



*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  
May 8, 2014  
7:00 p.m.**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVE AGENDA**
- IV. APPROVAL OF MINUTES**
  - A. Minutes from the April 3, 2014 Town Council Meeting
  - B. Minutes from the May 1, 2014 Work Session
- V. SCHEDULED APPOINTMENTS**
  - A. Winners of the May Basket Contest
- VI. PUBLIC SAFETY REPORT**
- VII. TREASURER'S REPORT**
  - A. March Report
- VIII. REPORTS**
  - A. Public Works Supervisor
  - B. Code Enforcement Officer
  - C. Town Engineer
- IX. BOARDS AND COMMISSIONS**
- X. BUSINESS ITEMS**
  - 1) Recommendation to award the bid for the Bay Front Park Walkway

**Mark R. Frazer, Mayor**

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



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## XI. ORDINANCES AND RESOLUTIONS

- A. Ordinance 14-01: An Ordinance to amend the budget for fiscal year 2014 to allow for adjustments to several line items in the FY 2014 budget to the General, Sewer and Water Accounts – **Introduction**
- B. Ordinance 14-02: Operating budgets for the General Fund, Sewer, Water and Capital Projects for FY 2015. - **Introduction**

## XII. MAYOR AND COUNCIL REPORTS

## XIII. PUBLIC COMMENT

## XIV. CLOSED SESSION MEETING IF NEEDED

## XV. ADJOURNMENT

### **Upcoming Meetings and Events**

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

- a) Monday, May 12, 2014 – Special Events Committee Meeting – 7 pm
- b) Wednesday, May 14, 2014 – SMMA Meeting – Town of LaPlata – 6:30 pm
- c) Friday, May 16, 2014 – Campfire on the Beach – 7 pm
- d) Saturday, May 17, 2014 – Planning Commission Work Session – 9:00 a.m. to 12:00 p.m.
- e) Monday, May 19, 2014 – Neighborhood Watch/Public Safety Meeting – 7:00 pm
- f) Thursday, May 22, 2014 – Planning Commission Meeting – 7 pm
- g) Monday, May 26, 2014 – Town Government Closed
- h) Sunday, June 1, 2014 – House and Garden Tour – 1 pm
- i) Maryland Municipal League Summer Convention – June 8, 2014 – June 11, 2014

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**Minutes from the April 3, 2014  
Town Council Meeting  
7:00 pm**

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

**APPROVAL OF AGENDA AND MINUTES**

- a) MOTION made by Greg McNeil to approve the agenda as submitted.  
Seconded by Gwen Schiada. All in favor.
- b) MOTION made by Ken Wilcox to approve the minutes from the March 13, 2014 Town Council Meeting. Seconded by Gwen Schiada. All in favor.  
Motion carries.

**SCHEDULED APPOINTMENTS**

- a) Grace Mary Brady was in attendance from the Bayside History Museum and showed various photos from old properties in Town.

**SHERIFF'S DEPARTMENT REPORT**

- a) In March 2014 the Sheriff's Department responded to 161 calls for service in North Beach. This is up from 144 calls in February 2014.

**TREASURER'S REPORT**

- a) Reports will be given at the May Meeting.

**Mark R. Frazer, Mayor**

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



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## REPORTS

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

## BUSINESS ITEMS:

- A. Presentation of the FY 15 budget and FY 14 Budget Adjustments: Joanne Hunt distributed the proposed budgets. There will be a public hearing conducted on Thursday, May 1, 2014 at 7:00 p.m. on the proposed budgets. The proposed budgets will be uploaded to the Town website on Friday, April 4, 2014.

Meeting closed 8:30 pm on a Motion made by Randy Hummel. 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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## Public Hearing on the FY14 Budget Adjustments and the FY15 Proposed Budget

The public hearing was opened at 7:00 p.m. by Mayor Frazer. The proposed budget has been on the Town website for a month which could have been viewed by the public. Public hearing was closed at 7:07 p.m.

