



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
NOVEMBER 10, 2016
7:00 PM**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
 - a. Approval of minutes from the October 6, 2016 Town Council meeting
- V. SCHEDULED APPOINTMENTS
 - a. Sustainable Maryland presentation by Veronica Owens
- VI. PUBLIC SAFETY REPORT
- VII. REPORTS
 - a. Treasurer
 - b. Public Works Supervisor
 - c. Town Engineer
 - d. Code Enforcement
 - e. Marketing
- 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. Chesapeake Avenue Streetscape Project
- b. Waterfront Beach Dredge Project
- c. Municipal Government Works Month Proclamation
- d. Election of Vice President of Council

XI. ORDINANCES AND RESOLUTIONS

- a. Resolution 16-03: Resolution Supporting Participation in the Sustainable Maryland Municipal Certification Program

XII. MAYOR AND COUNCIL REPORTS

XIII. ADJOURNMENT

XIV. EXECUTIVE SESSION IF NEEDED

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

Upcoming Meetings and Events

- 1) Friday, November 11, 2016 – Town Government Closed – Veteran's Day
- 2) Wednesday, November 15, 2016 – Planning Commission Meeting – 7:00 p.m.
- 3) Wednesday, November 16, 2016 – Economic Development Committee Meeting – 7:00 p.m.
- 4) Thursday, November 24, 2016 – Friday, November 25, 2016 – Thanksgiving Break
- 5) Thursday, December 1, 2016 – Works Session – 7:00 p.m.

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Minutes from the October 6, 2016
Town Council Meeting
7:00 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	_____ Dawn Richardson
X_____ Mr. M. Hummel	X_____ John Hofmann	X_____ Sgt. Naughton
X_____ Mr. R. Hummel	_____ Richard Ball	
X_____ Ms. Schiada	X_____ Mr. Wilcox	

APPROVAL OF AGENDA AND MINUTES

MOTION made by Jane Hagen to approve the agenda as submitted. Seconded by Ken Wilcox. All in favor. **Motion carries.**

MOTION made by Mickey Hummel to approve the minutes from the September 8, 2016 Town Council Meeting. Seconded by Jane Hagen. **Motion carries.**

SCHEDULED APPOINTMENT

- Introduction of Veronica Owens – town of North Beach Circuit Rider – Ms. Owens is the new Circuit Rider for the Town of North Beach and Forest Heights. She will divide her time between the two Towns. This position is funded through June 30, 2018. The grant was obtained through Maryland Department of Housing and Community Development.
- Parking Meter Presentation by T2: Rick Crump, Code Enforcement Officer introduced a representative from T2 who gave a brief presentation on parking meters his company sells to municipalities. The Town of North Beach at this time is just exploring ideas to handle future parking ideas as tourism continues to grow in Town.
- Presentation by the North Beach House and Garden Club Tree Plant Identification Marker Project in Sunrise Garden: Deborah Noyes made a presentation to the Mayor and Council showing them an example of plaques the club would like to have made and donate to the Town for placement in Sunrise Gardens that would show visitors the names of all the trees planted in the Garden. The Town is very appreciative of the donation.

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- d) America in Bloom presentation by Green Street Gardens: Brad from Green Street were in attendance and gave an overview of the program and how it works. America in Bloom is a National Competition. It provides a framework for enhancing the overall quality of life in communities of all sizes. Green Street Gardens is interesting in partnering with The Town of North Beach on this project. The application is due by the end of February. They will come back to the Town in December with additional information.

SHERIFF'S DEPARTMENT REPORT

In September 2016 the Sheriff's Department responded to 178 calls for service in North Beach. This is down from 193 calls in August 2016.

TREASURER'S REPORT

Reporting Period: 8/1/2016 – 8/31/2016; Beginning Balance: \$379,397.80; Total Debits: \$616,918.29; Total Credits: \$473,113.51; Ending Balance: \$523,202.58. **MOTION** made by Mike Benton to accept the Treasurer's. Seconded by Jane Hagen. All in favor. **Motions carries.**

REPORTS

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

BUSINESS ITEMS

ORDINANCES AND RESOLUTIONS

- a) Ordinance No: 16-04: Budget Adjustment to FY17: **MOTION** made by Mickey Hummel to approve Ordinance 16-04. Seconded by Ken Wilcox. All in favor. Motion carries.

MOTION made by Randy Hummel to close the meeting at 8:00 p.m to enter into an Executive Session to seek legal council advice. Seconded by Mike Benton. All in favor. Meeting adjourn.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

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: November 9, 2016
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In October of 2016, the Sheriff's Office handled 135 calls for service in North Beach. This is down from the 178 calls in September 2016.

