



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

**TOWN COUNCIL MEETING
NORTH BEACH TOWN HALL
June 9, 2016**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
 - a. Approval of minutes from the May 12 2016 Town Council meeting
 - b. Approval of minutes from the June2, 2016 Work Session
- V. SCHEDULED APPOINTMENTS
- VI. PUBLIC SAFETY REPORT
- VII. REPORTS
 - a. Treasurer
 - b. Public Works Supervisor
 - c. Town Engineer
 - d. Code Enforcement
 - e. Marketing
 - f. Waterfront Manager
- VIII. PUBLIC COMMENT
- IX. BOARDS AND COMMISSIONS

Mark R. Frazer, Mayor

Council Members: Mike Benton Jane Hagen Mickey Hummel Randy Hummel Gwen Schiada Kenneth Wilcox



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- X. BUSINESS ITEMS
 - a. Discussion on the CPH Streetscape Plan
 - b. Recommendations to the Economic Development Committee
 - c. Application for Entertainment License – 7th Street Market
- XI. ORDINANCES AND RESOLUTIONS
 - a. Ordinance 16-02: FY16 – Budget Adjustment – Voting
 - b. Ordinance 16-03: FY 17 – Budget – Voting
 - c. Resolution 16-01: Maryland Circuit Rider Town Manager Program - Voting
- XII. MAYOR AND COUNCIL REPORTS
- XIII. ADJOURNMENT
- XIV. EXECUTIVE SESSION

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

Upcoming Meetings and Events

- 1) Friday, June 10, 2016 – Concert on the Pavilion – Country Memories Band – 6pm to 9 pm
- 2) Saturday, June 18, 2016 – Dragon Boat Race starts at 9 a.m.
- 3) Wednesday, June 22, 2016 – Economic Development Committee – 7 p.m.
- 4) Thursday, June 23, 2016 – Planning Commission Meeting – 7 p.m.
- 5) Friday, July 1, 2016 – NO FARMERS MARKET – FIREWORKS
- 6) Thursday, July 7, 2016 – Work Session – 7 pm

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Public Hearing FY 17 Budget

Mayor Frazer opened the public hearing at 7:00 p.m. He gave an overview of the proposed FY17 budget. The floor was opened to the public for comment. No public comment was made. The public hearing was closed at 7:10 p.m.

Minutes from the May 12, 2016 Town Council Meeting 7:15 pm

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

APPROVAL OF AGENDA AND MINUTES

- a) **MOTION** made by Jane Hagen to approve the agenda as submitted. Seconded by Mickey Hummel. All in favor. **Motion carries.**
- b) **MOTION** made by Gwen Schiada to approve the minutes from the April 14, 2016 Town Council Meeting. Seconded by Mickey Hummel. **Motion carries.**
- c) **MOTION** made by Jane Hagen to approve the minutes from the May 5, Work Session. Seconded by Randy Hummel. All in favor. **Motion carries.**

Mark R. Frazer, Mayor

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



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SCHEDULED APPOINTMENTS

- a) Calvert County Master Gardner's presentation of "Bay Wise" designation for Sunrise Gardens: The Town was presented a sign designating the Sunrise Gardens as a "Bay Wise" location. The Garden will be used as a teaching location for other individuals interested in learning how to earn this particular designation.
- b) North Beach House and Garden Club May Day Basket Winners: Debra Noyes, President of the Club was in attendance to hand out the winners of the May Day Basket Contest.

SHERIFF'S DEPARTMENT REPORT

- a) In April 2016 the Sheriff's Department responded to 193 calls for service in North Beach. This is equal to the 193 calls in March 2016.

TREASURER'S REPORT

- a) Reporting Period: 3/1/2016 – 3/31/2016; Beginning Balance: \$702,404.27; Total Debits: \$215,632.64; Total Credits: \$479,159.84; Ending Balance: \$438,877.07 **MOTION** made by Randy Hummel to accept the Treasurer's. Seconded by Mike Benton. All in favor. **Motions carries.**

REPORTS

Staff Reports: The following reports are attached: Public Works Department, Town Engineer, Code Enforcement and Marketing.

