



The Jewel of the Chesapeake Bay
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99
North Beach, MD 20714

410.257.9618 | 301.855.6681
www.northbeachmd.org

PUBLIC HEARING FY 17 BUDGET
7:00 P.M.

TOWN COUNCIL MEETING
NORTH BEACH TOWN HALL
May 12, 2016

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
 - a. Approval of minutes from the April 14, 2016 Town Council meeting
 - b. Approval of minutes from the May 5, 2016 Work Session
- V. SCHEDULED APPOINTMENTS
 - a. Calvert County Master Gardner's presentation of the "Bay Wise" designation for Sunrise Gardens
- VI. PUBLIC SAFETY REPORT
- VII. REPORTS
 - a. Treasurer
 - b. Public Works Supervisor
 - c. Town Engineer
 - d. Code Enforcement
 - e. Marketing
- VIII. PUBLIC COMMENT

Mark R. Frazer, Mayor

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



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

- IX. BOARDS AND COMMISSIONS
- X. BUSINESS ITEMS
- XI. ORDINANCES AND RESOLUTIONS
 - a. 16-02: FY16 – Budget Adjustment – Introduction
 - b. 16-03: FY 17 – Budget – Introduction
- 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, May 13, 2016 – Farmers Market Open 6 pm
- 2) Friday, May 13, 2016 – Wine and Design Grand Opening Celebration, 9132 B Bay Avenue – 7:00 p.m.
- 3) Saturday, May 14, 2016 – Movie on the Beach @ 7:30 p.m – Star Trek into the Darkness
- 4) Saturday, May 21, 2016- North Beach Flood Mitigation Plan – 9:00 a.m. to 12:00 p.m.
North Beach Town Hall
- 5) Thursday, May 25, 2016 – Economic Development Committee – 7:00 p.m.
- 6) Thursday, May 26, 2016 – Planning Commission – 7:00 p.m.
- 7) Friday, May 26, 2016 – Concert on the Pavilion at 6 p.m. – Bamboo Chicken Band
- 8) Monday, May 30, 2016 – Memorial Day – Town Government Closed
- 9) Thursday, June 2, 2016 – Work Session – 7:00 p.m.
- 10) Saturday, June 4, 2016 – Movie on the Beach - Pan

Mark R. Frazer, Mayor

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



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

Minutes from the April 14, 2016
Town Council Meeting
7:15 pm

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

APPROVAL OF AGENDA AND MINUTES

- a) **MOTION** made by Gwen Schiada to approve the agenda as submitted. Seconded by Mickey Hummel. All in favor. **Motion carries.**
- b) **MOTION** made by Randy Hummel to approve the minutes from the March 10, 2016 Town Council Meeting. Seconded by Gwen Schiada. **Motion carries.**
- c) **MOTION** made by Ken Wilcox to approve the minutes from the April 7, 2016 Work Session. Seconded by Mickey Hummel. All in favor. **Motion carries.**

SHERIFF'S DEPARTMENT REPORT

- a) In March 2016 the Sheriff's Department responded to 193 calls for service in North Beach. This is up from 120 calls in February 2016.

TREASURER'S REPORT

- a) Reporting Period: 2/1/2016 – 2/29/2011; Beginning Balance: \$574,877,.13; Total Debits: \$441,025.93; Total Credits: \$313,498.79; Ending Balance: \$702,404.27 **MOTION** made by Randy Hummel to accept the Treasurer's

Mark R. Frazer, Mayor

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



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

Report with a correction to the ending balance to the investment number to \$2,768,216.27. Seconded by Gwen Schiada. All in favor. **Motions carries.**

REPORTS

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

BUSINESS ITEMS

- a. Election of New Council Person: MOTION was made by Gwen Schiada to nominate Jane Hagen to replace Greg McNeil for the remainder of his term until November 2018. Seconded by Ken Wilcox. All Councilmembers voted in favor of the nomination.

MOTION made by Randy Hummel to close the meeting and enter into an Executive Session to discuss a real estate matter at 8:00 p.m. Seconded by Ken Wilcox. 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



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

Minutes from the May 5, 2016

Work Session

Attendance: Mayor Frazer, Mike Benton, Jane Hagen, Ken Wilcox, Mickey Hummel, Randy Hummel, Gwen Schiada, John Shay, Donnie Bowen, Joanne Hunt, Dawn Richardson, Rick Crump and Stacy Wilkerson.

