



*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  
FEBRUARY 8, 2012  
AGENDA**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVE AGENDA**
- IV. APPROVAL OF MINUTES**
  - 1) Minutes from the January 12, 2012 Town Council Meeting
  - 2) Minutes from the January 12, 2012 Executive Session
  - 3) Minutes from the February 2, 2012 Work Session
  - 4) Minutes from the February 2, 2012 Executive Session
- V. SCHEDULED APPOINTMENTS**
  - A. Mr. Reggie Broddie from the Annapolis Boys and Girls Club
  - B. Grace Mary Brady from the Bayside History Museum
- VI. PUBLIC SAFETY REPORT**
  - A. Sheriff's Department
  - B. North Beach Volunteer Fire Department
- VII. TREASURER'S REPORT**
- VIII. REPORTS**
  - A. Public Works Supervisor
  - B. Code Enforcement Officer
  - C. Town Engineer
- IX. BOARDS AND COMMISSIONS**

Mark R. Frazer, Mayor

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



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**X. BUSINESS ITEMS**

- A. Award Contract for the Engineering of the dike located at the north end of Town.
- B. Update on lease agreement with Calvert County for the North Beach Community Center
- C. Contract for Walton Parcel #2

**XI. ORDINANCES AND RESOLUTIONS**

- 1) Ordinance No: 12-01: An Ordinance to adopt the North Beach Comprehensive Plan - Introduction

**XII. MAYOR AND COUNCIL REPORTS**

**XIII. PUBLIC COMMENT**

**XIV. ADJOURNMENT**

**XIV. EXECUTIVE SESSION IF NEEDED**

**Upcoming Meetings and Events**  
**All Meeting held at the Town Hall**

- 1) Tuesday, February 14, 2012 – Valentine’s Day
- 2) Monday, February 20, 2012 – Town Government Closed
- 3) Thursday, February 23, 2012 – Planning Commission Meeting, 7:00 p.m.
- 4) Monday, February 27, 2012 – Public Safety Meeting.

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## Minutes from the January 12, 2012 Town Council Meeting

Mayor Frazer opened the meeting at 7:05 p.m.

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

### APPROVAL OF AGENDA AND MINUTES

- a) MOTION made by Randy Hummel to approve the agenda as presented. Seconded by Ken Wilcox. All in favor. Motion carries.
- b) MOTION made by Greg McNeil to approve the Minutes from November 10, 2011, Town Council agenda as presented. Seconded by Gwen Schiada. All in favor. Motion carries.

### SCHEDULED APPOINTMENTS

- a) Ms. Grace Mary Brady from the Bayside History Museum was in attendance with a power point presentation showing the history of Boy Scout Camp at the Camp Roosevelt since there were Boy Scout in attendance at the meeting.

### PUBLIC SAFETY REPORT

- a) Calvert County Sheriffs Report for November 2011. In November the Sheriff's Department responded to 277 calls for service in North Beach. This is down from 277 calls in October.

Mark R. Frazer, Mayor

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## TREASURER'S REPORT

Treasurers Report: Reporting Period: 11/1//11 – 11/30/11: Beginning Balance \$148,936.19; Total Debits: \$887,922.67; Total Credits: \$622,777.77 Ending Balance: \$ 414,081.09. MOTION made by Ken Wilcox to accept the report. Seconded by Mike Benton. Motion carries.

## REPORTS:

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

## BOARDS AND COMMISSION

### BUSINESS ITEMS

- 1) RFB on the Timber Breakwaters: MOTION made by Randy Hummel to move forward with the project as proposed. Seconded by Greg McNeil. All in favor. Motion carries.
- 2) RFP for additional engineering for the dike at the north end of Town: MOTION made by Gwen Schiada to move forward with the project. Seconded by Greg McNeil. All in favor. Motion carries.
- 3) Army Corp of Engineers Report: The Town has received the report. John Hofmann has put together a brief summary of the report in a consolidated form. The Town will be requesting a meeting with the Army Corp to ask specific questions of the report.

