



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

**Public Hearing
7:00 p.m.**

Community Development Block Grant Program Application for the Autism Project

**TOWN COUNCIL MEETING
NORTH BEACH TOWN HALL
December 11, 2014
7:00 p.m.**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVE AGENDA**
- IV. APPROVAL OF MINUTES**
 - A. Minutes from the October 9, 2014 Town Council Meeting
 - B. Minutes from the December 4, 2014 Work Session
- V. SCHEDULED APPOINTMENTS**
- VI. PUBLIC SAFETY REPORT**
- VII. TREASURER'S REPORT**
- VIII. REPORTS**
 - A. Public Works Supervisor
 - B. Code Enforcement Officer
 - C. Town Engineer
- IX. BOARDS AND COMMISSIONS**
 - A. Reappointment of Jerome Hansen to the Planning Commission
 - B. Appointment of Bill Heiner to the Planning Commission

Mark R. Frazer, Mayor

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



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X. BUSINESS ITEMS

- A. Election of Vice President to the Council

XI. ORDINANCES AND RESOLUTIONS

- A. Resolution 14-05: Community Development Block Grant Application for the Autism Project

XII. MAYOR AND COUNCIL REPORTS

XIII. PUBLIC COMMENT

XIV. CLOSED SESSION MEETING IF NEEDED

XV. ADJOURNMENT

Upcoming Meetings and Events

- A) Monday, December 15, 2014 – Public Safety Meeting – 7:00 p.m.
- B) Thursday, December 18, 2014 – Planning Commission Meeting – 7:00 p.m.
- C) Wednesday, December 24, 2014 – Town Government closes at 2:00 p.m.
- D) Thursday, December 25th and 26th – Town Government closed for Christmas
- E) Thursday, January 1, 2015 – Polar Bear Plunge – 1:00 p.m. on the Waterfront
- F) Monday, January 5, 2015 – Special Events Meeting – 7:00 p.m.
- G) Thursday, January 8, 2015 – Town Council Meeting – 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 McNeill Mickey Hummel Randy Hummel Gwen Schiada Kenneth Wilcox



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Minutes from the October 9, 2014
Town Council Meeting
7:00 pm

X__ Mayor Frazer	X__ Joanne Hunt	____ Buddy Jenkins
X__ Mr. Benton	X__ Stacy Wilkerson	X__ John Shay
X__ Mr. Dotson	X__ Donnie Bowen	X__ Dawn Richardson
X__ Mr. McNeill	X__ John Hofmann	X__ Corporal Phelps
X__ Mr. Hummel	X__ Richard Ball	X__ Marsha Stiner
X__ Ms. Schiada	X__ Mr. Wilcox	

APPROVAL OF AGENDA AND MINUTES

- a) **MOTION** made by Randy Hummel to approve the agenda as submitted.
Seconded by Ken Wilcox. **All in favor.**
- b) **MOTION** made by Randy Hummel to approve the minutes from the
September 11, 2014 Town Council Meeting. Seconded by Gwen Schiada.
All in favor. **Motion carries.**

SHERIFF'S DEPARTMENT REPORT

- a) In September 2014 the Sheriff's Department responded to 169 calls for
service in North Beach. This is down from 172 calls in August 2014.

TREASURER'S REPORT

- a) Treasurers Report: Reporting Period: 9/1/2014 – 9/30/2014: Beginning
Balance; \$129,519.63; Total Debits: \$305,761.50; Total Credits:
\$355,489.25; Ending Balance: \$79,791.88. **MOTION** made by Ken Wilcox
to accept this report as presented. Seconded by Gwen Schiada. **Motion
carries.**

REPORTS

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

Mark R. Frazer, Mayor

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



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BUSINESS ITEMS:

- a) Living Shoreline and Flood Dike Bids: John Hofmann prepared a staff memo in regards to the project. There were four interested firms in the project with the Town receiving one proposal from Environmental Concerns. Staff is recommending the following award to Environmental Concerns:

Proposed compensation to EC by the Town in accordance with their proposal is as follows:

Living Shore Line Project

Construction Services \$ 545,814

Monitoring Education & Outreach Services \$ 83,700

Flood Control Project

Construction Services \$ 194,634

TOTAL All Services \$ 824,148

Under the proposed contract with EC they will also be providing non compensated service (in kind) with an approximate value of \$22,000 which is a part of the work under the NFWF grant.