ORDINANCES AND RESOLUTIONS

- a) Ordinance 16-02: FY 16 Budget Adjustments – Introduction
- b) Ordinance 16-03: FY17 Budget – Introduction
 - ** Each Ordinance will be placed on the June Town Council agenda for a vote.

Mark R. Frazer, Mayor

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



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MOTION made by Randy Hummel to close the meeting and enter into an Executive Session to discuss a personnel matter at 8:17 p.m. Seconded by Jane Hagen. All in favor. Meeting adjourn.

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 June 2, 2016

Work Session

Attendance: Mike Benton, Jane Hagen, Mickey Hummel, Randy Hummel, Gwen Schiada, Donnie Bowen, Joanne Hunt, Dawn Richardson, Stacy Wilkerson and John Hofmann.

Gwen Schiada opened the meeting and introduced CPH who gave an over view of the streetscape designed they prepared for the Town. The report is attached to these minutes. The Council would like for CPH provide some additional information on the number of bump outs they propose, the exact banner location and lighting location. The Town will start looking into funding options.

Meeting closed at 8:35 p.m. on a motion made by Randy Hummel. Seconded by Mike Benton.

Mark R. Frazer, Mayor

Council Members: Mike Benton Jane Hagen Mickey Hummel Randy Hummel Gwen Schiada Kenneth Wilcox

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: June 8, 2016
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In May of 2016, the Sheriff's Office handled 149 calls for service in North Beach. This is down from the 193 calls in April 2016.

(In May of 2015, the Sheriff's Office handled 208 calls for service in North Beach.)

Call Breakdown for May 2016:

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

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

Of the 149 calls, we handled:

- 2 CDS Violations (1 Oxycodone, 1 Amphetamine) (Closed by Arrest)
- 2 Thefts
 - Stolen Vehicle (Has Been Recovered) (Under Investigation)
 - Stolen Bicycle (Under Investigation)
- 1 DOP
 - Scratched Vehicle Paint (Under Investigation)
- 1 DUI

Breakdown of Dispatched/Self Initiated Calls

Abandoned Vehicle – 2	Follow Up – 5	Suspicious Vehicle – 1
Accident – 3	Found Property – 2	Theft – 3
Alarm – 9	Harassment – 1	Traffic Complaint – 6
Animal Complaint – 1	Intoxicated Person – 2	Warrant Service – 1
Assist Motorist – 3	Loud Party/Music - 7	
Assist Other Dept – 4	Missing Person – 1	
Check Welfare – 8	Parking Complaint – 1	
Conservor of Peace – 2	Patrol Check – 58	
Destruction of Property – 1	Police Information – 3	
Disorderly – 7	Protective Orders Service – 1	
Domestic – 8	Special Assignment – 6	
Escort – 1	Suspicious Person – 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****

**TOWN OF NORTH BEACH
TREASURER'S REPORT**

Reporting Period 04/01/2016- 04/30/2016

PNC Bank:

Beginning Balance 04/01/2016	\$ 438,877.07	
Total Debits (+)	\$ 471,426.29	
Total Credits (-)	\$ 595,771.92	
 Ending Balance 04/30/2016	 \$ 314,531.44	 Last Year: \$ 575,802.57
 Investments (MLGIP/General Fund)	 \$2,288,561.52	 Last Year: \$2,035,475.86
(MLGIP/Sewer Capital)	\$ 34,042.45	Last Year: \$ 33,995.62
(MLGIP/Water Capital)	\$ 7,436.85	Last Year: \$ 7,426.52
Total Cash	\$2,644,572.26	Last Year: \$2,652,700.67

CASH RECEIPTS OVER \$7,500.00

\$ 89,362.96- State of MD / Electronic Gaming Revenue
\$320,637.00- State of MD /MDE Water Quality -ENR Debt

