



*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  
January 10, 2013  
7:00 PM**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVE AGENDA**
- IV. APPROVAL OF MINUTES**
  - A. Minutes from the November 8, 2012 Town Council Meeting
  - B. Minutes from the December 6, 2012 Work Session
  - C. Minutes from the Special Town Council Meeting on December 19, 2012
  - D. Minutes from the January 3, 2013 Work Session
- V. SCHEDULED APPOINTMENTS**
  - A. Holiday Highlight Winners
  - B. Presentation by Girl Scout Junior Troop 339 to Councilman Benton
  - C. Grace Mary Brady from the Bayside History Museum
- VI. PUBLIC SAFETY REPORT**
  - A. Sheriff's Department
- VII. TREASURER'S REPORT**
- VIII. REPORTS**
  - A. Public Works Supervisor
  - B. Code Enforcement Officer
  - C. Town Engineer
- IX. BOARDS AND COMMISSIONS**
  - A. Update from the Historic Preservation Commission on the proposed storyboard.

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**

- 1) RFP for the planning of the 3<sup>rd</sup> street park
- 2) Discussion on the results of the ice skating event
- 3) Letter to Chesapeake Beach for plant expansion

**XI. ORDINANCES AND RESOLUTIONS**

- A. Resolution No: 13-01: A Resolution for the declaration of official intent to participate in the ENR upgrade at the Chesapeake Beach Wastewater treatment plan.

**XII. MAYOR AND COUNCIL REPORTS**

- A. State of the Town given by Mayor Frazer

**XIII. PUBLIC COMMENT**

**XIV. CLOSED SESSION MEETING IF NEEDED**

**XV. ADJOURNMENT**

## **Upcoming Meetings and Events**

### **All Meetings held at the Town Hall**

- a) Thursday, January 10, 2013 – Town Council Meeting – 7:00 p.m. at the North Beach Town Hall
- b) Saturday, January 19, 2013 – Meeting with residents in reference to 9<sup>th</sup> Street flood management – 10:00 a.m. –Town Hall
- c) Thursday, January 24, 2013 – Planning Commission Meeting, 7:00 p.m. –Town Hall
- d) Saturday, January 26, 2013 – Performing Arts Center Meeting – 10:00 a.m. – Town Hall

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

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## Minutes from the November 8, 2012 Town Council Meeting

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___ 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 with the change under Ordinance and Resolutions. Resolution 12-06 will be for discussion only. Seconded by Greg McNeil. All in favor. Motion carries.
- b) MOTION made by Greg McNeil to approve the Town Council Minutes from the November 8, 2012 Meeting. Seconded by Gwen Schiada. Ken Wilcox abstains. Motion carries.
- c) Minutes from the November 1, 2012 Work Session. MOTION made by Gwen Schiada to approve the minutes as submitted. Seconded by Greg McNeil. Motion carries.

NOTE: Under the Maryland Opens Meeting Law the Mayor and Town Council voted to enter into Executive Session to discuss a real estate acquisition on October 11, 2012 and November 1, 2012. The items discussed were land acquisition and two code enforcement cases.

### SCHEDULED APPOINTMENTS

- a) Grace Mary Brady gave a presentation on the Carousel from the Chesapeake Beach Park.
- b) Performing Arts Center Presentation: Several members of the Committee were present.

Mark R. Frazer, Mayor

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## SHERIFF'S DEPARTMENT REPORT

- a) In September the Sheriff's Department responded to 226 calls for service in North Beach. This is down from 226 calls in August 2012.

## TREASURER'S REPORT

Treasurers Report: Reporting Period: 10/1//12 – 10/31/12: Beginning Balance \$408,151.52; Total Debits: \$8,200,537.35; Total Credits: \$7,776,383.76; Ending Balance: \$832,305.11. MOTION made by Greg Dotson to accept the report. Seconded by Greg McNeil. Motion carries.

## REPORTS

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

## BUSINESS ITEMS:

- a) North Beach Resort Development Plan: Ron Russo from RAR Associates gave an overview for his development located at 5<sup>th</sup> and Bay Avenue. The Planning Commission approved the development plan in October 2012. MOTION made by Greg Dotson to approve the plan as presented. Seconded by Gwen Schiada. All in favor. Motion carries.
- b) Award contract for the replacement of a hazardous wall at 8932 Dayton Avenue: MOTION made by Ken Wilcox to award the contract to Ferguson Masonary in the amount of \$16,850.00. The Town is to proceed with the contract if the property owner does not complete the work by December 15, 2012. Seconded by Greg Dotson. All in favor. Motion carries.
- c) Senate Bill 236 – The Sustainable Growth and Agricultural Preservation Act of 2012 (mapping of Sewer/Septic Systems). MOTION made by Greg McNeil to support Bill 236. Seconded by Greg Dotson. All in favor. Motion carries.

## ORDINANCES AND RESOLUTIONS

- 1) Ordinance 12-12: Bond for Boys and Girls Club Refinancing. MOTION made by Randy Hummel to pass Ordinance 12-12. Seconded by Greg Dotson. All in favor. Motion carries.

