



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
April 14, 2016**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
 - a. Approval of minutes from the March 10, 2016 Town Council meeting
 - b. Approval of minutes from the April 7, 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
- VIII. PUBLIC COMMENT
- IX. BOARDS AND COMMISSIONS
- X. BUSINESS ITEMS
 - a. Election of new Council Member

Mark R. Frazer, Mayor

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



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- XI. ORDINANCES AND RESOLUTIONS
- 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) Saturday, April, 16 2016 – Community Clean Up – 8:00 a.m. – 4:00 p.m.
- 2) Sunday, April, 17, 2016 – Community Clean Up – 8:00 a.m. – 4:00 p.m.
- 3) Saturday, April 23, 2016 – Plant the Town, 8:00 a.m. on the Waterfront
 - 4) Sunday, April 24, 2016 – Beach Opens
- 5) Thursday, April 28, 2016 – Planning Commission Meeting – 7:00 p.m.
- 6) Monday, May 2, 2016 – Special Events Committee – 7:00 p.m.
- 7) Tuesday, May 3, 2016 – Environmental Committee – 7:00 p.m.
- 8) Thursday, May 5, 2016 – 7:00 p.m. – Work Session

Mark R. Frazer, Mayor

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



Minutes from the March 10, 2016
Town Council Meeting
7:15 pm

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

APPROVAL OF AGENDA AND MINUTES

- a) **MOTION** made by Ken Wilcox to approve the agenda as submitted. Seconded by Mike Benton. All in favor. **Motion carries.**
- b) **MOTION** made by Gwen Schiada to approve the minutes from the February 11, 2016 Town Council Meeting. Seconded by Mickey Hummel. **Motion carries.**
- c) **MOTION** made by Gwen Schiada to approve the minutes from the March 3, 2016 Work Session. Seconded by Ken Wilcox. All in favor. **Motion carries.**

SHERIFF'S DEPARTMENT REPORT

- a) In February 2016 the Sheriff's Department responded to 120 calls for service in North Beach. This is up from 119 calls in January 2016. The Sheriff's Department did write 5 parking citations based on the Council remarks at the February Council meeting regarding parking problems in Town.

Mark R. Frazer, Mayor

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



TREASURER’S REPORT

a) Reporting Period: 1/1/2016 – 1/31/2011; Beginning Balance: \$263,543.53; Total Debits: \$872,871.46; Total Credits: \$561,537.86; Ending Balance: \$574,877.13. **MOTION** made by Randy Hummel to accept the Treasurer’s Report. Seconded by Ken Wilcox. All in favor. **Motions carries.**

REPORTS

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

BUSINESS ITEMS

- a. CPH Streetscape Proposal: In the process of issuing a request for proposal for the streetscape design and planning as a follow up to the CPAT recommendations for tree planting, entry way feature and EDC’s recommendation for banner and flags, the Town staff obtained a proposal from CPH. CPH were the consultants at Sunrise Gardens. The Town Staff is recommending the proposal is awarded to CPH in the amount of \$14,970.00. MOTION made by Gwen Schiada to award the contract to CPH in the amount of \$14,970.00. Seconded by Randy Hummel. All in favor. Motion carries.
- b. Beach Fees: Increase to the following Beach Fees:

Out of County Fees	<u>Old</u>	<u>New Rate</u>
Adults 12 – 54 years	\$15.00	\$17.00
Seniors 55 and up	\$ 8.00	\$9.00
Children 3 – 11 years	\$ 8.00	\$9.00
 Calvert County Fees		
Adults 12 – 54 years	\$6.00	\$7.00
 Family Passes (5 people)		
Out of County Rate	\$200.00	\$400.00
Calvert County Rate	\$100.00	\$200.00

Mark R. Frazer, Mayor



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ORDINANCES AND RESOLUTIONS

Ordinance No: 16-01: An Ordinance adopting a Codification and Revision of the Zoning Ordinances of the Town of North Beach, County of Calvert, State of Maryland; Providing for the Maintenance of said Ordinance; repealing and saving from repeal certain ordinances; establishing a penalty for altering or tampering with the ordinance; and making certain substantive changes in previously adopted ordinances. **MOTION** made by Randy Hummel to adopt Ordinance No: 16-01. Seconded by Ken Wilcox. All Council member voted in favor of the Ordinance. **Motion carries.**

MOTION made by Randy Hummel to close the meeting and enter into an Executive Session to discuss a legal matter at 8:15 p.m. Seconded by Gwen Schiada. 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 April 7, 2016