CASH DISBURSEMENTS OVER \$7,500.00

\$ 27,959.32- Payroll- W/E 4/09/2016
\$ 30,187.75- Payroll- W/E 4/23/2016
\$ 54,978.23- Town of Chesapeake Beach (ENR)
\$ 98,887.25- Calvert County Treasurer (Deputy Sheriff)
\$281,421.77- Suntrust Bank (#26 CDA Refi / #75 2011 Bond)
\$ 18,417.06- Comptroller of Maryland – Flush Tax

To: Mayor Frazer and Town Council Members

From: Don Bowen

Date: 6-7-2016

Subject: Monthly Report

The following is a list of items the Public Works department addressed in addition to routine task.

- 1) On May 25, I, Mr. Hoffman and Mr. Gene Slear attended a meeting at State Highway's office in Annapolis. The meeting was a partnering agreement meeting with all parties involved with the project of improving Rt. 261 north of 9th street. This was the first meeting held with all parties that will impact this project. Update was given on what has been done to date and scope of project was reviewed. Mr. Hoffman may add comments in his report.
- 2) Have installed sensor and flood warning signs on Chesapeake Avenue. All equipment is linked together and appears to be working.
- 3) In the month of May the area experienced record rainfall for the month. This caused flooding on Chesapeake, Bay Avenue and 5th street on three occasions, in all cases barricades were put out and area was cleaned up after flooding resided. Rainfall also caused delays with sidewalk and paving project on Dayton Avenue. Storm on 5-29-2016 also caused erosion on the public beach in two areas. Public Works regarded and restored beach in these areas.
- 4) Public Works crew found two blockages in sewer collection system. One in the area of 9th and Annapolis Avenue, the other was at the San Francisco Town House subdivision. Collection system was cleaned in both areas and lines were cleared by DPW. Sewer pumping stations were also cleaned as part of routine maintenance and operation of system.
- 5) Public Works crew has added stop bars painted on roadway at intersections to try and help with stop sign issues.

- 6) Continue to work with CPH on concept plan for streetscape for Chesapeake Avenue and surrounding area.
- 7) Held a preconstruction meeting with all contractors involved with boat slip dredge project. Contractor is on site and ready to start work on project. Project is expected to take three weeks.

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: June 2016

[Handwritten signature]

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

Living Shoreline Project

Environmental Concerns is in the process of doing the remedial work including plants and grading to make the project fully complete.

Flood Dike Project

Construction has been stopped pending resolution of revised easements for 9318 and 9328 Atlantic and a revised permit from MDE. Environmental Concerns has contacted MDE about the revised permit.

Maryland SHA Rt. 261 SHA Upgrade Project.

We had a meeting with SHA in May to discuss them moving forward with the design of a project from the area of 9th St, to the AA County line that includes raising the road, 11' wide travel lanes, 2' shoulders and replacing the culvert at the north end. SHA has been requested to make provisions in the design for adding a south culvert and a pedestrian bike way structure on the west side. Part of the process will include applying for grants for the new culvert and the pedestrian bikeway structure in the Spring of 2017.

Transient Slip Dredge Project.

Dissen and Juhn is mobilizing and beginning to start work. ^h.

Beach Dredge Project

We will be applying for a new permit so the area can be dredged next winter and the sand that is removed from the waterway can be used for beach fill.

Roof Canopy for Pier tee Section

We are preparing materials for a permit pre-application meeting with the Federal & State permitting agencies.

Kayak launch float at the pier

Because of the low demand for this item, we have discontinued our efforts to develop project details for Council approval.

Streetscape Chesapeake Ave

We are under way with engineering designs for landscaped tree wells and upgraded lighting and poles so as to have better knowledge of costs while we explore grants to fund the cost of the improvements presented in the CPH report.

MEMO

To: Mayor and Town Council
From: Dawn Richardson
Date: June 8, 2016
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 May 2016.