(In October of 2015, the Sheriff's Office handled 150 calls for service in North Beach.)

Call Breakdown for October 2016:

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

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

Of the 135 calls, we handled:

- 4 CDS Violations (1 Heroin, 1 Cocaine, 1 Percocet, 1 Xanax) Closed by Arrest
- 1 DOP
 - Stop Sign Thrown onto Vehicle, 2nd St. (Under Investigation)
- 2 Civil Marijuana
- 1 Disorderly Arrest

Breakdown of Dispatched/Self Initiated Calls

911 Hang Up – 5	Destruction of Property – 1	Police Information – 4
Abandoned Vehicle – 1	Disorderly – 1	Peace/Protective Order – 1
Accident – 3	Domestic – 6	Special Assignment – 2
Alarm – 3	Fight – 1	Summons Service – 1
Assault – 2	Firearms Complaint – 1	Suspicious Vehicle – 1
Assist Motorist – 4	Follow Up – 2	Traffic Complaint – 1
Assist Other Agency – 1	Fraud – 3	Unauthorized Use MV – 1
Assist Sick – 2	Indecent Exposure – 1	
Attempt to Locate – 5	Intoxicated Person – 3	
CDS Violation – 1	Loud Party/Music - 8	
Check Welfare – 4	Parking Complaint – 4	
Conservor of Peace – 1	Patrol Check – 61	

****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 09/01/2016- 09/30/2016

PNC Bank:

Beginning Balance 09/01/2016	\$ 523,202.58	
Total Debits (+)	\$ 268,411.85	
Total Credits (-)	\$ 309,406.01	
 Ending Balance 09/30/2016	 \$ 482,208.42	 Last Year: \$ 419,606.24
 Investments (MLGIP/General Fund)	 \$2,292,131.13	 Last Year: \$ 1,585,944.60
(MLGIP/Sewer Capital)	\$ 34,095.55	Last Year: \$ 34,003.50
(MLGIP/Water Capital)	\$ 7,448.44	Last Year: \$ 7,428.34
 Total Cash	 \$2,815,883.54	 Last Year: \$ 1,945,720.54

CASH RECEIPTS OVER \$7,500.00

\$151,168.07- Calvert County- August Taxes

\$ 64,832.95- State ACH Payments

CASH DISBURSEMENTS OVER \$7,500.00

\$ 40,106.01- Payroll W/E 09/10/2016

\$ 33,221.06- Payroll W/E 09/24/2016

\$ 39,707.36- Suntrust Bank- #83

\$ 21,780.00- Edwin & John Crandell, Inc.- Dredge Project

\$ 16,177.02- Dissen & Juhn- Dredge Project

\$ 13,000.00- BBD, LLP- Annual Audit

\$ 12,451.62- Southern Maryland Recycling- Trash contract

\$ 26,181.61- Town of Chesapeake Beach-August O&M

To: Mayor and Town Council Members

From: Don Bowen DPW

Date: 11-7-2016

Subject: Monthly Report

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

- 1) Continuing to work on Chesapeake Ave streetscape project. Had an onsite meeting on 11-4-2016 with town staff and outside contractor to get more in to details of project. Concentrated on tot lot entrance and features that could improve that area. John Hoffman will give further update in engineer's report.
- 2) Follow up on town's water supply well located at 4020 Dayton Ave. Pulled well pump and piping. Did camera inspection of well casing pipe. Found a small 1 inch hole where sand appeared to be entering well casing. Performed a total cleaning of well screen and removed all sand and debris. Installed a device into well that blocked hole so sand could not continue to enter well casing. Reinstalled well pump and have well ready to put back in service. Will do a one hour test run on 11-10-16 and put well back in normal service.
- 3) Public Works crew has been going through town and trimming all tree branches that are obstructing stop signs. Have trimming low hanging branches that are interfering with school buses and larger trucks.
- 4) Worked with waterfront crew on cleaning out and trimming grasses, dead plants etc. in flower beds along Bay Ave. in preparation for installing Christmas decorations. Working with waterfront crew on installation of Christmas decorations throughout town.
- 5) Drained and shut down irrigation systems at Sunrise Gardens, Wetlands Park and flower beds along Bay Ave. Did maintenance work on grounds at Sunrise Gardens and Wetland's Overlook Park. Assisted group of students

from Tidewater school and Environment Concerns staff with cleanup day of living shore line area.