Work Session

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

- 1) Discussion on Flood Dike (Berm): Gene Slear from Environmental Concerns was in attendance and gave an update on the project. He stated that once they started to work and did some testing they discovered the bottom was unconsolidated and they drilled down into open water. The berm needs to be constructed further onto private property than originally planned. The Town along with Environmental Concerns has been working with these homeowners to revise the current easements to include the property that is needed. Along with these updated easements and a change order with an approximate increase to the cost of \$307,000 the project will move forward. Gene Slear advised the Mayor, Council and audience they would commence work on 4/8/2016 and it would take approximately 2.5 to 4.0 months to complete the work depending on the weather. A **MOTION** was made by Randy Hummel to approve the change order in the amount of \$ 307, 119.00. Seconded by Gwen Schiada. All in favor. **Motion carries.**
- 2) Kayak Proposals: The Town received two bids for the installation of the kayak launch ramp. John Hofmann would like to have time to review the bids and meet with the companies to discuss. This item will be placed on the May work session for further discussion.
- 3) Dredging Proposals of the Transient Boat Slips: The Town received two bids. They are from Edwin A. & John Crandell and Dissen & Juhn. John Hofmann would like to have additional time to review the bids and discuss them with the companies. This item will be placed on the May work session agenda for further discussion.
- 4) Interview for Council Position: There was a vacancy on the Council created by the resignation of Greg McNeil. Five residents applied for the position; Elizabeth Lawton, Diane Burr, Jane Hagen, Marian Rabeno and Richard Romer. Each candidate was interviewed in public with a series of questions by the seated councilmembers. After all candidates were interviewed the Mayor and Council will convene into Executive Session and discussed the choice for the vacancy. The decision on the vacancy will be made at the April Town Council Meeting on April 14, 2016.

Meeting closed at 8:20 p.m. on a motion made by Randy Hummel to enter into Executive Session to discuss a personnel matter. Seconded by Mike Benton. All in favor. Motion carries.

Mark R. Frazer, Mayor

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

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: April 5, 2016
To: Stacy Wilkerson
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-North Beach

In March of 2016, the Sheriff's Office handled 193 calls for service in North Beach. This is up from 120 calls in January 2016.

(In March of 2015, the Sheriff's Office handled 222 calls for service in North Beach.)

Call Breakdown for March 2016:

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

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

Of the 193 calls, we handled:

- 2 CDS Violations (1 Heroin, 1 Marijuana > 10 grams) (Closed by Arrest)
- 1 Burglary (Items taken from UNLOCKED Shed) (Under Investigation)
- 2 Destruction of Property
 - Fraudulent Repairs and Theft of Payment (Closed by Arrest)
 - Broken Vehicle Window (Closed by Arrest)
- Theft (Items from UNLOCKED Vehicle) (Under Investigation)
- 2 Non-Fatal Heroin Overdoses
- 1 DUI Arrest
- 2 Marijuana Civil Citations

Breakdown of Dispatched/Self Initiated Calls

911 Hang Up – 2	Disorderly – 6	Suspicious Vehicle – 4
Abandoned Vehicle – 2	Domestic – 4	Theft – 1
Accident – 1	Follow Up – 11	Traffic Complaint – 2
Alarm – 6	Found Property – 2	Traffic Enforcement – 1 (Stop Sign Enforcement)
Animal Complaint – 1	Fraud – 2	Trespassing – 1
Assist Motorist – 2	Intoxicated Person – 1	Unauthorized Use of M/V – 1
Assist Other Dept – 10	Parking Complaint – 3	Unknown Problem – 1
Assist Sick/Injured – 3	Patrol Check – 102	
Attempt to Locate – 7	Police Information – 3	
Burglary – 1	Special Assignment – 1	
Check Welfare – 2	Summons Service – 1	
Destruction of Property – 5	Suspicious Person – 4	

****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 2/01/2016- 2/29/2016

PNC Bank:

Beginning Balance 02/01/2016	\$ 574,877.13	
Total Debits (+)	\$ 441,025.93	
Total Credits (-)	\$ 313,498.79	
Ending Balance 02/29/2016	\$ 702,404.27	Last Year: \$1,087,748.03
Investments (MLGIP/General Fund)	\$ 2,287,251.92	Last Year: \$2,035,271.93
(MLGIP/Sewer Capital)	\$ 34,023.26	Last Year: \$ 33,992.22
(MLGIP/Water Capital)	<u>\$ 7,432.66</u>	Last Year: \$ 7,425.87
Total Cash	\$ 4,360,513.96	Last Year: \$3,164,438.05