### ORDINANCES AND RESOLUTIONS

- 1) Ordinance 11-11: An Ordinance to adopt the 2009 International Property Maintenance Code and the 2009 International Building Code for Residential and Commercial Properties. The Ordinance was introduced. The Ordinance will be placed on the January 2012 agenda for voting.

Meeting closed at 8:45 p.m. on a motion made by Randy Hummel. Seconded by Greg McNeil. All in favor.

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 February 2, 2012 Work session

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

- 1) Update on the Comprehensive Plan: No further public comment was received from the Public Hearing at the January Work Session. The Council is ready to move forward and introduce an ordinance to adopt the Comprehensive Plan at the February Town Council Meeting.
- 2) Update on the Army Corp of Engineers Report: John Hofmann states the Corp is still working on the report after the meeting that was held on January 13, 2012. The final report is close to completion.
- 3) Lease Agreement for the North Beach Community Center: The Town is actively negotiating with Calvert County to lease the Community Center for the relocation of Bayside History Museum.
- 4) Update on the purchase of Walton Parcel #2: The Town is purchasing a second parcel of land near the Public Works Department and the marsh area. Settlement is scheduled for Friday the 10<sup>th</sup> of February.
- 5) Results of the Recycling survey: The survey was available for a month for all residents to fill out. The Town received almost 100 responses. Most participants of the survey would like to have picked up once a week along with a larger container with wheels, lid and a handle. The Mayor would like to set up a committee to review the recycling efforts of the Town. He has appointed Joanne Hunt, Gwen Schiada, Donnie Bowen, Jimmy Graner and himself.
- 6) Discussion of Waterfront Wedding Initiative: The Town will be going forward with the Bond Bill to request money for the lower level addition to the pier along with stone breakwaters for under the pier. With the construction of the lower level of the pier for fishing, the Town can focus on putting together a wedding initiative for the waterfront area.
- 7) Discussion of Commercial Parking Requirements: Phil McCormick provided a hand out to the Mayor and Council in regards to Commercial Parking Requirements and why there should not be any. The Mayor will be inviting him to the March 1, 2012 Work Session to discuss further.

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: February 02, 2012  
To: Stacy Wilkerson  
From: First Sergeant Craig Bowen  
Re: Sheriff's Office Report-North Beach

In January, the Sheriff's Office handled 289 calls for service in North Beach. This is up from 275 calls in December.

Call Breakdown for January:

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

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

Of the 73 calls, we handled:

- 2 Assaults (both closed by arrest)
- 0 Robbery
- 3 CDS Violations
- 1 Theft (under investigation)
  - Theft of gas (drive off)
- 0 Burglaries
- 1 Destruction of Property (open)
- 2 DWI

**\*\*See Page 2 for Breakdown of Dispatched/Self Initiated Calls\*\***

**Breakdown of Dispatched/Self Initiated Calls**

Abandoned Vehicle - 2	Domestics - 2	Suicidal subject - 1
Accidents - 1	DWI - 2	Summons service - 3
Alarms - 10	Evictions - 1	Suspicious person - 7
Assaults - 2	Follow ups - 17	Suspicious vehicle - 3
Assist other PD - 3	Intoxicated person - 1	Telephone misuse - 3
Assist sick - 2	Loud music - 1	Theft - 2
Attempt to Locate - 14	Parking complaint - 2	Traffic complaint - 2
Burglary - 2	Patrol checks - 170	Traffic enforcement - 1
CDS Violation - 5	Police Information - 3	Trespassing - 5
Check welfare - 4	Protective orders - 2	
Conservator of the Peace - 3	Prowler - 1	
Destruction of Property - 3	Search Warrant - 1	
Disorderly - 5	Special Assignment - 3	