Minutes from the May 1, 2014

### Work session

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

- 1) FY 14 Budget Adjustments: Budget Adjustments documents had been given to all Council members along with individuals in attendance were given copies. Joanne Hunt, Treasurer went over the adjustments line by line. An Ordinance to approve the budget adjustments for FY14 will be introduced at the May Town Council Meeting.
- 2) FY 15 Proposed Budget: Joanne Hunt, Treasurer present the proposed budget FY 15. The budget was gone through line by line. Some changes were made to committee request and Councilman Wilcox requested monies be added for the purchase of a new play boat on the beach. Joanne will update the line items and provide new copies to the Council and for the website. An ordinance to adopt the FY 15 budget will be introduced at the May 8<sup>th</sup> Council Meeting.
- 3) Bid Results – Bike Path Repaving (Recommendation for Awarding) Bids were received for the project on April 29<sup>th</sup>. Three companies submitted bids. The lowest bid was from Maryland Paving and Sealant in the amount of \$31,600.00. John Hofmann and Donnie Bowen are making the recommendation that the contract be awarded to Maryland Paving and Sealant. **MOTION** made by Randy Hummel to award the contract as recommended. Seconded by Ken Wilcox. All in favor. **Motion carries.**
- 4) Discussion on vacation rentals in Town: The County receives revenue from vacation rentals in North Beach. North Beach should receive a percentage of this tax. At this time, the monies are not being forwarded to the Town on a regular basis. There are properties in North Beach that are vacation rentals who have not complied with County regulations. John Shay is going

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to speak with the County Attorney to find out how the Town can get their portion of the revenue on a monthly or quarterly basis and what can be done to have non-compliance properties comply with County regulations.

Meeting closed at 8:44 p.m. on a Motion made by Randy Hummel to enter into closed session to discuss real estate matter. Seconded by Ken Wilcox. All in favor.

NOTE: Under the Maryland Opens Meeting Law the Mayor and Town Council voted to enter into Closed Session to discuss a personnel, legal and real estate matter.

**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: May 7, 2014

To: Stacy Wilkerson

From: Corporal Thomas S. Phelps

Re: Sheriff's Office Report-North Beach

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In April of 2014, the Sheriff's Office handled 152 calls for service in North Beach. This is down from 161 calls in March 2014.

(In April of 2013, the Sheriff's Office handled 197 calls for service in North Beach.)

Call Breakdown for April:

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

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

Of the 152 calls, we handled:

- 1 CDS Violations (Closed by Arrest)
- 1 Fraud, Use of Personal Information to Obtain Cable Account (Under Investigation)
- 1 DOP/ Theft, Potted Plants Dumped and Pots Stolen (Under Investigation)
- 1 Theft from UNLOCKED Vehicle (Under Investigation)
- 1 Stolen Vehicle, Keys left in UNLOCKED Vehicle (Recovered in PG County)
- 1 DWI Arrest

**Breakdown of Dispatched/Self Initiated Calls**

911 Hang up – 2	Loud Party/ Music – 4	
Accident – 1	Missing Person – 1	
Alarm – 4	Patrol Check – 69	
Assault – 1	Police Information – 2	
Assist Motorist – 1	Special Assignment – 1	
Assist Sick – 2	Stolen Vehicle – 1 (Keys Left In Veh / Recovered in PG County)	
Attempt to Locate – 15	Suicide Attempt – 2	
Check Welfare – 5	Summons Service – 1	
Conservor of Peace – 1	Suspicious Person – 4	
DOP – 1	Suspicious Vehicle - 4	
Disorderly – 5	Theft – 2	
Domestic – 4	Traffic Complaint – 4	
Fight – 1 (Unfounded)	Warrant Service – 5	
Follow Up – 8		
Fraud – 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 03/01/2014- 03/31/2014**