- 1) Swearing In of new Councilmember Jane Hagen: Councilmember Jane Hagen was chosen by fellow councilmember at the April Council Meeting. Mayor Frazer swore Jane Hagen in to fill the term vacated by Greg McNeill.
- 2) Scheduled appointment with San Francisco by the Bay Board of Director Members (trash containers) San Francisco by the Bay Board Members have very small yards and some townhomes are constructed on inclines with back yards that are not accessible easily for trash can storage. The North Beach Zoning Ordinance states that trash cans in multi dwelling units must be screened from view. The Board of Directors are requesting a waiver from this particular article from the Town. Some residents in this community without garages store their trash cans on their front porches since they are not able to reach their back yards easily. Town Attorney John Shay will look at the particular section in reference and will give an opinion on the Section and what the Town can do to accommodate the request. Also, in attendance was the Burnt Oaks Development Board Member asking for assistance from the Town to enforce the current trash policy of screening the trash cans and bringing them in after the trash is collected on Mondays and Friday.
- 3) Award of Boat Slip Dredging: The Two received two bids to dredge the transient boat slips. The Staff has reviewed the bids and makes the following recommendations: Award a contract in the amount of \$174, 431 to Dissen & Juhn which is the amount of then bid using the 2.350 c.y dredge amount; and approve a contract to Crandell firm for the use of the Shady side disposal site at a price of \$20 per c.y for a total amount of \$47,000. MOTION made by Randy Hummel to approve the contracts as recommended by the staff. Seconded by Gwen Schiada. All in favor. Motion carries.
- 4) Kayak Launch Proposal: John Hofmann and Donnie Bowen provided a staff memo and recommendation to not proceed with a kayak launch ramp at the end of the pier. Extensive work and research has been done with companies and Jeff Noyes and a solution has not been found for the pier. They will continue to work for the pier.
- 5) Walton Beach Nature Preserve Recommendations: The Environmental Committee presented a power point on their recommendations for Walton Beach. These recommendations will be an attachment "A" to these minutes. At the July Work Session, the recommendation will be discussed.
- 6) North Beach Volunteer Committee Discussion: Mayor Frazer made a recommendation to merge the volunteer committees together into one. The committee combining would be – Environmental, Special Events and Economic Development. Several members from each committee were in attendance at the

Mark R. Frazer, Mayor

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



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

meeting along with their liaisons. The members that spoke at the meeting were not interested in combining into one committee. They would like to stay as individual committees. The Economic Development Committee did request a new liaison since Greg McNeil resigned. Mayor Frazer advised someone would be appointed to him.

- 7) FY 17 Budget Discussion: Joanne Hunt highlighted on the fy17 budget. A public hearing on the budget will be held on Thursday, May 12, 2016.

Meeting closed at 8:50 p.m. on a motion made by Randy Hummel. Seconded by Mike Benton. All in favor. Motion carries.

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: May 10, 2016
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In April of 2016, the Sheriff's Office handled 193 calls for service in North Beach. This is equal to the 193 calls in March 2016.

(In April of 2015, the Sheriff's Office handled 193 calls for service in North Beach.)

Call Breakdown for April 2016:

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

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

Of the 193 calls, we handled:

- 2 CDS Violations (1 PCP, 1 Marijuana > 10 grams) (Closed by Arrest)
- 3 Thefts
 - Sign from Wooden Boat at Beach (Under Investigation)
 - Handicap Placard from Vehicle (Under Investigation)
 - Bank Checks (Closed by Arrest)
- 1 Non-Fatal Heroin Overdoses

Breakdown of Dispatched/Self Initiated Calls

911 Hang Up – 3	Destruction of Property – 4	Protective Orders Service – 4
Accident – 1	Disorderly – 4	Special Assignment – 4
Alarm – 5	Domestic – 10	Summons Service – 2
Animal Complaint – 1	Firearms Complaint – 2	Suspicious Person – 4
Assault – 2	Follow Up – 3	Suspicious Vehicle – 3
Assist Motorist – 5	Found Property – 2	Tampering – 1
Assist Other Dept – 3	Loitering – 1	Theft – 4
Assist Sick/Injured – 1	Loud Party/Music - 4	Traffic Complaint – 2
Attempt to Locate – 16	Missing Person – 1	Traffic Control – 1
CDS Violation – 1	Parking Complaint – 1	Traffic Enforcement – 1 (Stop Sign Enforcement)
Check Welfare – 1	Patrol Check – 90	
Conservor of Peace – 1	Police Information – 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 3/01/2016- 3/31/2016

PNC Bank:

Beginning Balance 03/01/2016	\$ 702,404.27	
Total Debits (+)	\$ 215,632.64	
Total Credits (-)	\$ 479,159.84	
 Ending Balance 03/31/2016	 \$ 438,877.07	 Last Year: \$720,188.34
 Investments (MLGIP/General Fund)	 \$ 2,287,872.39	 Last Year: \$2,035,375.03
(MLGIP/Sewer Capital)	\$ 34,032.20	Last Year: \$ 33,993.94
(MLGIP/Water Capital)	<u>\$ 7,434.61</u>	<u>Last Year: \$ 7,426.25</u>
Total Cash	\$ 2,768,216.27	Last Year: \$2,796,983.56