- Completed work with the production company and Comcast on the television commercial to promote the town. It is now on air.
- Created advertisements for Eastern Home and Travel Magazine, Southern MD This Is Living Magazine, Old Town Crier Newspaper and the Bay Weekly Newspaper.
- Created the new "postcard" banner that hangs at the boardwalk for photo opportunities for visitors.
- Created and printed posters for upcoming movies and concerts.
- Published the town newsletter.
- Continued to promote SUNRISE: A Celebration of the Arts to artists, art schools and organizations and the general public.
- Created a "trash" flyer to be distributed to the homes along the boardwalk and Atlantic Avenue area in response to complaints regarding household trash being left in and near trash cans on the boardwalk.
- Made and printed Town Attendant badges for waterfront staff.
- Gathered photos and wrote an article to be featured in the Maryland Municipal League magazine.
- The Mayor and I met a group of Travel Writers at the waterfront to talk to them about our town. We walked with them from Sunrise Garden and along the boardwalk and pier. They continued on to the museum and then to Chesapeake Beach.
- Distributed town brochures to 11 travel centers across the state of Maryland, as well as various sites throughout Calvert County.
- Completed paperwork and sent photos for Mayor Frazer's taping of Comcast Newsmakers.



continued

MEMO

To: Mayor and Town Council
 From: Dawn Richardson
 Date: June 8, 2016
 RE: Monthly Report



continued from page 1

- Interview with Eastern Home and Travel Magazine for online article to promote the art festival. FULL ARTICLE: <http://easternhomeandtravel.com/sunrise-a-celebration-of-the-arts-in-the-town-of-north-beach>
- Daily tasks: website (updated calendar entries, created graphics for rotating banner, sent out News Around Town email blasts, uploaded council meeting packets and updated applications); Facebook (created posts to promote events and pertinent town information, shared posts from town businesses on North Beach Maryland page); answered phones and worked the front desk in the absence of other staff members.



UPCOMING EVENTS

THROUGH OCT 7
Every Friday Night
6 TO 9 PM
 Farmers' Market, Classic Car Cruise-In & Art Fair

JUNE 10
6 PM
 Concert on the Pavilion
Country Memories Band

JUNE 17
6:30 PM
 Crafts & Campfire on the Beach
Dragon Finger Puppets

JUNE 18
9 AM TO 5 PM
 4th Annual End Hunger Dragon Boat Festival

JULY 1
DUSK
 View Fireworks from the Boardwalk
 Raindate July 3

JULY 8
6 PM
 Concert on the Pavilion
The Back Pages Band

JULY 15
6:30 PM
 Crafts & Campfire on the Beach
Beaded Bay Turtles

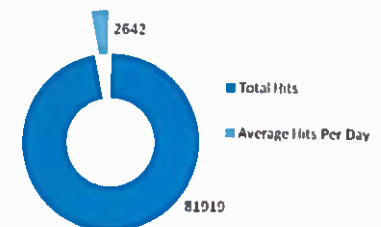
JULY 16
DUSK
 Movie on the Beach
Inside Out

JULY 23
12 TO 6 PM
 6th Annual Eat, Drink, Go Local (DrinkMaryland)
 Music by:
 Jocelyn Faro (12 to 2:30 pm)
 & Phillip Parsons (3 to 5:30 pm)