**\*\*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\*\***





#### January Town Stats

EMS CALLS = 121

Call Breakdown,

Allergic RX =	1
Cardiac Arrest =	1
Chest Pain =	15
Choking PT =	1
CVA (Stroke) =	3
Fire Standby =	2
MVC =	18
Overdose =	1
PSY. Emergency	3
Respiratory Distress =	13
Seizure's =	5
Syncopal Episode =	5
Unconscious Patient	12

EMS calls dispatched in the Town of CB = 36

EMS calls dispatched in the Town of NB = 27

EMS Drill for the Month of January;  
BLS Pharmacology

Other Non Emergent Dispatched Calls = 41

# 100 % VOLUNTEER



## January Town Stats

**FIRE CALLS = 78**

**Call Breakdown,**

AFA =	4
Brush Emergencies =	1
EMS =	27
Fire (Boat, Car, House) =	23
Hazmat Responses =	4
Investigation's =	3
Landing Site =	2
MVC =	10
Transfer's (Station) =	4

Fire calls dispatched in the Town of CB = 14

Fire calls dispatched in the Town of NB = 10

Fire drill for January;

Held off campus with CO#2 PFVFD

Fundraising;

Bingo,

1/3/12, 1/10/12, 1/17/12, 1/24/12, & 1/31/12

# 100% Volunteer

TOWN OF NORTH BEACH  
TREASURER'S REPORT

Reporting Period 01/01/2012- 01/31/2012

**PNC Bank:**

Beginning Balance 12/31/11	\$292,601.90	
Total Debits (+)	\$405,115.71	
Total Credits (-)	\$466,029.52	
Ending Balance 09/30/11	\$231,688.09	Last Year: \$156,908.15
Investments (MLGIP/General Fund)	\$ 1,592,210.19	Last Year: \$1,682,893.68
(MLGIP/Sewer Capital)	\$ 383,493.68	Last Year: \$383,102.27
(MLGIP/Water Capital)	<u>\$ 137,254.46</u>	<u>Last Year: \$137,114.39</u>
Total Cash	\$ 2,344,646.42	Last Year: \$2,360,018.49

**Cash Receipts over \$7,500.00**

**\$387,527.82- Calvert County Government- Taxes**

**Cash Disbursements over \$7,500.00**

\$19,580.95- Payroll W/E 01/17/12  
\$20,132.32- Payroll W/E 01/21/12  
\$80,048.25- Calvert County Treasurer- Deputy Sheriff Program  
\$19,242.37- Suntrust Bank- Bond  
\$30,730.00- Town of Chesapeake Beach- WWTP  
\$ 9,011.60- Comptroller of Maryland- Flush Tax  
\$19,554.78- Southern Maryland Recycling- Trash Contract  
\$15,000.00- S J Johnson- HVAC – DPW Contract  
\$141,130.77 MD Water Quality

To: Mayor and Town Council

From: Don Bowen DPW

Date: 2-9-2012

Subject: Monthly Report

Mr. Mayor,

Here is a list of items Public Works has been working on since last report period in addition to normal routine task.

- 1) Continuing to work with contractors on finishing up new Public Works building. Heating system is now on line, this was last major item that needed to be completed. Final inspections are scheduled for early next week and expect to finish moving into new building very soon. To date project is within budget.
- 2) Working on reconfiguring of existing DPW building, progress is moving along on schedule. Expect work to be completed by April 1, 3012.
- 3) Did a walkthrough of community center building with Mr. Goins to come up with a budget for items that might need repair. Working with town staff to complete list. No real major issues seen, mostly cosmetic items noted.
- 4) Addressed two storm water issues from residents on Erie avenue, and currently working with Mr. Hoffman to address water problem from 1<sup>st</sup> to 2<sup>nd</sup> streets on Erie. In addition to these areas, went through storm water issues throughout town and with staff we are coming up possible solutions and budgets for repairs.
- 5) Working with staff on upcoming 2013 budget items.
- 6) Installed sign at Walton Beach indentifying area as nature preserve.
- 7) Did quarterly water reads for this billing cycle, had rep from meter company go along with staff to ensure proper reading of meters.