Cash Receipts over \$7,500.00

\$ 14,134.21- Calvert County Tax Payment/February, 2016
 \$ 37,000.00- Reimbursement Solar Panels/DPW
 \$111,052.40- Reimbursement/ Bond Bill Pier

Cash Disbursements over \$7,500.00

\$ 25,668.34- Payroll/W/E 2/27/2016
 \$ 27,038.94- Payroll W/E 3/12/2016
 \$ 27,774.78- Payroll W/E 3/26/2016
 \$ 52,313.06- Town of Chesapeake Beach / ENR Project Installment #29
 \$ 16,110.13- Suntrust Bank/#83 2012 Water System Refinance
 \$ 12,893.26- Southern Maryland Recycling/Trash Contract Services Feb 2016
 \$ 19,749.54- Town of Chesapeake Beach / WWTP Operation and Maintenance Feb 2016
 \$189,889.46- Environmental Concerns / Flood Dyke
 \$ 8,550.00- Kelly's Tree and Lawn Service / Remove Tree and Dirt Flower beds.

To: Mayor and Town Council Members

From: Don Bowen DPW

Date: 5-11-2016

Subject: Monthly Report

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

- 1) Worked with Master Gardener's group with items on the Sunrise Garden Park to meet all criteria for the park to become Bay Wise certified.
- 2) Dayton Avenue sidewalk project. Not much activity has taken place due to weather. Concrete crew was back on site 5-11-16 to continue with project. Started on curb on east side of Dayton and finishing tie in of homeowner's sidewalk to new town right of way.
- 3) Have been working with CPH on streetscape conceptual study, they are planning on being at the June work session with a presentation for Mayor and council.
- 4) On 5-2-2016 the area experienced severe storms in the afternoon which dumped 3 inches of rain in a short period of time. This caused flooding in the usual areas on Chesapeake, Bay and 5th street. The storm also caused related problems at sewer pump stations. The backup pump on the beach ran from 7:30 pm Monday evening until 2:15 am Tuesday morning. Cleanup of the area was done on Tuesday.
- 5) On 5-6-2016 the town experienced flooding in the ninth street area related to high tides street flooded on both high tide cycles. Clean up was done the following day.
- 6) DPW met with sales representative for the flood signs and has started installation of the solar powered flood signs. Installation should be completed next week.
- 7) Continuing to work with Mr. Hoffman and Environmental Committee members on solution for Kayak launch possibilities.

8) Mark Dougherty and I attended Maryland Rural water conference. We attended several classes related to water and sewer operations. There were several vendors there which related to Public Work operations.

Any questions or concerns please contact me.

Thanks Don Bowen

MEMORANDUM

TO: Mayor & Town Council
FROM: John A. Hofmann, P.E. Town Engineer & Zoning Administrator JAH
RE: Monthly Report
DATE: May 2016

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

Flood Dike & Living Shoreline Projects

Construction for the Living Shoreline is substantially complete. Environmental Concerns will return to the site in the Spring to reestablish any plantings that do not survive the winter months. Gene Slear informed us physical work would restart week of 5/9. EC is working on review of the dike revisions with MDE. Except for two properties, the revised easements for the Flood Dike are in place. Gene Slear and I are working to get the final two revised easements.

Maryland SHA Rt. 261 SHA Upgrade Project.

SHA is preparing a response to the Town's request for a higher roadway grade and more culvert work to help with improving the wetlands on the west side. We are scheduled to have a conference call with SHA on May 13th to review their design progress and the Town's efforts to get grants for a walkway on the west side and possibly the new south culvert.

Transient Slip Dredge Project.

A preconstruction meeting is scheduled with Dissen and Juhn for week of May 16th.

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.

**CODE ENFORCEMENT REPORT
RESIDENTIAL AND BUSINESS INSPECTION**

1-Apr

	TYPE	ACTION	OUTCOME	COMMENTS
VEHICLES	2 vehicles 3 trailers and 1 boat removed from public right of ways.			
	March			
BOATS				
TRAILERS				