**PNC Bank:**

Beginning Balance 03/01/2014	\$ 241,910.42	
Total Debits (+)	\$ 304,785.05	
Total Credits (-)	\$ 278,992.50	
 Ending Balance 03/31/2014	 \$ 267,702.97	 Last Year: \$ 722,444.05
 Investments (MLGIP/General Fund)	 \$2,684,358.10	 Last Year: \$ 1,283,010.25
(MLGIP/Sewer Capital)	\$ 33,977.84	Last Year: \$ 33,955.35
(MLGIP/Water Capital)	\$ 7,422.73	Last Year: \$ 7,417.82
Total Cash	\$ 2,993,461.64	Last Year: \$2,046,827.47

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

\$ 23,486.83- Calvert County Tax Payment/Feb. 2014  
\$107,889.94- Utility Service Check #467208  
\$ 30,000.00- State ACH Payment-Trail/SHA /Draw #1  
\$ 9,021.60- Water Bill/Audit #5080

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

\$ 21,293.48- Payroll W/E 03/01/2014  
\$ 21,319.67- Payroll W/E 03/15/2014  
\$ 16,350.83- Suntrust/ Ck. #27812 #83  
\$ 14,900.00- Gradient Construction/4<sup>th</sup> St. Storm water Emergency Repair  
\$ 34,899.42- Town of Chesapeake Beach/Ck. #27839 ENR Installment #7  
\$ 10,531.50- Southern Maryland Recycling/Ck. #27841 Trash Contract  
\$ 78,052.00- Calvert County Treasurer/Ck. #27842 4<sup>th</sup> Qtr. Deputy Sheriff Program  
\$ 12,000.00- L/B Water Service/Ck. #27848 Upgrade to Radio Read Software, 25 Radio Read Meters

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 5-8-2014

Subject: Monthly Report

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

- 1) Completed welcome center bathrooms, all that remains is minor touch up and punch list items.
- 2) Removed and replaced deck outside restroom and changing room area with new decking. Installed new gate and widened access area to north side of beach.
- 3) Installed new sewer line from manhole to new bathrooms to handle more flow and avoid potential problems in the future with old line.
- 4) Cleaned and prepped all fire hydrants on the town water system in order for them to be painted as part of Comcast Cares day. Repaired and prepped fence around Chesapeake Ave. pumping station, which was also painted as part of Comcast Cares day.
- 5) Started up all town owned sprinkler systems and checked for problems, put systems online. Ran new water line for vendor area on Bay Ave.
- 6) On April 29th and 30th the area experienced heavy rain (4+ inches) along with east winds and flood tides. This caused flooding in the 5<sup>th</sup> and Chesapeake area and the area of town north and east of 7<sup>th</sup> and Bay. All pumps were running during this event. The area around 5<sup>th</sup> and Bay was flooded from 7:45 am until 11:00 am on April 30. The large pump on the beach did catch up and pumped streets down from 11:00 am until around 2:00 pm at which time the area experienced heavy rain again. This area flooded again until 11:00pm. The area northeast of 7<sup>th</sup> street remained flooded from April 30<sup>th</sup> until tides receded around midday on Thursday May 1<sup>st</sup>. This event caused 261 to have standing water for much of this time

period. Bay Ave sewer station became overloaded during this event from storm water entering the sewer collection system. DPW had to set up portable 6 inch pump to keep up with flow and prevent a sewage spill.

Portable pump maintained wet well until tide receded on May 1<sup>st</sup>. Major clean up of streets was needed and done in these areas on May 1<sup>st</sup> and 2<sup>nd</sup>.

Bay Ave sewer station was put back in normal operation on Friday May 2<sup>nd</sup>.

7) I attended the Maryland Rural water conference from May 4<sup>th</sup> thru May 7<sup>th</sup>.

MRW is an organization that provides training and technical assistance to small water and sewer systems throughout the state.

May 8th , 2014

Town Council Meeting

To: Mayor Frazer and Town Council members

Due to my full time position at WSSC/Louis Berger Group I will be unable to attend Town meeting this month. Thank you.

April 3, 2014 thru May 8, 2014

Closed and Pending issues;

An out of town resident was placing rental signs around North Beach advertising rental properties not in town limits. Signs were pulled up and brought to Town Hall. I Googled the phone number and found out who it was. I called and spoke with the man , telling him that what he was doing was not allowed and that he could come to the Town Hall to retrieve his signs. He eventually did. So far case closed.