Mark R. Frazer, Mayor

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



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- 2) Resolution 12-06: Boys and Girls Club Bond. The Bond was discussed and the Resolution will be voted on at the December meeting.

Meeting closed at 9:35 pm on a Motion made by Ken Wilcox. Seconded by Greg McNeil. 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 6, 2012 Work session

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

- 1) Discussion on the proposed park at the corner of 3<sup>rd</sup> and Bay Avenue: Mayor Frazer gave the public attending the meeting an opportunity to discuss what they would like to see at the park. Most residents would like to see a passive park with flowering trees and shade. Minimal things in the park is better. Mayor Frazer advised there will be another opportunity to residents to discuss their ideas for the park in the future.
- 2) Update on the Performing Arts Center: Peggy Flynn presented the proposed By Laws to the Mayor and Council for the Performing Arts Center. These bylaws will be signed and forwarded to apply for the State of Maryland 501c3 status so fundraising can begin for the building.
- 3) Proposal for ice skating on the T- Section of the pier: The Town Staff brought forth a proposal to the Mayor to have ice skating in North Beach. A local company Fantasy World Entertainment has a portable ice skating ring. A proposal was obtained in the amount \$5,290 for the 1<sup>st</sup> weekend in January. The Council would like to move forward and give it an opportunity.
- 4) Resolution 12-06: Boys and Girls Club Bond – Voting. MOTION was made by Randy Hummel to go with the Bond from PNC with a 10 year payment plan. Seconded by Ken Wilcox. All in favor. Motion carries.
- 5) Decision on the December 13<sup>th</sup> Town Council Meeting – It was the consensus of the Council to not conduct a meeting on the 13<sup>th</sup> of December. There are no action items on the agenda.

Meeting closed at 8:05 p.m.

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 Special Town Council Meeting

December 19, 2012

5:00 p.m.

Attendance: Mayor Frazer, Mike Benton, Greg Dotson, Randy Hummel, Ken Wilcox, John Shay, and Stacy Wilkerson. Absent Gwen Schiada and Greg McNeill.

- 1) MOTION made by Randy Hummel to approve the agenda as presented. Seconded by Ken Wilcox. All in favor. Motion carries.
- 2) Ratification of contracts for the purchase of Walton Parcels at the north end of Town.
  - a) MOTION made by Randy Hummel to approve the purchase of Walton Parcel #2 in the amount of \$57,777.78 for 14.53 acres. Seconded by Ken Wilcox. All in favor. Motion carries.
  - b) MOTION made by Randy Hummel to approve the purchase of Walton Parcel #3 in the amount of \$182,222.22 for 3.676 acres. Seconded by Ken Wilcox. All in favor. Motion carries.

Meeting closed at 8:05 p.m.

Mark R. Frazer, Mayor

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## Minutes from the January 3, 2013 Work session

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

- 1) Offer from Verizon to install an additional antennae on the water tower: Ms. Barbara Pivec was in attendance to discuss the potential for installing an addition antennae on the water tower. She has been in contact with Utility Services and met with Donnie Bowen to explain what Verizon would like to do. Mayor Frazer has requested Donnie have a draft agreement done by the February Work Session for discussion.
- 2) Progress on Timber Breakwaters and Lower Pier: John Hofmann gave an update on the breakwaters which are scheduled to be completed in February. The company is 68% complete with the project. The Lower Pier plans are being finalized and should be ready to send to companies for proposals. The permit applications have been submitted to the State.
- 3) Update on the Wetlands Trail to Rose Haven: Mayor Frazer recently had a meeting with Stuart Chaney who owns the wetlands between North Beach and Rose Haven. The property which consists of 600 acres has been placed in a preservation for birds. The path will need to be altered. It is being suggested a 8 foot wide trail be placed along the west side of 261 into Rose Haven.
- 4) Update on the meeting with Army Corp of Engineers: The Army Corp were in North Beach on December 21, 2012 to give an update on their progress. There is money in their budget now to assist with the restoring the wetlands and beach erosion. The order of priority for the projects are; a) break water and the additional culverts into the wetlands. The Town will need to help fund these projects.
- 5) Discussion on the proposed park at the corner of 3<sup>rd</sup> and Bay Avenue: John Hofmann and Dawn Richardson have been writing a RFP for the park. This RFP is seeking companies who are interested in designing the park. The Council is requesting an additional week to review the RFP. Mike Benton would like to get community participation in the design. John Hofmann suggest the company awarded the contract hold a Saturday meeting to get Town participation. Consideration of the RFP will be placed on the Town Council meeting agenda for January 9, 2013.

Mark R. Frazer, Mayor

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



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- 6) North Beach Development Potential (Commissioners letter to Chesapeake Beach). The County Commissioners have declined to participate in the expansion of the waste water treatment plant in Chesapeake Beach. The Town needs to decide if they plan to participate in the expansion also. John Hofmann and Joanne have been putting together an EDU count for the water/sewer taps based on the taps currently being used and an potential taps that will be needed for future developments. Based on the Towns calculations, there are enough taps to fulfill the potential developments. The Mayor and Council have agreed to also not participate in the expansion. John Shay will draft a letter to Chesapeake Beach with the decision.
- 7) Meeting closed at 8:05 p.m. with a motion made by Randy Hummel to enter into Executive Session to discuss a real estate transaction. Seconded by Greg Dotson.