- 6) Cleaned up an area that had been a dumping ground for yard waste and debris at the end of Second Street adjacent to the San Francisco pumping station and posted no dumping sign.

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: November 2016

JAH

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

Living Shoreline Project & Flood Dike project

Construction on the Flood Dike is inactive until one easement is resolved and the revised wetlands permit is obtained from MDE & the ACOE. Environmental Concerns is working with the Agencies on the revised permit. And is working with the one owner on the easement.

Maryland SHA Rt. 261 SHA Upgrade Project.

We learned from the progress meeting with SHA on September 20th that the Preliminary Engineering is continuing. Present plans call for it to be completed in the Spring of 2017. Efforts are being made to identify wetlands and mitigation sites for stormwater and wetland impacts. Final design for construction bid documents and permitting can start in the Spring of 2017 after the completion of the Preliminary Engineering phase. The elevated walkway on the west side and a new south culvert are not included in the current design efforts. SHA recognizes that the potential for these items exists and efforts to apply for grant funding for the culvert and the walkway are planned for early 2017.

Beach Dredge Project

We have applied for Federal and State permits so the waterway area can be dredged next winter and the sand that is removed can be used for beach fill. While permits are being processed, we are developing plans and specifications for bidding this fall.

Pier Pavilion Project

We have now sent a letter to MDE explaining how the Pavilion Project can be approved under State Code Article 16-104 because initially MDE told us the project does not comply with the State law. . If MDE accepts our justification, we will then submit for Federal & State permits.

Streetscape Chesapeake Ave

As a follow up to the public meeting discussion on September 26th , we are continuing to develop engineering designs and cost estimates for the project. We have not received any information on the Community Legacy grant application but expect to know if the Town will receive any funding from the State in the next few months.

Flooding Chesapeake Ave.

We are completing plans and specifications for a project to raise a portion of Chesapeake Ave from the front of Callis Park to 5th street that addresses the periodic flooding that occurs in this section.

**CODE ENFORCEMENT REPORT
RESIDENTIAL AND BUSINESS INSPECTION**

	TYPE	ACTION	OUTCOME	COMME
VEHICLES	4 cars tagged for expired tags, 3 brought into compliance			
BOATS	3 boats tagged in town right of way, 2 removed			
TRAILERS	1 trailer moved from right of way			

	ADDRESS	ISSUES	ACTION
VIOLATION NOTICES	3903 1st	deck/shed	starting abandon
	3940 7th	Fence/overgrowth	Letter sent
	4012 6th	trash/overgrowth	certified letter se
	3940 3rd	debris/trash	Letter sent
	4034 1st	grass/house numbers	Letter sent
	3942 5th	burn pit	letter sent
	9226 Atlantic	grass/overgrowth	letter sent
	8916 Frederick	debris/trash	letter sent
	8818 Frederick	car	letter sent
	8916 Frederick	debris/trash	letter sent
	3943 2nd	debris/trash	2nd letter
	3935 3rd	car	letter sent
	9232 Erie	dead tree	letter sent
	4105 2nd	fence	letter sent
	9222 Annapolis	dead tree	letter sent
	4040 9th	trash/overgrowth	letter sent
	4036 3rd	vacant/abandoned	certified letter
	4006 2nd	vacant/abandoned	certified letter
	8905 Erie	vacant/abandoned	certified letter
	4032 8th	vacant/abandoned	certified letter
	4040 1st	vacant/abandoned	certified letter
	4012 8th	vacant/abandoned	certified letter
	3903 1st	vacant/abandoned	certified letter
	4008 8th	vacant/abandoned	certified letter
	8913 Dasyon	vacant/abandoned	certified letter

CODE ENFORCEMENT REPORT

RESIDENTIAL AND BUSINESS INSPECTION

RESIDENTIAL AND BUSINESS INSPECTION			
8813 Dayton		vacant/abandoned	certified letter
3936 7th		trash/debris	letter and door tag
8929 Erie		trash/exterior Maint	letter sent
4023 5th		trash/debris	letter sent
4019 9th		trash/debris	letter sent
8916 Erie		trash/debris	letter sent
3932 3rd		exterior struct damag	letter sent
8820 Dayton		construction debris	letter sent
8806 Dayton		vehicles	letter sent
4005 2nd		tree	letter sent
18 door tags for cars, trash, grass and leaves			

ADDRESS

P/F

NOTES

no rental or business inspections completed this month**

[illegible]

MEMO

To: Mayor and Town Council
 From: Dawn Richardson
 Date: November 9, 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 October 2016.

