



*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)

Minutes from the February 14, 2019  
Town Council Meeting  
7:00 pm

X _____ Mayor Benton	X _____ Joanne Hunt	X _____ Rick Crump
_____ Mr. Dotson	X _____ Stacy Milor	_____ Richard Ball
X _____ Ms. Hagen	X _____ Donnie Bowen	X _____ Dawn Richardson
X _____ Mr. Hummel	X _____ Paul Woodburn	X _____ Lt. Naughton
X _____ Ms. Lawton	X _____ Veronica Owens	
X _____ Ms. Schiada	X _____ Elissa Levan	
X _____ Mr. Troncone		

Meeting was opened by Mayor Benton at 7:01 p.m. A moment of silence was held in memory of Town resident Vincent Hubbert. The Pledge of Allegiance was lead by Dick Myers from the County Times.

#### **APPROVAL OF AGENDA AND MINUTES**

**MOTION** made by Paul Troncone to approve the agenda as submitted. Seconded by Gwen Schiada. All in favor. **Motion carries.**

**MOTION** made by Jane Hagen to approve the minutes from the January 10, 2019 Town Council Meeting. Seconded by Gwen Schiada. All in favor. **Motion carries.**

**MOTION** made by Gwen Schiada to approve the minutes from the February 7, 2019 Work Session. Seconded by Jane Hagen. All in favor. **Motion carries.**

#### **SCHEDULED APPOINTMENTS**

Nancy Valentine was in attendance who assist with the preparation of the Town's yearly audit. She gave an overview of the FY18 audit.

#### **SHERIFF'S DEPARTMENT REPORT**

In January 2019, the Sheriff's Office handled 130 calls for service in North Beach. This is down from the 132 call in December 2018.

#### **TREASURER'S REPORT**

Beginning Balance: 11/1/2018 – 11/30/2018 - \$1,528,913.48; Total Debits \$878,119.49; Total Credits; \$1,257,359.61; Ending Balance \$1,149,673.36



*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)

## REPORTS

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

## BUSINESS ITEMS

- A. Water Meter Replacement Project: **MOTION** made by Mickey Hummel to purchase 763 meters in the amount of \$141,120.00 from LB Water. Seconded by Gwen Schiada. All in favor.
- B. Replacement of Well House at Public Works Yard: **MOTION** made by Paul Troncone to approve the construction of the new well house with an elevated structure, electric, monitoring system and by-pass with an estimated project cost of \$88,461.00. Seconded by Jane Hagen. All in favor. **Motion carries.**

## ORDINANCES AND RESOLUTIONS

- A. Resolution R-19-1: A Resolution of the Mayor and Town Council of North Beach, expressing the intent of the Town to cooperate with the Town of Chesapeake to advance the Towns' Joint Interest in the Development of Innovative Telecommunications Technology, such as 5G-Capable Facilities in the Towns. **MOTION** made by Jane Hagen to approve Resolution R-19-1 as presented. Seconded by Paul Troncone. All in favor. **Motion carries.**

## MAYORS REPORT

Mayor Benton gave the 2018 State of the Town.

Meeting was closed at 8:06 pm on a **MOTION** made by Paul Troncone. Seconded by Gwen Schiada. All in favor. Motion carries.

Submitted:

Mike Benton, Mayor

Stacy L. Milor, Town Clerk

To: Mayor Benton and Town Council Members

From: Don Bowen DPW

Date: 2-8-2019

Subject: Monthly Report

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

- 1) Had a productive meeting with a few residents, pump rep, and council person Ms. Lawton to discuss flooding and storm water issues throughout the town. This meeting started to look at problem areas and possible solutions. The town has several residents with knowledge in these areas that are willing to lend their expertise to try and help with cost effective solutions. Met on 1-24-19, which was a perfect day because we had a pretty good rain and were able to do a quick tour of existing system at 5<sup>th</sup> street and observe pumps in action.
- 2) DPW crew is working on the upgrade of Chesapeake Ave sewer station. Completed the installation of one new pump and electrical service. Start up is scheduled for Tuesday 2-12 -19. Will start on pump in the near future. Will put new pump online and test run for a while to make sure there are no issues before starting on pump two.
- 3) Installed new lights on boardwalk from welcome center north to 7<sup>th</sup> street. Have had several issues in this area, so did a replacement of all internal fixtures and bulbs. Lights have been working with no issues so far.
- 4) Painting interior of the Public Works shop office area.
- 5) Working on 2020 budget items for upcoming budget sessions. Met with several contractor obtaining estimates for all items on DPW budget request list.
- 6) Created new building maintenance checklist form for all town owned buildings and properties. Have did check list for Town Hall and DPW and are

generating work orders for items that need addressing. Will continue to improve as process evolves.