Mark R. Frazer, Mayor

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



## **2012 Holiday Highlights – Participating Businesses for Gift Bag Donations**

**Bay Wine and Spirits**

**Beach Traders**

**Beauty by the Bay**

**Chesapeake Care Drug**

**Dominos Pizza**

**Fastop / Chesapeake Beach**

**Heavenly Chicken and Ribs**

**Kettle Korn**

**Lighthouse Marketplace**

**Nice and Fleezy Antiques**

**Olde Town Candy**

**Palms Salon & Day Spa**

**Rolands Grocery**

**Sisters Corner**

**Sweet Sues**

**Thursdays Restaurant**

**Town of North Beach**

**Westlawn**

**Wheel Clothing**

# Memo



## CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: January 2, 2013

To: Stacy Wilkerson

From: First Sergeant Roscoe Jones

Re: Sheriff's Office Report-North Beach

In December, the Sheriff's Office handled 161 calls for service in North Beach. This is down from 169 calls in November.

Call Breakdown for December:

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

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

Of the 161 calls, we handled:

- 1 Assault (closed)
- 1 CDS Violation
- 3 Thefts (All are under investigation)
  - *Theft of gas*
  - *Theft of a generator*
  - *Theft of a bicycle*
- 5 Destruction of Property (1 closed, 4 under investigation)
- 0 DWI

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

**Breakdown of Dispatched/Self Initiated Calls**

911 Hang up - 3	Follow up - 14	Traffic complaint -1
Accident – 5	Fraud - 2	Trespassing - 1
Alarm - 5	House/building check - 1	Warrant service – 1
Assist motorist - 2	Missing person - 1	
Assist other department - 6	Neighborhood dispute - 1	
Assist sick/injured - 2	Parking complaint - 1	
Attempt to locate - 5	Patrol check - 74	
CDS Violation - 1	Police information - 5	
Check Welfare- 2	Prowler - 2	
Destruction of Property - 6	Sex offender registry - 1	
Disorderly - 4	Special assignment – 1	
Domestic - 3	Summons service – 1	
DWI - 0	Suspicious person - 2	
Escort -1	Suspicious vehicle - 1	
Firearms complaint - 1	Theft - 5	

**\*\*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 12/01/12- 12/31/12

**PNC Bank:**

Beginning Balance 11/30/12	\$223,237.23	
Total Debits (+)	\$582,961.93	
Total Credits (-)	\$545,698.47	
Ending Balance 12/31/12	\$260,500.69	Last Year: \$ 292,601.90
Investments (MLGIP/General Fund)	\$ 1,282,649.95	Last Year: \$1,592,210.19
(MLGIP/Sewer Capital)	\$ 33,945.81	Last Year: \$ 383,493.68
(MLGIP/Water Capital)	<u>\$ 7,415.74</u>	<u>Last Year: \$ 137,254.46</u>
Total Cash	\$ 1,584,512.19	Last Year: \$2,405,560.23

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

\$ 9,103.20- Water Audit #4,222  
\$ 23,827.72- Calvert County Tax Payment/November, 2012  
\$ 9,926.97- Water Audit 4,283

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

\$ 22,739.06- Payroll W/E 12/08/12  
\$ 19,427.12- Payroll W/E 12/22/12  
\$ 14,003.50- John Hofmann/Engineering/Zoning Services  
\$ 15,292.00- Rexel USA/Electrical lighting BHM (Material)  
\$ 20,858.01- Southern Maryland Recycling/Trash Contract  
\$ 19,688.74- Suntrust/Obligation #18  
\$ 21,152.00- Atlas Construction Services  
\$ 66,183.75- Dissen & Juhn/Wave Barrier Project  
\$248,625.57- Purchase of Walton Parcels 2 & 3  
\$ 9,056.84- BGE Payments/Oct. 30- Nov. 30

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 1-9-13

Subject: Monthly Report

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

- 1) During this report period there two weather related events which caused street flooding and minor tree damage. On 12-21-12 the area experienced a tide surge of 2.5 feet above normal high tide. This caused street flooding in the 9<sup>th</sup> and Bay area from 12:30 am until 4:30 pm. Bay Ave north of 9<sup>th</sup> street was also flooded for a period of approximately three hours. The Town's pier experienced minor damage with the loss of several boards on the lower level. DPW repaired the following week.

On 12-26-12 the area experienced heavy rain all day. The storm drain collection system finally became overwhelmed around 4pm and we experienced minor flooding on Chesapeake and Bay for approximately two hours. The storm water pump on the beach ran 7 plus hours. Heavy winds also caused minor tree damage throughout Town.

- 2) Finished remodeling work on the Bayside History Museum and worked with Grace Mary Brady on moving contents from existing building into the new home of the Museum. Museum staff has started set up of exhibits.
- 3) Continued preliminary work on 3<sup>rd</sup> and Bay park lot. Removed tree stumps, brush and debris. Filled in an old abandon septic tank.
- 4) Finishing up landscaping and stabilization work related to Frederick Ave sidewalk located from 8<sup>th</sup> to 11<sup>th</sup> street. Painted crosswalks at court entrances.