- Created wedding advertisement for Southern MD This Is Living.
- Promoted the Big Bay Bash, Halloween Decorating Contest, Hound of the Town, Boo Bash and the Drive-In Movie. Prepared and distributed flyers to local elementary schools.
- Attended Special Events meeting to discuss past events and the logistics and planning of future events.
- Finalized and published the town newsletter.
- Prepared the town table space for the Fall MML Conference in Solomons and attended the event on the evening of October 13, 2016.
- Worked with Joyce Baki from Calvert County Economic Development on the Channel 2 News "2 On the Go" series. The beach and pier were the backdrop for filming that promoted the Calvert County Farm Festival event.
- Attended the EDC meeting to discuss weddings and marketing the town.
- Began review of the entire town website to remove and reorganize to prepare for the website re-design.
- Daily tasks: website (updated calendar entries, sent out News Around Town email blasts; Facebook (created posts to promote events and pertinent town information, shared posts from town businesses on North Beach Maryland page).

UPCOMING EVENTS

**DEC 2
7 PM**

Light Up the Town

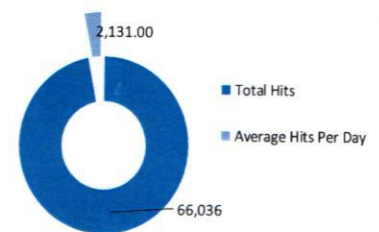
**DEC 3
12 PM**

Holiday Parade
 Santa & Christmas on the Beach

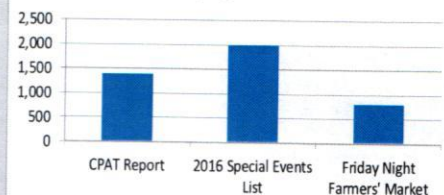
**JAN 1
1 PM**

Polar Bear Plunge

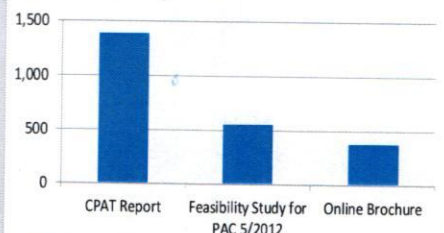
WEBSITE HITS & DOWNLOADS



After visiting homepage, top 3 pages visited



Top 3 downloads



FACEBOOK LIKES



Town of North Beach



PROCLAMATION 2016-01

WHEREAS: *The Town of North Beach, Maryland was incorporated in 1910; and*

WHEREAS: *Maryland is home to 156 other municipalities; and*

WHEREAS: *Municipal government represents the most responsive form of government, with citizens being able to directly access their elected official; and*

WHEREAS: *Municipal government has continually fostered a strong foundation for government service and cooperation at the county, state and federal levels of government; and*

WHEREAS: *The Town of North Beach continuously works to enhance the quality of life for residents by maintaining natural and historic sites and structures, helping to make the Town of North Beach, Maryland a great place to live, work and explore,*

THEREFORE, BE IT RESOLVED, THAT I, GWEN SCHIADA, VICE PRESIDENT OF COUNCIL OF THE TOWN OF NORTH, DO HEREBY PROCLAIM THE MONTH OF NOVEMBER 2016, as

MUNICIPAL GOVERNMENT WORKS MONTH

in the Town of North Beach and join the Maryland Municipal League in celebrating the success of municipal government all over the great State of Maryland.

**Gwen E. Schiada
Vice President of Council**

Town of North Beach

Resolution 16-03

Town of North Beach Resolution Supporting Participation in the Sustainable Maryland Municipal Certification Program

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, North Beach strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, North Beach hereby acknowledges that the residents of North Beach desire a stable, sustainable future for themselves and future generations; and

WHEREAS, North Beach wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically-sound, local government practice; and

WHEREAS, as elected representatives of North Beach we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community;

NOW THEREFORE BE IT RESOLVED, that to focus attention and effort within North Beach on matter of sustainability, the Town of North Beach wishes to pursue local initiatives and action that will lead to Sustainable Maryland Municipal Certification.

BE IT FURTHER RESOLVED, by the Mayor and Council of North Beach that we do hereby authorize Veronica Owens to serve as North Beach's agent for Sustainable Maryland Municipal Certification process and authorize her to complete the Municipal Registration on behalf of the Town of North Beach.

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 10th day of November, 2016.

ATTEST:

Stacy Wilkerson, Town Clerk

Gwen E. Schiada, Vice President