Took photos of 2 properties (1- Frederick Ave. & 1-9th St). that are in foreclosure that I had not gotten around to. Further investigation will be done to ascertain persons in responsible charge so that they can be notified before performing a hazardous abatement if it becomes necessary this spring/summer.(yard maintenance) Also ,did the same to a property on 4<sup>th</sup> St. which I'm not yet sure is a foreclosure. Further investigation is needed.

Posted a property on Erie Ave. which also became a citizen complaint after the fact regarding debris in the front yard. Abatement was threatened with a deadline. Property owner sought an extension to clean up which was granted. The majority was cleaned up but a loveseat and multiple trash bags still remain.He will be notified that the rest needs to go as well. Abatement of the remaining items is still an option per initial posted Notice of Violation.

Illegal dumping in the Right Of Way located on the west side of Dayton Ave. between 8<sup>th</sup> St. and 9<sup>th</sup> St. continues to be a problem. This past Sat. I performed a rental inspection across the street from said location. I asked the tenant, who has lived at the rental house I inspected for 8 or so years if he ever saw anyone dumping there. He said normally him and his wife are never able to see who it is because it usually happens at night. He also said that he's very sure that there's more than one culprit. However, the current mess there now he said was put there by the people who own the house that the construction debris/trash because they just gutted the house and he saw them do it. I saw people moving around over there so I walked over to confront them about it. But when I knocked on the door no one would answer. So I went around and knocked on another door with the same result. But they were definitely home. All that being said , the necessity for a mobile , covert camera setup is ongoing. The problem is finding something that suits our needs for that particular issue. I heard mention of a solar setup that might be the answer but it needs to be investigated. No sense on spending money until we find exactly what we need. In the meantime, a fake camera setup might be a deterrent until I'm able to find the real thing that fits that particular need. Or until it's discovered to be a fake.

Had 4 issues regarding property line disputes brought to my attention. 2 were about fences and 2 about trees. All were issues that need to be resolved between the neighbors. Some neighbor's feuds are so bad that they try to use code enforcement as a vendetta against one another. Happens more than you think.

## MEMORANDUM

TO: Mayor & Town Council

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

RE: Monthly Report

DATE: May 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. The Corps has decided to hire a consultant for the design work because the consultant will be more familiar with the coordination with SHA on their permitting than the Corps in house staff who were being scheduled for the design work. The Corps rep indicated the scope and estimated costs for engineering would be sent to the Town this month.

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

Now that all the easements are worked out, we are working on finalizing the permit with the State. The State is now requiring mitigation for the impact areas both above and below mean high water. We are working on a plan for all the required mitigation with Environmental Concerns.

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

Work will now start in the fall under the SE Davis Contract as has been discussed.

### Block 4 Parking Lot

The easement for the walkway on the RAR property is still unresolved pending USPS approval since part of the easement is on land they lease from RAR.

### Pier upgrade project

Work is completed at the bathroom expansion for the Welcome Center. We are obtaining bids for pier lighting fixtures.

### 3<sup>rd</sup> Street Park

Bids have been received for concrete sidewalks and are being reviewed by staff prior to a recommendation to Town council. Design/build proposals are being solicited for the ponds and will be received during the month of May.

### Living Shoreline Walton preserve

The Town has applied for a U.S. Fish & Wildlife Foundation grant that is now scheduled to be awarded in May.. Environmental Concern is working on the design and permit applications.

### Zoning Ordinance & Map

The Planning commission is working on drafting changes to the Zoning ordinance and Map to be recommended to Town council.

### Drainage & Roadway Projects

A design has been completed for a storm drain from 9<sup>th</sup> & Bay to Chesapeake Ave. between 8<sup>th</sup> & 9<sup>th</sup> Streets to eliminate a drainage problem on Chesapeake Ave. we are working on a design for a project to improve the drainage on the east side of Erie Ave. between First & Second Streets. We are completing the design for sidewalks for Dayton Ave from 3<sup>rd</sup> St to 5<sup>th</sup> St. New walks and curbs will be installed on the east side from 3<sup>rd</sup> St to the Senior Center driveway and the west side from 4<sup>th</sup> St. to 5<sup>th</sup> St.