- 5) Performed preventive maintenance on all winter storm equipment and made sure it is in good working condition.
- 6) DPW still experiencing problems with residents disposing rags and baby wipe type products into the Town's sewer system. Staff had to perform maintenance on the pumps at Bay Ave three times this month, and found this type of material lodged in pumps all three times. Staff also jetted sewer mains in the area of 8<sup>th</sup> and Greenwood to clear heavy grease and debris to prevent sewer spills in this area.
- 7) DPW staff has been running leave vacuum through Town twice a week to clean up remaining leaves and yard debris affecting storm drain collection inlets and pipes.

Any questions or comments please contact me,

Thanks Don Bowen

January 10, 2013

Town Council Meeting

To: Mayor Frazer and Town Council members

Firstly, Happy New Year to all and hope you all enjoyed the Holidays.

I'm still working nights at my full time position at WSSC/Louis Berger Group for an undetermined amount of time so again I will be unable to attend Town meeting this month. Thank you.

From November 8, 2012 through January 10, 2013 new Civicall tickets have been written by Code enforcement. By end of year my goal was to have checked my hard files against civicall in order to make sure everything was posted. But in the process, Civicall decided to upgrade causing technical difficulties for me for a couple of weeks and I was unable to complete. Civicall was contacted and they assured me that any glitches caused by upgrade would be gone by 1/7/13. Upgrade is now complete and I will proceed with updating Civicall with my hard files.

In addition to continuing to address pending issues;

There is 1 business inspection pending.

A portable basketball hoop was set up Town right of way was asked to be removed. It was removed.

An old white Ford Galaxy in Burnt Oaks is parked along the main street with a flat tire and has been for awhile. Tag number forwarded to Deputy so that an address can be established.

Went up to San Francisco by the Bay and spoke with General contractor about a complaint that debris was blowing onto other adjacent properties from units that were currently in the building process. Complainant said that said debris was cleaned up immediately.

Spoke with homeowner about getting firewood out right of way. Will follow up.

Did a walk through inspection of 2 adjacent properties on 7<sup>th</sup> St.. Took photos and am in the process of writing a recommendation report of all that needs to be done to be code compliant.

Appeared in court on 12/4 with an associate of Town Attorney RE: Abandoned structure on Erie and other violations at multiple properties, including rental licensing violations. Property owner had trial postponed until 2/4/13. Was able to inspect one rental. Property owner has so far refused to allow access for inspection of 2 more as of yet. A report of needed fixes was written and sent. A never ending saga it seems.

At this time, including the above mentioned, there are 3 properties across Town that abatement is being sought. More on the way as each proverbial fire is put out. 2 not included in the aforementioned that have been going on for a long time are finally in the process of where work is actually being done by

property owners. One in particular is a retaining wall issue that everyone working on Town Hall staff deserves lots of credit for with all work involved in the process of finally getting there. (and let's not forget the property owner) More needs to be done at both properties but issues are being addressed and property owners seem to be motivated somewhat.

Three dead trees are in the administrative process to be taken down as soon as possible. Bids are being taken for one, talks with BG&E to schedule temporary line removal for one, and the other is in limbo as of now because of uncooperative property owner. Abatement may be necessary. Dead tree issue has slowed down because they're so difficult to identify in winter.

2 abandoned properties currently under investigation. 1 on Dayton Ave. and 1 on 6<sup>th</sup> St.

Respectfully Submitted,

Buddy Jenkins

Code Enforcement Officer

## MEMORANDUM

**TO: Mayor & Town Council**  
**FROM: John A. Hofmann, P.E. Town Engineer & Zoning Administrator**  
**RE: Monthly Report**  
**DATE: January 8, 2013**

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

### Timber Wave Barrier Project

Work is progressing at the site with driving sheeting. Next step is to start construction of the gap protection wall. All work is scheduled to be completed by mid February.

### Corps of Engineers Wetland Revitalization Project

We are waiting for Mr. Bennnan to revise the scoping report to include the Town's priorities for the Section 510 work.

### Boat Slip Dredge

We are pursuing permits and working with DNR on funding.

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

The next step is to meet with the area residents on January 19<sup>th</sup>.

### New Fishing Platform for Town Pier.

Approvals from MDE and the Corps of Engineers are expected by early February. We anticipate this project being bid early this spring.

### Wetland Trail

We have updated the trail plan for the section from the Overlook Park to the Town parcel at the end of Frederick Ave. Because of this change, the permit application pending at MDE and the Corps of Engineers needed to be modified.

### DNR Parcels

The appraisals that the State requires are still in progress. When they are completed and approved by DGS, the conveyance approval will go the Board of Public works.

### Block 4 Parking Lot

Design and permits are moving forward for Spring construction.

### Pier upgrade project

We are continuing with the design for the upgrades including new decking for the Town pier.