- 7) Worked with contractor on roof replacement for the health center building.
- 8) Have been working with Paul Woodburn and his staff on storm water survey. Started with field investigation type walk through this week.
- 9) DPW crew continues to work on leaves throughout town when weather permits.
- 10) Supervised and inspected new water and sewer taps for new home at 4037 5<sup>th</sup> street.
- 11) Started early spring cleanup at town DPW yard of items that needed to be disposed of, general cleaning of area.
- 12) DPW crew spread salt on two occasions and monitored roads during winter storm events.
- 13) Responded to 8917 for twice for sewer issues, jetted sewer and cleared problem. On third occasion dug up sewer line at property connection to investigate cause and found problem with sewer from previous contract work that had been done. DPW corrected and installed new sewer line and cleanout. Backfilled and regraded.
- 14) Addressed several shoulder areas throughout town by adding bluestone and grading.
- 15) Built new cabinet for computer backup server located in town hall, removed old and disposed of old material.
- 16) Attended semi final review meeting on 1-15-19 at SHA in Annapolis for the 261 road project. Reviewed all draft plans for project and generated questions and concerns with draft plans.

Any questions or comments please feel free to contact me.

Thanks Don Bowen DPW

## MEMORANDUM

**TO** : Mayor and Town Council  
**FROM** : Paul B. Woodburn, P.E.  
Town Engineer  
**DATE** : February 8, 2019  
**RE** : Monthly Report

\*\*\*\*\*

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

### Maryland SHA Rte. 261 SHA Upgrade Project (9<sup>th</sup> Street to Anne Arundel County)

SHA's environmental and highway design work is progressing toward a planned construction start for the spring of 2020. The SHA held a design update meeting in November to discuss design progress. The proposed detour Route is finalized and will require closure of 261 during construction. Design Drawings at 65% level have been received by the Town. We will provide input back to SHA as needed. A meeting to review the plans with SHA was held in mid-January. Comments from the Town staff will be generated and forward back to SHA. In addition, SHA will be meeting with the Town thru public forums in the coming months.

### Maryland SHA Rte. 261 Boardwalk (9<sup>th</sup> Street to Anne Arundel County)

Preliminary design is complete and TAP (Transportation Alternatives Program) grant Monies will be sought for 2019. The Town will be preparing a new state grant package request soon for the next fiscal year cycle. An official Town resolution has been sent to SHA to have them include provisions for the boardwalk and underground utilities as part of their 261 upgrade project. (On-going).

### Stormwater Flood Pump Upgrade and 9<sup>th</sup> & Atlantic upgrades:

The existing stormwater pump station is not designed to adequately handle frequent localized flooding. The Town continues to seek funding opportunities and is currently working on a request to obtain a State infrastructure bond bill to cover this proposed work. Capital funding for 2019 is also being prepared for the Maryland water quality financing administration. (On-going)

### Flood Mitigation Plan:

Calvert County Department of planning and Zoning issued a draft flood mitigation plan for the town of North Beach. The plan is a guide that outlines flood issues and sea rise issues in the Town along with potential mitigation considerations for current conditions and into the year 2100. Nine (9) recommendations came out of the study, many of which are or have already been implemented and others are being implemented. Further review and discussion of the document by the town is requested, upon which it may be brought to the Mayor & Council for consideration. This month, the Town prepared a flood evacuation Route plan & provided on line links to obtain valuable emergency information. (On-going).

### Public Works Yard – Well Building

We completed engineering construction drawings to upgrade and raise the existing 30+ year old well house building. We also met with BGE to discuss relocation of the existing electric service and a meter for the well building.

### Storm Drain System Maintenance:

We are working with the Mayor, Donnie and the public works staff to develop a 5 year storm drainage maintenance and overall infrastructure improvement plan. (On-going)

### Sewer Meter/ Calvert County Connections:

Calvert County sewage effluent mixes with the town effluent before being pumped together to the Waste Water Reclamation Facility in Chesapeake Beach. We have provided the county with our updated EDU analysis. Donnie requested the County perform a sewer system smoke test. A follow up letter will be forwarded to the County encouraging them to do a smoke test on their system to ensure there are limited infiltration points within their system and provide the Town with a copy of the test results. A letter has been sent to the County requesting an update to their review of infiltration for their sewer system. We also met with the County Director of Public Works and his engineering staff to discuss a partnership to work with the County on joint water, sewer and stormwater issues.

### Library Site:

We have prepared an updated Library Site Concept water Plan which will be provided to the County. We will be meeting with the County in the Coming weeks to discuss a revised Memorandum of Understanding (MOU) to move the Library Project forward.