JULY 23
12 TO 6 PM
 Art Festival
 SUNRISE: A Celebration of the Arts

JULY 29
6:30 PM
 Crafts & Campfire on the Beach
Beach In a Bottle

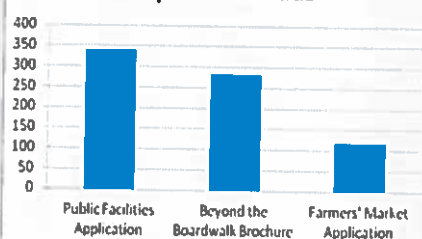
WEBSITE HITS & DOWNLOADS



After visiting homepage, top 3 pages visited

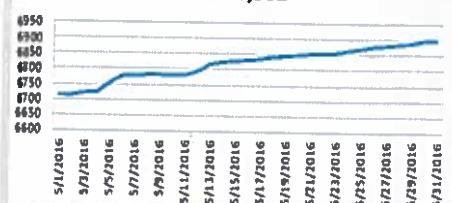


Top 3 downloads



FACEBOOK LIKES

Facebook Likes
 May 2016: 189
 Total: 6,902



NORTH BEACH WELCOME CENTER

WATERFRONT REPORT

June 9, 2016

Revenue	4/26/15 to 5/25/15	\$ 58,985.00	
	4/24/16 to 5/30/16	\$ 38,211.00	- \$ 20,774.00 under last year

20 DAYS WELCOME CENTER CLOSED DUE TO RAIN IN MAY

Guest Counts April and May 2016

<u>Visitors</u>			<u>Residents</u>			<u>Total</u>	
<u>2015</u>	<u>2016</u>		<u>2015</u>	<u>2016</u>		<u>2015</u>	<u>2016</u>
6,399	2,549	-	1,847	773	-	8,246	3,322

Zip Code Report **TOP TEN**

Prince Georges Co.	181
Calvert County	146
Washington DC	134
Montgomery Co.	74
Fairfax	64
Charles Co.	53
Anne Arundel Co.	44
Alexandria	42
Arlington	36
Baltimore City	24

(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 , humphrey72357@comcast.net

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

NW

JUN 07 2016

ek 1004

100.-

APPLICATION FOR ENTERTAINMENT LICENSE

Date Submitted: 6/6/16

Date of Event: 6/18/16

The undersigned hereby applies for an entertainment license within the incorporate limits of The Town of North Beach.

Name of person/organization applying: 7th Street Market

Business Name: 7th Street Market

Mailing Address: PO Box 157, North Beach, MD 20719

Physical Address of Event: 9201 Annapolis Ave., North Beach

Telephone Number: 240 375 6201 - Aaron

Description of Event: farmers market - food & merchant vendors along Annapolis Ave from 7th to Besimins

Please check all that apply: of residential homes on Annapolis

- | | |
|---|---|
| <input checked="" type="checkbox"/> Band(s) | <input type="checkbox"/> Beer (truck or keg) |
| <input type="checkbox"/> Dancers (Dancing) | <input checked="" type="checkbox"/> DJ <u>start</u> |
| <input type="checkbox"/> Magicians | <input type="checkbox"/> Comedians |

Time of Event: 5pm - 10pm

Authorized Agent Printed Name: Aaron Warren

Authorized Agent Signature: [Signature]

Entertainment License Fee per day: \$100.00

Approval:

Stacy Wilkerson, Town Clerk

Mark R. Frazer, Mayor

Permit No: _____

301-938-7209 - Ana

TOWN OF NORTH BEACH

ORDINANCE 16-02

May 12, 2016

THE PURPOSE OF THIS ORDINANCE IS TO AMEND THE BUDGET FOR FISCAL
YEAR 2016 TO ALLOW FOR ADJUSTMENTS TO SEVERAL LINE ITEMS
IN THE FY 2016 BUDGET TO THE
GENERAL, SEWER AND WATER ACCOUNTS.

WHEREAS, State Law and the Charter for the Town of North Beach requires an ordinance be drafted and submitted to the Mayor and Town Council for adjustments to budget line items, for budget amendment purposes;

WHEREAS, As a result of budget review for the FY16 budget year there are several line items where the amount allocated either needs to be increased or decreased.

NOW, THEREFORE BE IT ORDAINED, that the Town of North Beach will make adjustments to the FY 2016 budget as outlines in the back up detail attached and made a part of this ordinance as Exhibit "1".

AND BE IT FURTHER ORDAINED that this Ordinance shall become effective on the 29th day of June 2016, after being read at two successive Town Council meetings as required by Section 19-311 of the Charter.