**REQUEST FOR PROPOSALS**  
**LANDSCAPE ARCHITECTURAL DESIGN**  
**& SITE PLANNING SERVICES**  
**3<sup>RD</sup> STREET PARK**

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

December 30, 2012

**Purpose and Objective**

The Town of North Beach requests proposals from firms with experience in landscape architectural design and site planning for a 0.7 acre parcel that the Town owns at the southwest corner of Bay Avenue and 3<sup>rd</sup> Street. See vicinity map (Attachment “A”). The purpose of the services being requested by the Town is to assist the Town with the planning and design services needed to develop the parcel into a passive community park site.

**Background**

The Town of North Beach recently acquired the 3<sup>rd</sup> Street park site from a developer who acquired the parcel from a private owner in 2006. For the period from the 1970’s up to 2006, there was no development on the 3<sup>rd</sup> Street Park site. The Developer sold the property to the Town in November of 2012 when it abandoned the plans for multi-family housing use of the property. Prior to the 1970’s, the site was occupied by the Calvert House, one of the last famous North Beach Boarding Houses or Hotels. Attachment “E” is a picture of the Calvert House from the 1950’s. The Town purchased the site with the intent to make it into a community park to be utilized by both residents and visitors to the Town.

The site (Attachment “B” is a current plan of the site) is located on the west side of Bay Avenue which traverses the town from the south end of town to the north end of town adjacent to the Chesapeake Bay. On the opposite side of Bay Avenue, adjacent to the site, are the Town boardwalk and the Chesapeake Bay. The site is in the Town’s waterfront zoning district. The waterfront district is intended to promote the development of a mix of uses that are respectful of and complement a waterfront location, and contribute to recreational and tourism activities for residents and visitors. Adjacent to the south end of the site is a residential area consisting of primarily single-family homes. To the west of the site are single-family residences and part of the site that contains a multi-family structure for senior apartments. On the north, the site is bounded by 3<sup>rd</sup> Street,

with a multi-family structure on the north side of the street. The site is in the Town Critical area and is designated Intensely Development Area (IDA). A portion of the property towards the Bay Avenue side is in the Critical Area tidal buffer

Attachment “C” is a recent aerial view of the site and surrounding area. A picture of the site looking from the intersection of Bay Avenue and 3<sup>rd</sup> Street is included as Attachment “D”.

### **Intended Use of the Site**

The Town has developed a list (Attachment “F”) of potential uses and amenities for the site. This list is preliminary and is subject to modification once the Town starts working with the consulting firm selected for the 3<sup>rd</sup> Street Park project.

### **Scope of Work**

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

1. Develop a list of potential uses and amenities for the project. For each item provide a cost estimate and a specification.
2. Work with the Town to select which items will be used in the final development of the site. This task will include providing preliminary site drawings showing how the items selected will be incorporated into the overall development of the site.
3. Based on the items selected by the Town, develop final drawings and specifications that the Town can use for procurement of construction services in accordance with the Town’s bidding procedures. Some parts of the project may be completed by the Town’s Public Works Department without bidding.
4. Provide services to the Town during the construction phase, including periodic site visits to check the quality of the work and provide interpretations of documents prepared by the Landscape Architect, if required.

The selected firm will not be responsible for obtaining any required governmental-type permits, as this work will be done by the Town Engineer.

### **Schedule**

The Town expects to award a professional services contract for the services outlined in this RFP in February of 2013. The Town expects to start construction late spring or early summer 2013. Services of the successful firm will be scheduled accordingly.

### **Proposal Submittal**

To be considered for this project, Landscape Architectural firms 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 planning and design services.
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 4:00 p.m. February 5, 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

A pre-proposal conference will be Thursday January 17, 2013 at 1:00 p.m. in the Town Hall, 8916 Chesapeake Avenue, North Beach, MD 20714. Attendance is recommended for all interested in submitting a proposal. A site visit will be included with the pre-proposal conference.

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:

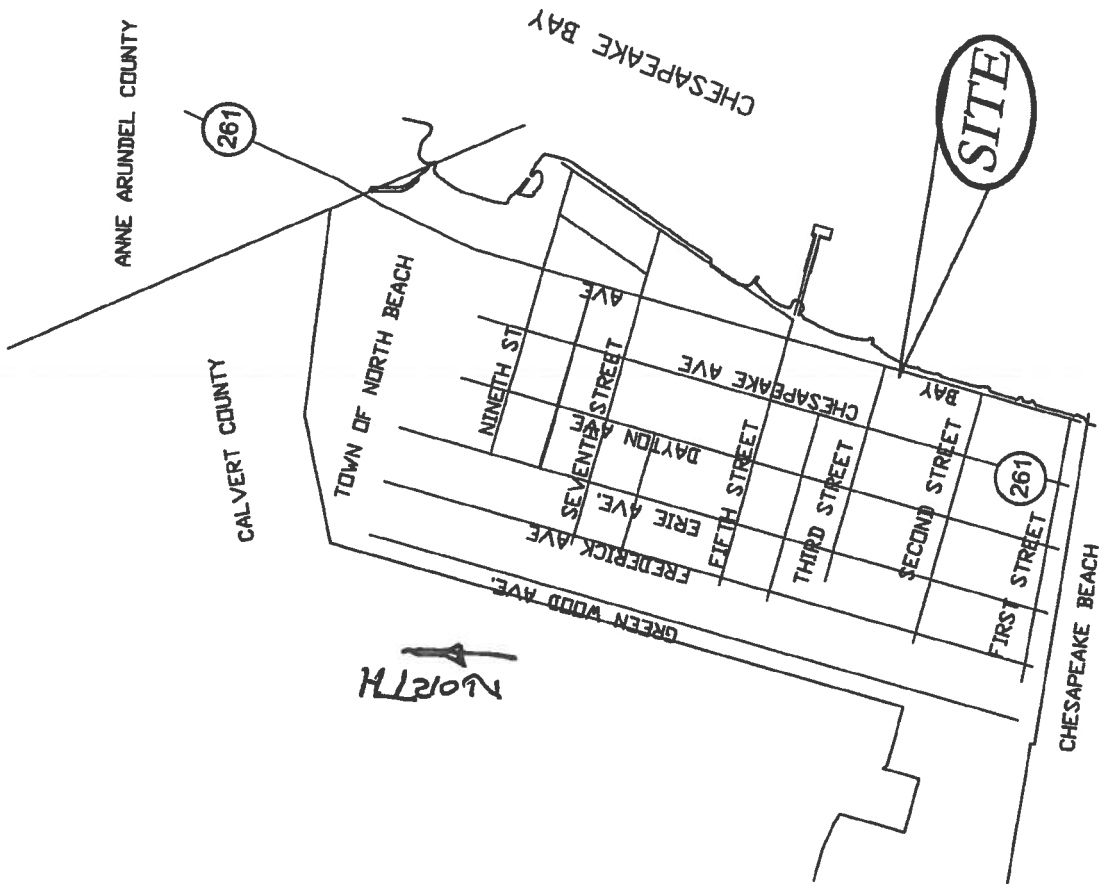
	<u>Max Points</u>
A. Qualifications and Relevant Experience	30
B. Firm's approach and understanding of the Town's requirements	20
C. Firm's plan and demonstrated ability to meet the Town's schedule.	20
D. Proposed fee	<u>30</u>
TOTAL	100

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).