### North Town Water Service Franchise Area:

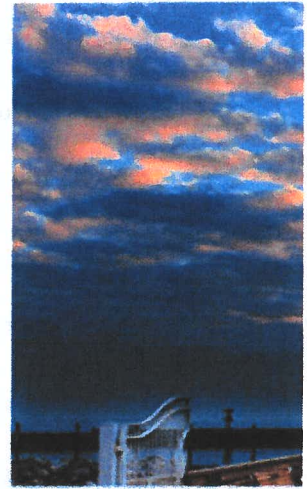
We have planned a new franchise designation plan to accompany a request to Calvert County to revise the water service limits. In discussions with the County Director of Public Works, the request is working thru the County Approval Process. (No new update).





*The Jewel of the Chesapeake Bay*  
**North Beach, Maryland**

## Code Enforcement & Rental Registration



[Tasks](#) [Action Center](#) [Code Enforcement](#) [Rental Registration](#) [Reports](#) [Setup](#) **[GIS MAPS](#)** [Help](#)



**CE GIS Maps** **RR GIS Maps**



SHOW CURRENT LOCATION



[Change map layers >>](#)

Date

Location

Status

Violations

<i>Case Number</i>				
1. <a href="#">19-1</a>	01/02/2019	8806 DAYTON Ave NORTH BEACH, MD 20714	Closed - Compliance	Trash/Rubbish
2. <a href="#">19-7</a>	01/09/2019	3595 GLOUSTER Dr NORTH BEACH, MD 20714	Pass	RENTAL INSPECTION
3. <a href="#">19-8</a>	01/17/2019	8835 CHESAPEAKE Ave NORTH BEACH, MD 20714	Pass	Business inspection
4. <a href="#">19-14</a>	01/29/2019	8905 DAYTON Ave NORTH BEACH, MD 20714	Closed - Compliance	Trash/Rubbish
5. <a href="#">19-15</a>	01/30/2019	3949 4TH St NORTH BEACH, MD 20714	EBridge	Sanitation, Trash/Rubb
6. <a href="#">19-13</a>	01/28/2019	4001 5TH St NORTH BEACH, MD 20714	EBridge	Trash/Rubbish, Abandc private property
7. <a href="#">19-9</a>	01/23/2019	9108 CHESAPEAKE Ave NORTH BEACH, MD 20714	Case Initiated	Trash/Rubbish
8. <a href="#">19-12</a>	01/28/2019	3929 6TH St NORTH BEACH, MD 20714	EBridge	Trash/Rubbish
9. <a href="#">19-2</a>	01/03/2019	3935 7TH St NORTH BEACH, MD 20714	EBridge	RENTAL INSPECTION
9. <a href="#">19-3</a>	01/03/2019	3935 7TH St NORTH BEACH, MD 20714	EBridge	Business inspection
10. <a href="#">19-6</a>	01/08/2019	9226 ATLANTIC Ave NORTH BEACH, MD 20714	Pass	RENTAL INSPECTION
11. <a href="#">19-4</a>	01/08/2019	4150 9TH St NORTH BEACH, MD 20714	Pass	RENTAL INSPECTION
12. <a href="#">19-5</a>	01/08/2019	4150 9TH St NORTH BEACH, MD 20714	Pass	RENTAL INSPECTION
13. <a href="#">19-11</a>	01/25/2019	4023 9TH St NORTH BEACH, MD 20714	Closed - Compliance	Trash/Rubbish
14. <a href="#">19-16</a>	02/04/2019	3911 SEA BASS Ct NORTH BEACH, MD 20714	Case Initiated	Trash/Rubbish
15. <a href="#">19-10</a>	01/23/2019	4009 11TH St NORTH BEACH, MD 20714	Closed - Compliance	Unregistered vehicles,

Uploaded 150 cases from Comcate to Ebridge storage

Working on completing Job Descriptions, Post Orders, and Procedure outlines, adding verbage to the Zoning Ordinance relation to submittal times, comments for the Calvert County Comprehensive Plan, Updating the Zoning Map through ECode (proposal) Met with Critical Area Commission to discuss possible Fee in Lieu monies with the 261 project to use within town for Storm Water issues.

### Planning and Zoning

Board of Appeals approval for setback reductions at 9310 Atlantic  
 Board of Appeals approval for setback reductions and replats at 3930 7th Street  
 Board of Appeals approval for setback reductions and replats at 8929 Erie Avenue.

Planning Board approval of new single family at 9310 Atlantic.  
 Planning Board approval of replats at 3930 7th and 8929 Erie avenue.



# MEMO

To: Mayor and Town Council  
From: Dawn Richardson  
Date: February 8, 2019  
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 January and the beginning of February 2019.

