL AS OF 08/02/2015
\$74,500.00	\$63,419.00	\$66,125.00	\$66,000.00	\$27,336.00

Expenses

Advertisement	-\$20,000.00	-\$20,000.00	-\$8,609.92	-\$22,000.00	-\$22,000.00
Mosca #2	-\$8,250.00	-\$8,250.00	-\$5,559.03	\$0.00	\$0.00
Christmas	-\$10,500.00	-\$10,500.00	-\$10,500.00	-\$12,500.00	-\$12,500.00
Consultant		-\$15,073.00	-\$15,072.45	\$0.00	\$0.00
Screenvision	-\$6,270.00	-\$6,270.00	-\$5,240.00	-\$6,500.00	-\$6,500.00
Movie / Alexandria VA	\$0.00	\$0.00	\$0.00	-\$6,000.00	-\$6,000.00
Seasonal Code Enforcement	<u>-\$18,827.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Total Exp

-\$63,847.00	-\$60,093.00	-\$44,981.40	-\$47,000.00	-\$47,000.00
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Balance

\$10,653.00	\$3,326.00	\$21,143.60	\$19,000.00	-\$19,664.00
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