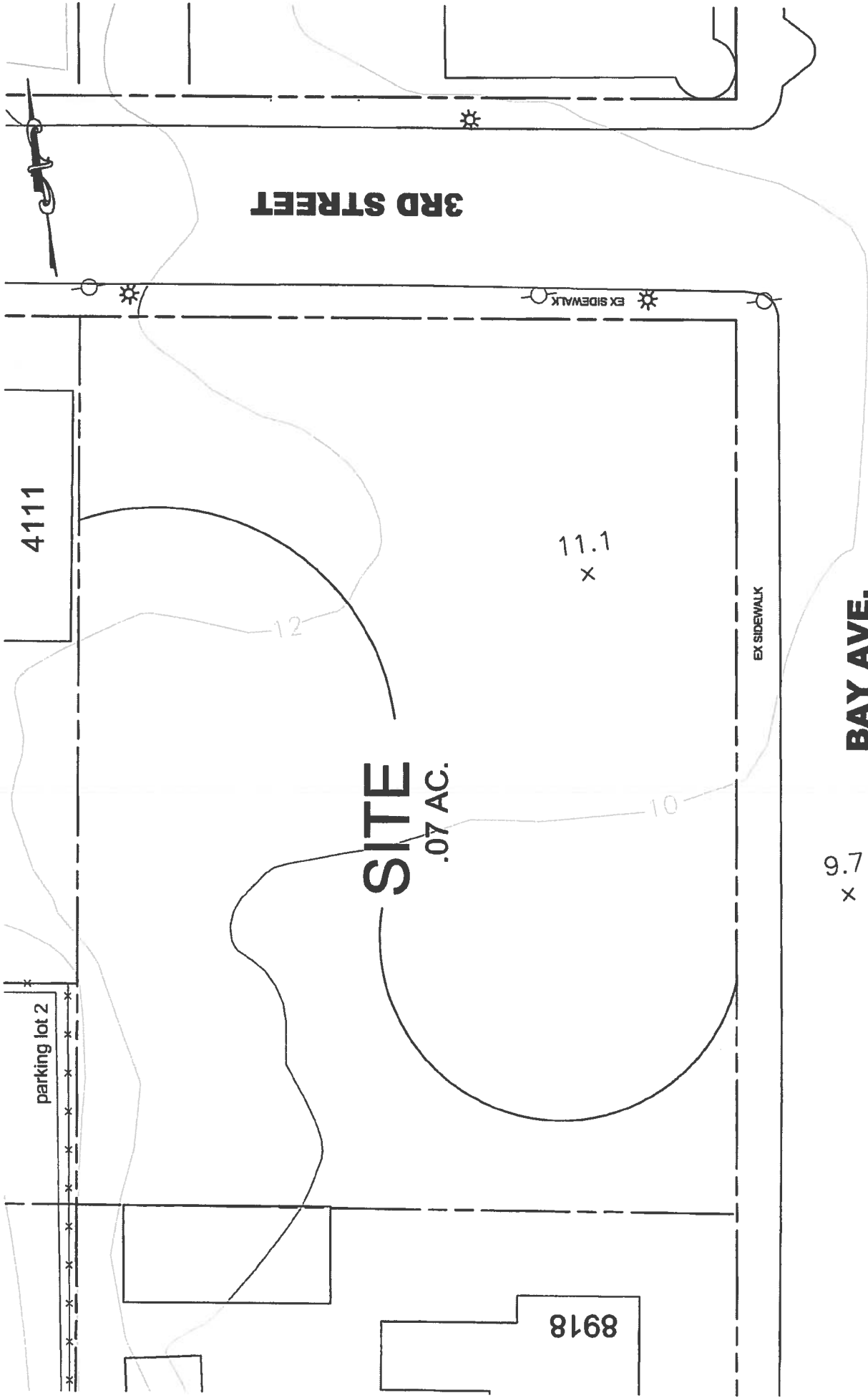
### **ATTACHMENTS**

"A"	Vicinity Map
"B"	Site Map
"C"	Aerial View
"D"	Current Street View
"E"	1950's Street View
"F"	Potential Uses & Amenities

### **END OF RFP**



VICINITY MAP  
3RD STREET PARK  
TOWN OF NORTH BEACH  
1" = 1000'±  
ATTACHMENT "A"



3RD STREET PARK  
TOWN OF NORTH BEACH  
10/31/12

ATTACHMENT B



The data represented here are maintained to the best ability of Calvert County Government. Users assume responsibility for all decisions based on this data.

**3<sup>RD</sup> STREET PARK**

**ATTACHMENT "C"**

**AERIAL VIEW 2011**



**3<sup>RD</sup> STREET PARK**  
**CURRENT STREET VIEW**

**ATTACHMENT "D"**



**3<sup>RD</sup> STREET PARK**

**ATTACHMENT "E"**

**1950'S STREET VIEW**

## **ATTACHMENT “F” POTENTIAL USES AND AMENITIES**

The vision for the area of 3rd Street and Bay Avenue is a passive, waterfront park that is inviting to residents and visitors of the Town of North Beach. The goal is to create a comfortable place for people of all ages to come together and enjoy a relaxing view of the Chesapeake Bay. The following is a preliminary list of potential uses and amenities and is subject to change. A water source and power source will be required.

- Trees, shrubs, flowers and turf areas
- Seating: benches, sitting walls, ledges
- Water fountain
- Pavers for walkway areas
- Signage
- Plaques, small monuments
- Lighting
- Waste receptacles
- Permanent exhibit area
- Temporary exhibit area
- Gazebos or roof-covered seating areas
- Contemporary sculptures
- Features that relate to the history of the site and the Town.

## Ice Skating Event Discussion

January 4,5,6 – 2013

<u>Date</u>	<u>Skaters</u>	<u>Skates Rented</u>	<u>Revenue</u>
Fri.	146	129	\$ 1,117.00
Sat.	432	390	\$ 3,330.00
Sun.	157	138	\$ 1,199.00
Totals	735	657	\$ 5,646.00

### Expenses

Fantasy World Contract Rental	\$ 5,790.00
Staff Payroll (3 Days and 2 Overnights)	\$ 3,200.00

### Considerations for Town if Equipment Purchased

- Based on the 24 x 40 foot size rink rented:
- Three hours to set up and three hours to break down – 3 people = 18 hours of payroll.
- Three people to operate rink, shoes, etc. – 20 hours x 3 = 60 hours of payroll.
- Staff to operate welcome center receipts, line crowd control, safety and overnight security – minimum of 7 x 26 hours (for welcome center and line control) = 182 hours of payroll, and 2 x 28 hours (for overnight security) = 56 hours of payroll.
- TOTAL payroll = 316 hours - \$ 3,160.00 minimum.
- Cost of rink (to include subsurface mats, synthetic surface, skate stop surface around rink and skate surface in changing area) – cost determined by size of rink. (\$\_\_\_\_\_)
- Decorative Lighting. (\$\_\_\_\_\_)
- Skates (minimum of 50 pairs). (\$\_\_\_\_\_)
- Cost to construct portable storage boxes for all equipment and skates. (\$\_\_\_\_\_)
- Storage space for all equipment. Location?
- Insurance. (\$\_\_\_\_\_)
- More information on different sizes of synthetic surface (cost), weather durability and life of surface.

### Recommendation

Suggest we have one more Ice Skating event to determine response and compare to the first event.



# 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***

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January 10, 2013

The Honorable Bruce Wahl, Mayor  
Town of Chesapeake Beach  
P.O. Box 400  
Chesapeake Beach, Maryland 20732

RE: Wastewater Treatment Plant Expansion

Dear Mayor Wahl:

On March 18, 2011, I wrote you to advise the Town of Chesapeake Beach that the Town of North Beach needed 50 additional taps from the planned expansion of the Treatment plant.

The Town Council has now reevaluated this need based on the current development trend in our town and recent data on our flow contribution to the plant. North Beach's current allocated capacity in the plant is 250,200 gallons per day which is equivalent to 1,251 taps or EDU's based on 200 gallons per day per EDU.

After reviewing our flow data with Town staff, Town Council has determined that there is no longer a need for the Town of North beach to participate in the expansion of the plant capacity that has been designed as part of the forthcoming ENR upgrade project.