	DATE	ADDRESS	ISSUES	ACTION	DATE FIXED
VIOLATION NOTICES	3/24/15	4001 2nd Street	trash/debris/cars/shed	complying	church
	7/22/15	9212 Chesapeake	trash/debris/roof	roof completed/	on going
	1/15/16	4013 6th	trash/unsightly	letter sent	cert/citat
	3/29/16	8916 Frederick	equipment/trash	letter sent	pos church
	3/29/16	3905 7th	trash in alley	spoke with owner	complied
	3/30/16	8916 Erie	trash /Boat	letter sent	pos church
	4/1/16	4032 8th	sheds roof	letter sent	abate pend
	4/1/16	4050 8th	roof	letter sent	weather
	4/5/16	3903 1st	deck/shed	letter sent	pos abate
	4/5/16	9230 Annapolis	accum of trash	letter sent/spoke	on going
	4/22/16	4040 1st	yard overgrowth	letter	abate pend
	5/7/16	9200 Bay	trash screening	letter sent spoke w owner	
	5/1/16	4012 8th	overgrowth/empty	letter w possible abate	
	4/18/16	8813 Frederick	leaves	door tag	complied
18 door tags for trash leaves gutters.					

1-Apr

ADDRESS	P/F	NOTES

CODE ENFORCEMENT REPORT

RESIDENTIAL AND BUSINESS INSPECTION

Inspections will be starting again this month			
8906 Bay Ave	P		
8920 Bay Ave	P		
3918 5th	P		
3765 Bedford	p		
9230 Annapolis	P		
9306 Sea Oat	P		
9556 Sea Gull	P		
3598 Gouster	P		
8918 Bay Ave	P		
9211 Annapolis	P		
3657 Bedford	P		
9317 Bay Ave	P		
4/5/16-5/10/16	Zoning applications	reviewed/approv	4
church project going well, several homes and areas have been identified and are scheduled for work.			

MEMO

To: Mayor and Town Council
 From: Dawn Richardson
 Date: May 11, 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 April 2016.

- Continued working with Comcast on a television commercial to promote the town.
- Created advertisements for North Beach Loop Passport, Eastern Home and Travel Magazine and the Bay Weekly Newspaper.
- Continued working on the RFP for the town website re-design.
- Completed three 2016 town brochures.
- Created and printed posters for the Friday Night Farmers' Market.
- Began working on the Spring newsletter which should be distributed within a week.
- Attended the Plant the Town event and took photographs. Uploaded photos to the town Facebook page.
- Designed and ordered farmers' market giveaways.
- Met with Mr. Raino about requirements for Bay-Wise certification. Designed the Bay-Wise sign to be placed in Sunrise Garden.
- 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; created handouts for association meetings; provided administrative support to Town Engineer; updated town letter heads with new council member information.

UPCOMING EVENTS

MAY 13 - OCT 7
Every Friday Night
6 TO 9 PM
 Farmers' Market, Classic Car Cruise-In & Art Fair

MAY 14
DUSK
 Movie on the Beach
Star Trek Into the Darkness

MAY 16-22
 NBVFD Carnival

MAY 27
6 PM
 Concert on the Pavilion
Bamboo Chicken Band

JUNE 3
6:30 PM
 Crafts & Campfire on the Beach: *Blue Crabs*

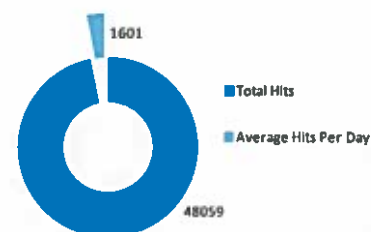
Recycled Art

JUNE 4
DUSK
 Movie on the Beach
Pan

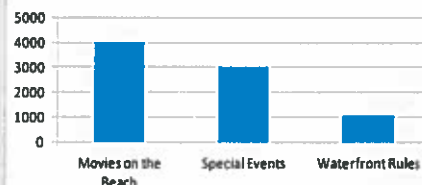
JUNE 10
6 PM
 Concert on the Pavilion
Country Memories Band



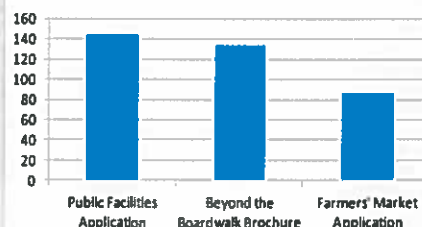
WEBSITE HITS & DOWNLOADS



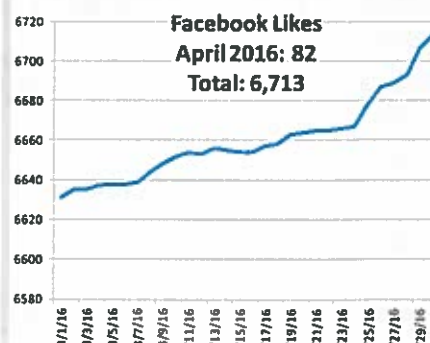
After visiting homepage, top 3 pages visited



Top 3 downloads



FACEBOOK LIKES



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 29th 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