By order of The Town Council
Town of North Beach, Maryland

Mark R. Frazer, Mayor

Page 2

Ordinance No: 16-02

FY 2016 BUDGET ADJUSTMENT GENERAL, SEWER AND WATER FUNDS

Date: May 12, 2016

VOTE:

 Benton
 Hagen
 Hummel
 Hummel
 Schiada
 Wilcox

CERTIFICATION

I, HEREBY CERTIFY, that as the duly
Appointed Town Clerk, that the foregoing

ORDINANCE NO: 16-02

Was adopted on the 9th day of June 2016, with
Council Members present and voting
with Aye and Nay votes.

Stacy Wilkerson, Town Clerk

TOWN OF NORTH BEACH
8916 CHESAPEAKE AVENUE
NORTH BEACH, MD 20714

May 12, 2016

ORDINANCE 16-03

OPERATING BUDGETS FOR THE GENERAL FUND,
SEWER AND WATER AND CAPITAL PROJECTS
FUND FY 2017

WHEREAS, State Law and the Charter for the Town of North Beach requires specific action to be taken each year related to submission, publication and public hearings on and adoption of an annual operating budget for the Town, and

WHEREAS, All the requirements relating to submission, publication and public hearings on the annual operating budget have been met, and

NOW, THEREFORE BE IT RESOLVED, that the Town of North Beach Budget for Fiscal Year 2016 is hereby adopted as the annual operating budget for the General Fund, Sewer and Water Fund and Capital Projects for Fiscal Year 2017 for the Town of North Beach, Maryland.

AND BE IT FURTHER ORDAINED that this Ordinance shall be effective on the 29th day of June 2016, after being read at two

READ AND ADOPTED THIS 9th DAY OF June 2016.

EFFECTIVE DATE OF:
Budget year starts: July 1, 2016

BY ORDER OF THE TOWN COUNCIL
TOWN OF NORTH BEACH, MARYLAND

Mark R. Frazer, Mayor

CERTIFICATION

I, HEREBY CERTIFY, that as the duly appointed Town Clerk, that the foregoing **ORDINANCE NO: 15-01** was adopted on the 9th day of June 2016, with _____ Council Members present and voting with _____ Aye and _____ Nay votes.

Stacy L. Wilkerson, Town Clerk

VOTE:

_____ Benton
_____ Hagen
_____ Hummel
_____ Hummel
_____ Schiada
_____ Wilcox

Town of North Beach

RESOLUTION NO. 16-01

Maryland Circuit Rider Town Manager Program

Resolution of the Mayor and Council of North Beach approving the Town's participation in the Maryland Circuit Rider Town Manager Program as a member of the North Beach/Forest Heights Circuit.

WHEREAS, the Town was contacted by the Maryland Department of Housing and Community Development about participation in a temporary circuit that was being created on the western shore under the Maryland Circuit Rider Town Manager Program, and

WHEREAS, the Mayor and Council of North Beach recognizes that there is a significant need for services to be provided by the Municipal Circuit Rider to the area municipalities; and

WHEREAS, the Mayor and Council of North Beach have agreed to join the circuit which is sponsored by the Town of North Beach in partnership with Forest Heights, and

WHEREAS, the two towns in the North Beach/Forest Heights Circuit, will each contribute it's proportional financial share to the program; and

WHEREAS, the Mayor and Council of North Beach have agreed to provide \$1,000.00 dollars of contributions between July 1, 2016 and June 30, 2018; and

WHEREAS, the applicable law, regulations and department requirements necessitate approval of a resolution authorizing participation in the Maryland Circuit Rider Town Manager Program by each individual municipality;

NOW, THEREFORE BE IT RESOLVED THAT the Mayor and Council of North Beach hereby endorses the participation of the Town in the North Beach/Forest Heights Circuit Rider Town Manager Program and, HEREBY approves the request and,

BE IT FURTHER RESOLVED THAT, the Mayor be and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT READ AND PASSED THIS 9th day of June, 2016.

ATTEST:

Stacy Wilkerson, Town Clerk

Mark Frazer, Mayor