- Updated the Residents\Public Safety\Emergency Preparedness section of the town website to include information regarding preparing for storm and flooding events. There are links to the Calvert County Department of Public Safety site, the Maryland Emergency Management Agency site and a map of evacuation routes for the Town of North Beach. Also included are tips on how to prepare in advance for these events.
- Prepared a detailed response to the Economic Development Committee (EDC) and town businesses regarding the Inaugural Business Summit. I provided information about the town website, the Beyond the Boardwalk brochure, tips on using Social Media to promote your business, and a listing of things the town does to help promote their businesses. I received some positive email responses and look forward to keeping the lines of communication open with EDC and town businesses.
- Researched options on brick memorials to replace the bench memorial program. Created a flyer to share with Town Council to request their input.
- Gathered photos and information to prepare the 2018 State of the Town.
- Attended the Special Events Committee meeting where we discussed past events and also events for the current year.
- Created a display ad for Southern Maryland This Is Living's spring magazine.
- Met with Mayor Benton and the children from the Boys and Girls Club on February 4th. The children sat in the council chambers, asked questions to the Mayor, took photos and received a North Beach souvenir. Joy Hill, staff members and Councilwoman Lawton were in attendance.
- Updated all town events on the town website, including the bulletin rotator on the home page and the individual listing of events.
- Updated links to Town Council and Work Session agendas on the town website. Added a link to the BoardDocs site for the public to view agendas and documentation pertaining to meetings.
- Daily tasks: administrative support for Mayor; work through wi-fi and router issues, website (updated calendar entries, sent out News email blasts); sent out text notifications; Facebook (created posts to promote events and pertinent town information, shared posts from town businesses on North Beach Maryland page.



378



1,234



10,101



2,013



---

# North Beach **Funding** Report

---



**February 2019**

---

**Town of North Beach  
by: Veronica Owens  
Development Specialist**



---

# Funding

2019 Grant Funding to-date: \$100,000.00 new award

## January:

- Sustainable Communities Designation renewal – Planning for the next five years (see attached)
- Grant Management – Reporting, Funding meetings
- Library – Grant modification

## Awarded:

**Healthy Living Phase II Program**

**\$100,000.00**

New name – **Healthy Home Program**

2019 Applications will be available by April or earlier

(Pending grant agreement from Funder) Announcement will be made on the website of launching the Application availability

## Pending:

State Highway Administration

Bond Bill

## Upcoming:

Community Development Block Grant



---

## Sustainable Community FACT SHEET

**Sustainable Communities benefits:** The benefits of a Sustainable Community (SC) designation are substantial. The SC designation is a threshold requirement for application to several Maryland Department of Housing and Community Development revitalization programs (such as the Community Legacy Program and Strategic Demolition Fund listed below). Other programs from both the Department and other State agencies offer additional points or preference in the application process. The Sustainable Communities designation provides access to a suite of resources that can support housing and community development, local transportation enhancements, tax credit programs and programs to support a healthier environment.

**Workgroup:** The Sustainable Communities Workgroup consists of an internal group of representatives from the Calvert County Departments of Economic Development, Finance & Budget, General Services, Planning & Zoning, Department of Parks and Recreation, and Public Works, and staff from Chesapeake Beach and North Beach.

The designation needs to be renewed every five years to discuss accomplishments and show goals for the future in the following categories:

### Categories:

**ENVIRONMENT:** Environmental accomplishments and objectives may include improvement of quality of land, water, air or watersheds, increased tree canopy, mitigation or adaptation to issues related to sea level rise, reduction of carbon footprint, improved energy conservation, access to local foods, green infrastructure, stormwater infrastructure/management, construction of parks, trails and other recreation facilities, recycling, improved water and sewer capacity, etc.

**ECONOMY:** Economic accomplishments and objectives may include increased regional accessibility, business attraction/retention, improved health of the business district and decreased commercial vacancies, improved accessibility to employment opportunities and economic drivers, adopted local policies/regulations that encourage economic growth, enhanced marketing and tourism, improvements to cultural and historic assets, etc.

**TRANSPORTATION**: Transportation accomplishments and objectives may include increased access to transit corridors, improved pedestrian safety and increased accessibility/sidewalks, alternative modes of transportation, such as bikeways and trails, public transit, such as bus and rail, carpooling, improved parking and road conditions, etc.

**HOUSING**: Housing accomplishments and objectives may include an increase in affordable, workforce or market rate housing, either for homeownership or rental, improved housing conditions and values, increase in housing programs, reduction in foreclosures and residential vacancies, increase in property values and home sale values, etc.

**QUALITY OF LIFE**: Quality of life accomplishments and objectives may include crime, socio-economic demographics, educational opportunities, museums, libraries, historic and cultural assets, civic amenities, faith-based organizations, economic health of households, sense of place, etc.

**LAND USE/LOCAL PLANNING**: Land use accomplishments and objectives may include changes to zoning, improved land use policies, increase/decrease in taxes and fees, etc.