- 8) Met with Mayor and landscape designer to come up with a complete plan for the north end of Dayton avenue. Plan is expected to be completed tomorrow for review of town staff and council.

## Code Enforcement

February 9, 2012

Mayor Frazer, Town Council Members:

Continue to ride all streets within the Town on a daily basis making myself visible to the citizens, communicating with citizens, checking status of violations and working to make the Town a better place to live.

Sent three civil citations to the Towns Attorney for legal action, three more to be sent if the conditions of the properties are not corrected by the end of February.

Mailed out five certified letters to owners regarding exterior property issues, illegal parking, and dangerous trees. If they are not responded to civil citations will be written at the appropriate time.

Since the first of the year 21 new and in progress tickets have been opened and or addressed in the civicall program. Seven civicall tickets are completed and ready to be updated on the program.

Met with the owners of one abandoned property within the Town. It is my understanding that the property will be renovated. The owner was advised to apply for the appropriate permits and supply the Town with a scope of the planned work. If the project has not started by April 1, 2012 legal documents will be forwarded to the Towns Attorney for legal action to abate the property.

When following up on a complaint with clutter in the right of way I encountered a pit bull; the owner was advised of the Town Ordinance and that the dog would have to be relocated, a certified letter was also sent with a copy of the ordinance attached.

Followed up on a complaint about a commercial property within Town that has safety issues and possible fire hazards; Clearances from combustibles and unobstructed path of travel were noted. The responsible parties were written a letter for correction and the owner of the property was made aware of the conditions.

Plan to start working with the newly adopted building codes 2009 IRC, IBC, and International Property Maintenance Code the week of February 13<sup>th</sup>, 2012.

Respectfully submitted: Paul Goins, Code Enforcement Officer

## MEMORANDUM

**TO: Mayor & Town Council**

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

**RE: Monthly Report**

**DATE: February 2012**

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

### Timber Breakwater

We have reviewed the project with the staff and DNR. They have requested modifications to the Drawings and Specifications prior to the Town receiving bids. These changes are being completed this week so advertising for construction bids can be started during the week of February 13<sup>th</sup>. We are waiting for the MDE permit which should be issued by the end of March.

### Concrete Work

The Contractor has not yet started but is under contract to complete all work by the end of February.

### ps of Engineers Wetland Revitalization

The draft of the Engineering report has been reviewed and comments sent to the USACOE. The USACOE has not responded to the Town's comments and has not provided a completed report and cost estimates which are needed for the agreement with the Town that will cover the design and construction phase of the Project.

### DPW shop building

We are working on the design modifications for the stormwater management and updating the site plan to reflect changes associated with the retention of the existing Public Works Building.

### Watershed Implementation Plan (WIP)

I am continuing to work with the County and other agencies to develop the plan needed to meet the nutrient reduction goals set for the County by the State and EPA.

### Boat Slip Dredge

DNR wants the Town to apply for permits as soon as possible. To apply for permits, we must identify the disposal site for the dredge material. We are working with the Town of Chesapeake Beach on an arrangement to use their disposal site. Once the Town approves an arrangement with Chesapeake Beach, we will submit for permits.

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

A Request for Proposals (RFP) has been issued for additional engineering consultation on the design. Seven proposals were submitted in January and a separate memo is being provided to you with the results of the evaluation of the proposals received.



# MEMORANDUM

**TO: Mayor & Town Council**

**FROM: John Hofmann, Town Engineer**

**DATE: February 8, 2012**

**RE: Proposals for engineering evaluation 9<sup>th</sup> street flooding**

In January the Town received 7 proposals in response to the request for proposals (RFP) that was issued in December of 2011.