### Boat Slip Dredge

We are continuing to pursue funding from the State and a final agreement with Chesapeake Beach on the use of their disposal site.

3rd Steet Park & Sculpture Garden  
Concrete Walkway Construction

Bid results      5/5/14

	6" WALKWAYS			4" WALKWAYS			TOTAL BID
	QTY	UNIT PRICE	BID AMOUNT	QTY	UNIT PRICE	BID AMOUNT	
BIDDER							
E&R Services , Inc.	4000	\$8.23	\$32,920.00	1000	\$6.89	\$6,890.00	\$39,810.00
Espina paving, inc.	4000	\$9.50	\$38,000.00	1000	\$6.30	\$6,300.00	\$44,300.00
MD Paving & Sealant	4000	\$10.50	\$42,000.00	1000	\$10.00	\$10,000.00	\$52,000.00

TOWN OF NORTH BEACH

ORDINANCE 14-01

May 8, 2014

THE PURPOSE OF THIS ORDINANCE IS TO AMEND THE BUDGET FOR FISCAL  
YEAR 2014 TO ALLOW FOR ADJUSTMENTS TO SEVERAL LINE ITEMS  
IN THE FY 2014 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 FY14 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 2014 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 \_\_\_\_ day of June 2014, after being read at two successive Town Council meetings as required by Section 19-311 of the Charter.

EFFECTIVE DATE OF: \_\_\_\_\_

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: 13-05** was adopted on the \_\_\_\_\_ day of June 2014, with \_\_\_\_\_ **Council Members present and voting with** \_\_\_\_\_ **Aye and** \_\_\_\_\_ **Nay** votes.

\_\_\_\_\_  
Stacy L. Wilkerson, Town Clerk

### VOTE:

\_\_\_\_\_ Benton  
\_\_\_\_\_ Dotson  
\_\_\_\_\_ Hummel  
\_\_\_\_\_ McNeil  
\_\_\_\_\_ Schiada  
\_\_\_\_\_ Wilcox

TOWN OF NORTH BEACH

May 8, 2014

ORDINANCE 14-02

OPERATING BUDGETS FOR THE GENERAL FUND,  
SEWER AND WATER AND CAPITAL PROJECTS  
FUND FY 2015

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 attached Town of North Beach, Maryland Budget for Fiscal Year 2015 is hereby adopted as the annual operating budget for the General Fund, Sewer and Water Fund and Capital Projects for Fiscal Year 2015 for the Town of North Beach, Maryland.

READ AND ADOPTED THIS \_\_\_\_ DAY OF June 2014.

EFFECTIVE DATE OF : \_\_\_\_\_

Budget year starts: July 1, 2014

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

\_\_\_\_\_  
Mark R. Frazer, Mayor

**VOTE:**

\_\_\_\_ Benton  
\_\_\_\_ Dotson  
\_\_\_\_ Hummel  
\_\_\_\_ McNeil  
\_\_\_\_ Schiada  
\_\_\_\_ Wilcox

## CERTIFICATION

I, **HEREBY CERTIFY**, that as the duly appointed Town Clerk, that the foregoing  
**ORDINANCE NO: 13-05** was adopted on the \_\_\_\_\_ day of June 2014, with \_  
\_\_\_\_\_ **Council Members present and voting with** \_\_\_\_\_ **Aye and** \_\_\_\_\_ **Nay**  
**votes.**

\_\_\_\_\_  
Stacy L. Wilkerson, Town Clerk

### VOTE:

\_\_\_\_\_ Benton  
\_\_\_\_\_ Dotson  
\_\_\_\_\_ Hummel  
\_\_\_\_\_ McNeil  
\_\_\_\_\_ Schiada  
\_\_\_\_\_ Wilcox