MOTION made by Randy Hummel to award the contracts to Environmental Concerns for both projects totaling \$824,148.00. Seconded by Gwen Schiada. All in favor. **Motion carries.**

- b) Bayfront Park Pond Bids: This project was placed out to bid with the Town receiving proposals from two companies. The staff recommendation is to award the contract to Knee Deep Ponds in the amount of \$98,263.67. **MOTION** made by Randy Hummel to award the project to Knee Deep Ponds. Seconded by Gwen Schiada. Vote: Aye: Benton, Hummel, McNeil, Schiada, Wilcox. NAY: Dotson **Motion Carries.**

Mark R. Frazer, Mayor

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



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ORDINANCES AND RESOLUTIONS:

- a) Ordinance 14-03: North Beach Flood Management Plan. An Ordinance to repeal the present floodplain management ordinance for The Town of North Beach, Maryland and to adopt a new upgraded ordinance upon recommendation from the State of Maryland. **MOTION** made by Randy Hummel to pass Ordinance 14-03. Seconded by Gwen Schiada. All in favor. **Motion carries.**

Meeting 8:55 pm on a Motion made by Randy Hummel. Seconded by Ken Wilcox. 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



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Minutes from the December 4, 2014

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) Economic Development Report Review: Karen Ankerbrandt and Lisa Payne were in attendance from the Economic Development Committee and they highlighted the report prepared by SAGE Policy Group. Karen and Lisa disseminated the committee's recommendations in order of proposed implementation. A copy of these recommendations is included with these minutes. The Council members thanked the committee for their work on this project. The Mayor, Council and Staff are actively working towards some of the recommendations. These recommendations can be used as part of the strategic plan for the next four years.
- 2) Strategic Plan for the four year term. Mayor Frazer asked the Council members to prepare and submit the items they would like to work on in the next four years. He would like to have these items turned in by the 1st of March.

Meeting was closed on a MOTION by Randy Hummel to enter into Executive Session at 7:52 p.m. to discuss a personnel matter. Seconded by Ken Wilcox. All in favor. Meeting closes.

Mark R. Frazer, Mayor

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

DR. BASU'S RECOMMENDATIONS IN ORDER OF PROPOSED IMPLEMENTATION

1) Development of an indoor market

A. Review Ron Russo's proposal (After review, EDC will draft comments/recommendation on behalf of Ron Russo to the Mayor and Town Council with a target date of January 30, 2015)

B. Issue an RFP with a target date of February 30th

Ron's proposal and the results of the RFP should be reviewed considering:

- The proposer's experience with indoor markets
- how quickly the proposer can come up with the financing
- the proposer's facility design

2) Establishment of a Joint Events Committee/select 2 business members (Idea is to have a business representative from both Bay Avenue and Chesapeake Avenue who has vested interest in events and the Town.)

2) A. Suggestions: Sharon Hall (Bay Wine & Spirits)
Valerie (Bay Ave shop)
Cathy (Sisters Shop)
Marlene Bradshaw (Bay Avenue Shop)
Diane Burr (as an alternate if not able to get business owners)

A. Marketing Consultant (Mission to "Create a Social Media/PR campaign using an established marketing model/strategy to attract and support local businesses, patrons and visitors. ")

-Suggest that this consultant work in tandem with Dawn and the EDC.

B. Issue RFP-to be paid from EDC Funds --Target date of March 1st

3) Neighborhood Beautification

A. Research and apply for Program Grants

- B. Arrange with schools to establish working on the town beautification an official community service for which students will receive credit.
- C. Consider one-year tax breaks for citizens who want to beautify
- D. Develop a method of "selling" the idea to the citizens of North Beach
- E. Sponsor events much like the "May Basket" contest, Holiday decorating contest etc. in the spring and summer (examples: window boxes, painted fences, etc.). Input from Town Council, EDC and Garden Club?