We will participate in our share of the cost for the ENR upgrade based on our current allocated capacity in the plant. Please provide us with the project cost breakdown that shows our cost share of the ENR upgrade project so we can determine that we have adequate financial resources in place for our obligation. We should have this information in hand before your Council decides to award the construction bid for the ENR upgrade project.

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Phone: 301.855.6681 or 410.257.9618

Fax: 301.855.0113

Email: [northbeach@chesapeake.net](mailto:northbeach@chesapeake.net)

Website: [www.ci.north-beach.md.us](http://www.ci.north-beach.md.us)

January 10, 2013  
Page Two

We appreciate your Town's effort to move this very important project forward and are happy to see that the project has reached the point for construction to commence.

If you have any questions or need to discuss the above please feel free to contact me.

Sincerely.

Mark R. Frazer, Mayor  
Town of North Beach

Town of North Beach  
8916 Chesapeake Avenue  
PO Box 99  
North Beach, MD 20714

RESOLUTION NO. 13-01

A RESOLUTION OF THE COUNCIL OF THE TOWN OF NORTH BEACH for the purpose of making a declaration of official intent pursuant to U.S. Treasury Regulation Section 1.150-2 regarding The Town of North Beach's intention to reimburse prior expenditures made in connection with Enhanced Nutrient Removal upgrades to, and, potentially, the expansion of, the regional wastewater treatment plant and system serving The Town of North Beach, Chesapeake Beach, Anne Arundel County and Calvert County from the proceeds of one or more obligations to be issued by the Town.

RECITALS

1. The Town of North Beach (the "Town") intends to participate in the undertaking of Enhanced Nutrient Removal upgrades to, and, potentially, the expansion of, the regional wastewater treatment plant and system serving the Town, Chesapeake Beach, Anne Arundel County and Calvert County and, in connection with such undertaking, to acquire or pay for, as applicable, necessary property rights and equipment, related site and utility improvements and related architectural, engineering, planning, design, acquisition, construction, improvement, installation, modification, renovation, rehabilitation, equipping, inspection, construction management, financial, administrative and legal expenses of such undertaking, related activities and related costs of issuance of any financing or refinancing therefor (collectively, the "Project").

2. The Town intends to obtain one or more loans through the Maryland Water Quality Financing Administration's ("MWQFA") revolving loan program (or another source if such funding is not available) in order to finance, reimburse or refinance a portion of the costs of the Project, and to evidence such loan or loans by the issuance to MWQFA (or other applicable lender) of one or more series of tax-exempt bonds of the Town (collectively or, individually by series, the "Bonds").

3. The Town reasonably expects to spend Town funds on Project costs prior to issuance of the Bonds or any interim financing incurred by the Town in anticipation of the Bonds and (i) to reimburse the Town from proceeds of the Bonds for all or a portion of such moneys expended, and/or (ii) to use Bond proceeds to refinance any interim borrowing incurred by the Town that is applied to reimburse the Town for prior Project expenditures.

4. Section 1.150-2 of the U.S. Treasury Regulations (the "Reimbursement Regulations") provides that an "issuer" funding "original expenditures" intended to be reimbursed from the proceeds of "obligations" must make a declaration of "official intent" in order to qualify such original expenditures for reimbursement from a "reimbursement bond", all within the meaning of the Reimbursement Regulations.

5. The Town is an issuer for purposes of the Reimbursement Regulations and wishes to adopt this Resolution for the purpose of evidencing the clear and official intent of the Town to reimburse from reimbursement bond proceeds original expenditures made in connection with the Project.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF NORTH BEACH:

SECTION 1. The Recitals to this Resolution are deemed a substantive part of this Resolution and are incorporated by reference herein, and capitalized terms defined in the Recitals

to this Resolution and not otherwise defined herein will have the meanings given to such terms in the Recitals hereto.

SECTION 2. In accordance with the Reimbursement Regulations, the Town hereby makes this declaration of its reasonable expectation to expend money on the Project prior to the issuance of the Bonds (or any interim financing incurred in anticipation of the Bonds) and to utilize the proceeds of the Bonds (or such interim financing), which will qualify as a “reimbursement bond” for purposes of the Reimbursement Regulations, to reimburse all or a portion of such original expenditures. This Resolution is intended to be a declaration of official intent within the meaning of the Reimbursement Regulations.

SECTION 3. The maximum aggregate principal amount of the Bonds to be issued by the Town for the Project (and the maximum aggregate principal amount of any interim financing to be incurred by the Town in anticipation of the Bonds) is reasonably expected not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000.00) each.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

[CONTINUED ON NEXT PAGE]

THE TOWN OF NORTH BEACH

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Mark R. Frazer, Mayor

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Gregg Dotson, Vice President and Councilmember

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Michael Benton, Councilmember

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Randy Hummel, Councilmember

---

Gregory McNeill, Councilmember

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Gwen Schiada, Councilmember

---

Kenneth Wilcox, Councilmember

Attest:

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Stacy L. Wilkerson, Town Clerk  
The Town of North Beach

#152423;50014.015