The purpose of the RFP was to obtain proposals for engineering services to evaluate Flood Protection measures for the area in the vicinity of 9<sup>th</sup> Street.

The scope of work that was to be provided to the Town includes the following tasks:

1. Inventory existing infrastructure including storm drains and pumping units and analyze their capacity to handle storm and tidal water that inundate the study area. The Town will provide topographic mapping of the area and improvement drawings for existing storm drain facilities.
2. Review the Town preliminary plans for flood protection and recommend alternative cost effective measures that should be considered or changes to the design that would improve the protection they could provide without causing adverse impacts.
3. For proposed measures, provide schematic type drawings and cost estimates. List recommendations in priority order.
4. Provide all recommendations and findings in three copies of a bound report which will be presented to the Town Council at a public session

The 7 proposals received have been reviewed and ranked in accordance with the evaluation criteria presented in the Town's RFP. The results of the evaluation are shown in the attached summary dated February 6, 2012.

As a result of the evaluation, the firm EA Engineering, Science and Technology, Inc. has the highest ranking with a score of 95 out of 100 possible points.

Based on this evaluation, I recommend that the contract for Engineering Evaluation of the 9<sup>th</sup> Street Area Flood Protection be awarded to EA Engineering, Science and Technology, Inc. based on the scope of work included in their proposal to the Town.

# OOD PROTECTION

7

OFFICE LOCATION	Fee	Qual/Rel exper. 25pts.	Team Comp. 15pts.	Approach 25pts.	Schedule 10pts.	Costs 25pts.	Total pts. 100pts.
Sparks, MD	\$19,976	25	15	25	10	20	95
Salisbury, MD	\$34,900	25	15	22	10	8	80
Lanham, MD	\$18,641	15	12	15	10	25	77
Laurel, MD	\$44,809	25	15	20	10	5	75
Showell, MD	\$34,200	15	15	18	10	11	69
Prince Frederick, MD	\$28,348	5	5	18	10	17	55
Mitchellville, MD	\$31,000	6	6	18	10	14	54

TOWN OF NORTH BEACH  
MAYOR AND TOWN COUNCIL

ORDINANCE NO. 12-01

AN ORDINANCE FOR THE PURPOSE OF ADOPTING THE TOWN OF NORTH BEACH 2012 COMPREHENSIVE PLAN.

WHEREAS, Maryland Annotated Code, Article 66B requires municipalities to periodically adopt comprehensive plans including policies statements, goals, and interrelated plans for private and public use, transportation, and community facilities and water resources documented in texts and maps which constitute the guide for future development; and

WHEREAS, the policies and implementation strategies in the 2012 Comprehensive Plan for the Town of North Beach, are based on the preferred scenario and background studies for water, sewer, transportation, economic development, housing and environment; and

WHEREAS, the Mayor and Town Council have determined that it is in the best interest of the Town to adopt the 2012 Comprehensive Plans recommended by the Planning Commission; and

WHEREAS, the 2012 Comprehensive Plan shall constitute a general plan for the Town of North Beach setting forth goals and a guide for future development. The adoption of the 2012 Comprehensive Plan shall not be construed as approval of individual projects which may be recommended therein, and the Council shall reserve to themselves the right to consider, debate, oppose, or support specific actions that may come before them that are intended to implement specific elements of this plan;

NOW THEREFORE, BE IT ORDERED that the Town of North Beach Mayor and Council adopt the Town of North Beach 2012 Comprehensive Plans as shown on Exhibit 1 which is attached hereto and made a part of this Ordinance.

AND, BE IT FURTHER ORDAINED that this Ordinance shall become effective on the \_\_\_\_ day of \_\_\_\_\_, 2012 after having been read at two successive Town Council meetings Pursuant to 19-311 of the Town Charter.

By order of the Mayor and Council

Mark R. Frazer, Mayor

ATTEST:

Stacy Wilkerson, Town Clerk  
Town of North Beach