4) Support the building of a Hotel

5) Critical Mass Amenities/Attractions

- A. Work on establishing economic development priorities/ strategies (Library, Performing Arts Center, creative arts center, resident-friendly stores and services, etc)

Suggestion to designate potential Artistic contributions such as:

- Abigail Dance Studio
- Twin Beach Players
- Local Musicians
- ArtWorks at 7th
- Local Artisans participating in the Sculpture Garden Project (encourage local artisans to to donate, switching out art on a rotating basis) Similar to Tammy Vitale (local artist) rendition of wall sculpture at the Welcome Center)

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: November 12, 2014
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In October of 2014, the Sheriff's Office handled 179 calls for service in North Beach. This is up from 169 calls in September 2014.

(In October of 2013, the Sheriff's Office handled 199 calls for service in North Beach.)

Call Breakdown for October 2014:

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

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

Of the 179 calls, we handled:

- 1 CDS Violations (Closed by Arrest) (Oxycodine)

(Due to Marijuana becoming a Civil Violation on October 1, 2014 it will no longer be listed here as a violation. This will also reduce the number of CDS Violations listed on this report.)

- 2 DOPs
 - Broken Vehicle Window (Under Investigation)
 - Broken Window (Closed by Arrest)
- 4Thefts
 - Items from UNLOCKED Vehicle (Under Investigation)
 - Campaign Signs (Under Investigation)
 - Cash from Purse (Closed by Arrest)
 - Shoplifting Fastop (Closed by Arrest)

Breakdown of Dispatched/Self Initiated Calls

Accident – 1	Fight – 1	Suspicious Person – 4
Alarm – 1	Follow Up – 11	Suspicious Vehicle – 3
Animal Complaint – 3	Found Property – 1	Theft – 7
Assault – 3	Fraud – 2	Traffic Complaint – 7
Assist Motorist – 2	Harassment – 2	Trespassing – 1
Assist Sick – 2	Intoxicated Person – 1	Unauthorized Use MV – 2
Attempt to Locate – 8	Loud Party/ Music – 2	Unknown Problem – 1
Burglary – 1	Missing Person – 1	Violation of Protective Order – 1
CDS Violation – 4	Parking Complaint – 3	Warrant Service – 2
Check Welfare – 2	Patrol Check – 76	
Conserver of Peace – 2	Police Information – 1	
DOP – 2	Protective Order – 2	
Disorderly – 9	Relay – 1	
Domestic – 3	Special Assignment – 1	
Eviction – 1	Summons Service – 2	

****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****

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: December 4, 2014
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In November of 2014, the Sheriff's Office handled 141 calls for service in North Beach. This is down from 179 calls in October 2014.

(In November of 2013, the Sheriff's Office handled 172 calls for service in North Beach.)

Call Breakdown for October 2014:

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

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

Of the 179 calls, we handled:

- 2 CDS Violations (Closed by Arrest) (Heroin/Oxycodone)

(Due to Marijuana becoming a Civil Violation on October 1, 2014 it will no longer be listed here as a violation. This will also reduce the number of CDS Violations listed on this report.)

- 2 Thefts
 - Shotgun taken from UNLOCKED Vehicle (Under Investigation)
 - Utility Trailer Stolen from Yard (Under Investigation)

Breakdown of Dispatched/Self Initiated Calls

911 Hang Up – 1	Follow Up – 3	
Abandoned Vehicle – 1	Loud Party/ Music – 3	
Alarm – 2	Parking Complaint – 1	
Assault – 2	Patrol Check – 81	
Assist Motorist – 1	Police Information – 2	
Assist Sick – 1	Search Warrant – 1	
Attempt to Locate – 8	Special Assignment – 2	
Burglary – 1	Suspicious Person – 3	
CDS Violation – 1	Suspicious Vehicle – 2	
Check Welfare – 1	Theft – 3	
Conserver of Peace – 1	Traffic Complaint – 4	
Disorderly – 4	Unknown Problem – 2	
Domestic – 5	Warrant Service – 2	
Eviction – 2		
Firearms Complaint – 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 10/01/2014- 10/31/2014

PNC Bank:

Beginning Balance 10/01/2014	\$ 79,791.88	
Total Debits (+)	\$1,410,549.71	
Total Credits (-)	\$ 377,941.25	
Ending Balance 10/31/2014	\$1,112,400.34	Last Year: \$ 832,305.11
Investments (MLGIP/General Fund)	\$2,034,970.20	Last Year: \$ 802,410.00
(MLGIP/Sewer Capital)	\$ 33,987.19	Last Year: \$ 383,898.00
(MLGIP/Water Capital)	<u>\$ 7,427.77</u>	<u>Last Year: \$ 137,399.00</u>
Total Cash	\$3,188,785.50	Last Year: \$2,156,012.11

Cash receipts over \$7,500.00

\$ 170,000.00- Transfer from CC Account to General
 \$1,131,566.85- Calvert County Tax Pymt.- September
 \$ 45,562.38- Refund ENR & WWTP O & M

Cash Disbursements over \$7,500.00

\$24,292.01- Payroll W/E 09/27/2014
 \$22,377.82- Payroll W/E 10/11/2014
 \$23,966.79- Payroll W/E 10/25/2014
 \$42,604.35- Town of Chesapeake Beach- WWTP
 \$39,389.20- Town of Chesapeake Beach- WWTP
 \$12,116.78- Southern Maryland Recycling- Trash Contract
 \$32,239.06- Suntrust Bank- Note
 \$15,707.22- Comptroller of Maryland
 \$10,000.00- BBD, LLP- Auditors
 \$12,500.00- Shafer, Troxell & Howe, Inc.- Bay Ave. Pump Station

TOWN OF NORTH BEACH TREASURER'S REPORT

Reporting Period 11/01/2014- 11/30/2014

PNC Bank:

Beginning Balance 11/01/2014	\$1,112,400.34	
Total Debits (+)	\$ 669,189.51	
Total Credits (-)	\$ 302,035.78	
Ending Balance 11/30/2014	\$1,479,554.07	Last Year: \$ 247,305.58
Investments (MLGIP/General Fund)	\$2,035,024.75	Last Year: \$ 2,833,838.18
(MLGIP/Sewer Capital)	\$ 33,988.10	Last Year: \$ 33,971.34
(MLGIP/Water Capital)	<u>\$ 7,424.97</u>	<u>Last Year: \$ 7,421.31</u>
Total Cash	\$3,555,991.89	Last Year: \$3,122,536.41

Cash receipts over \$7,500.00

\$ 9,523.00- BGE Utility Tax
 \$116,743.76- Calvert County Tax Payment.- October
 \$ 21,379.32- NFWF Grant Reimbursement (Draw #1)
 \$ 7,952.61- Water and Sewer Deposit (Audit # 5,554)
 \$419,054.00- MD Water Quality (ENR Reimbursement #3)
 \$ 52,045.97- Local Income Tax & Other (Nov).
 \$ 15,434.22- Water and Sewer Deposit (Audit # 5,570)

Cash Disbursements over \$7,500.00

\$22,928.89- Payroll W/E 11/08/2014
 \$23,054.22- Payroll W/E 11/22/2014
 \$32,143.00- Global Pump (Upgrade Bay Ave Pump Station)
 \$75,171.36- R.E. Sheehi (2nd Street Resurface)
 \$13,403.07- Southern Maryland Recycling- Trash Contract
 \$22,718.71- John Hofmann, P.C.
 \$21,379.32- Environmental Concerns (Living Shoreline)
 \$ 8,843.40- Knee Deep Ponds, Inc. (Bayfront Park)

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 12-09-14

Subject: Monthly Report

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

- 1) Pier contractor is well underway on new fishing platform addition and pier repair work. SE Davis, the pier contractor, has removed all existing decking, joist and bracing required to do pier renovation work. To date 70% of the new pilings have been installed. Contractor is preparing to start on rock breakwater next. Framing and deck work is to began in the coming weeks. Weather has had some effect on the work, but expects to complete pier work by early this spring.
- 2) Update on Bay Front Park is as follows. Had a pre construction meeting with Calvert County Soil conservation Department, went over requirements of grading permit for this site. Silt fence was installed and site grading was done by DPW. Knee Deep Ponds has started constructing ponds and streams. Excavation of ponds and stream is completed and expect liner to be installed this week. Currently have electrical permit for new service for the site. Have submitted information to BG & E and have met on site. Design has been completed by BG & E and fees have been paid. Met on site with K and H electric and site utility work to begin next week. DPW will start on installing water lines and storm drain piping.
- 3) Continuing to work on Bay Ave. pump station upgrade. Currently waiting on BG & E to install new three phase electrical service to property. Service is scheduled to be completed by 1-5-15. After this work is completed DPW can move forward with installation of new pumps and diesel backup pump. All equipment is here and in storage at DPW shop currently. Expect work to be completed in two weeks, weather permitting after installation is started.

- 4) DPW crew has been running leaf vacuum throughout town trying to keep gutter pans and storm drains clear of leaves and debris to prevent clogging of pipes. Have been also clearing storm drain grates on a regular basis.
- 5) Removed section of old jelly fish net that had become hung up on debris on south side of beach. Had extremely low tide last month that made this possible.

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: December 2014

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

USACOE Wetland Revitalization Project

The Corps is continuing to work up their final engineering scope and costs that are needed for the agreement with the Town prior to starting design for the channels and culverts for their North Wetlands Restoration Project.

9th Street Flood Mitigation & Living Shoreline Projects

MDE has completed their staff review and is putting the project on Public Notice which lasts until early January. After the public notice period ends, the permit for both the Living Shoreline & the Flood dike will be issued which should occur by the end of January. Construction will be started as soon as the permit is approved.

New Fishing Platform and Renovations for Town Pier.

Don Bowen's report will cover the construction progress on the Pier by S.E. Davis.

Zoning Ordinance & Map

The Planning commission is working on drafting changes to the Zoning ordinance and Map to be recommended to Town council. The Commission plans to hold a work session on January 10, 2015 to review a draft of the new Ordinance.

Bay Front Park

Don Bowen will provide information on the status of the Water feature construction by Knee Deep Ponds.

Drainage & Roadway Projects

We are working on a design for a project to improve the drainage on the east side of Erie Ave. between First & Second Streets in addition developing cost estimates and preliminary plans for capital projects to be considered in the next Town budget cycle.

Maryland SHA Rt. 261 Upgrade Project.

The SHA staff engineer reports that SHA has developed the hydraulic model that will be used to determine the scope of the SHA improvements that will be recommended as part of their ongoing feasibility study. SHA will be developing a list of options in January after which there will be more work to complete the study and develop a final recommendation for what SHA will do to upgrade Rt. 261 between 9th St. & the Anne Arundel County line.

**TOWN OF NORTH BEACH
RESOLUTION 14-05**

WHEREAS, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant (CDBG) Program; and

WHEREAS, the Town of North Beach is eligible to apply for funds from the Maryland CDBG program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Town of North Beach will be working with The Autism Project (TAPI) as the sub-recipient in this funding request to provide funding for the construction of a 1900 sq. ft. detached single family residence; and

WHEREAS, the North Beach Town Council have held the required public hearing related to the formulation of the Town of North Beach's Block Grant Application; and

NOW, THEREFORE, BE IT RESOLVED, that the North Beach Town Council authorizes the submittal of an application for Community Development Block Grant funds in the amount of Two hundred thousand dollars and no cents (\$225,000.00) this eleventh (11th) day of December, 2014 on behalf of The Autism Project (TAPI), currently located at 9439 Old Solomon Island Road in Owings, Maryland

BE IT FURTHER RESOLVED, that the Mayor of the Town of North Beach is authorized and empowered to execute any and all documents required for the submission of the application.

AND BE IT ALSO FURTHER RESOLVED, that this Resolution 14-05 shall take effect from the date of its passage by the Town Council.

READ AND ADOPTED THIS 11th DAY OF DECEMBER 2014.

By Order of the Town Council of
The Town of North Beach, Maryland

Mark R Frazer, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Clerk of the Town of North Beach, Maryland, that on the 11th day of December 2014 with ____ Aye votes and ____ Nay votes.

Stacy L. Wilkerson, Town Clerk