Cash Receipts over \$7,500.00

- \$ 18,891.87- Calvert County Tax Payment/January, 2016
- \$ 100,000.00- Transfer from MLGIP to PNC 9931
- \$ 9,158.83- Audit 6412/ Water/Sewer
- \$ 43,037.05- February, 2016 Local Income Tax
- \$ 129,046.73- Utility Services / Leases on Water Tower

Cash Disbursements over \$7,500.00

- \$ 29,604.28- Payroll W/E 03/30/2016
- \$ 26,559.40- Payroll W/E 02/13/2016
- \$ 7,872.28- PNC CC thru 2/2/2016
- \$ 28,698.39- Town of Chesapeake Beach/WWTP
- \$ 21,175.32- Water Testing Laboratories
- \$ 14,088.76- Southern Maryland Recycling/Trash
- \$ 87,818.88- Environmental Concerns
- \$ 12,302.97- BGE thru 2/29/2016

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 4-13-2016

Subject: Monthly Report

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

- 1) Public work has spent a good deal of time this report period working on items related to sidewalk project on Dayton Ave. Removed large tree stump and graded area from 5th to 6th street on Dayton Ave. Installed new sewer connections in this area to try and avoid future problems which would require removal of new sidewalk. Completed storm drain modifications in this area to improve drainage. Atlas concrete is onsite and to date has completed sidewalk from 5th to 6th on west side of Dayton Avenue. Will continue work until project is completed. Expect to be ready for paving early next month.
- 2) Continue to work with all parties on the flood dike project. EC has been back on site as of 4-8-2016 and is work on installing geo grid with rock base foundation for flood dike. Continue to monitor progress daily.
- 3) Received quotes for Kayak launch platform and current working with parties on design that is acceptable for this project. Staff didn't feel what was proposed in bid would be acceptable for conditions sometimes experienced in location of platform. In reviewing manufactures brochure there seems to be a more suited mounting system. Working with low bid supplier to see if this is possible for this location.
- 4) Installed netting on ponds located at Sunrise Gardens to help protect fish from predators, so far seems to be working. Worked on maintenance of ponds and related equipment to get ready for season. Worked with Knee deep ponds on repairing leak in large ponds filter pump line. Work was covered under warranty.
- 5) Continued to work on replacing stop signs throughout town. Resurfaced existing signs that were damaged or faded.
- 6) Have been doing some spring cleaning on all alleys throughout town.

Any questions or concerns please contact me.

Don Bowen DPW



The Jewel of the Chesapeake Bay
North Beach, Maryland

MEMO

To: Mayor and Town Council
From: Dawn Richardson
Date: April 13, 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 March 2016.

- Created website buttons and links for SUNRISE: A Celebration of the Arts so participants can register and pay for the sculpture competition and the art festival from the town website. Also created links on the website so participants can upload photos via Dropbox.
- Continued working with Comcast on a television commercial to promote the town.
- Created advertisements for AAA World Magazine, Calvert Library Foundation Gala Art Auction program, Twin Beach Players, and Abigail Francisco's School of Classical Ballet.
- Attended and took notes at the pre-bid meeting for the Performing Arts Center Feasibility Study RFP.
- Continued working on the RFP for the town website re-design.
- Began work on three 2016 town brochures. (1. waterfront brochure with fees and rules. 2. town brochure to be distributed to all Maryland Welcome Centers, Calvert County sites, MML convention and any mail requests. 3. Beyond the Boardwalk brochure.)
- Revised and printed all posters for the Welcome Center.
- Will begin to work on the Spring newsletter. Still accepting any submissions or suggestions for articles. Deadline: April 29th.
- 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

APR 16 & 17
8 AM TO 4 PM
Spring Community Clean Up

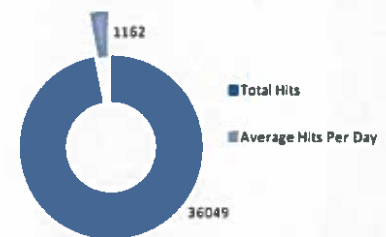
APR 23
8 AM TO 1 PM
Comcast Cares Day Plant the Town

APR 24
Welcome Center & Beach Open for Season

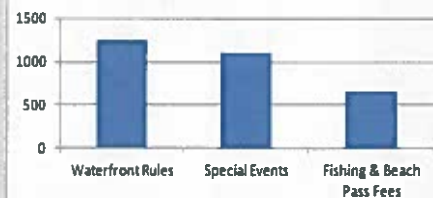
MAY 6 - OCT 7
Every Friday Night 6 TO 9 PM
Farmers' Market, Classic Car Cruise-In

& Art Fair
MAY 14
DUSK
Movie on the Beach
Star Trek Into the Darkness
MAY 16-22
NBVFD Carnival

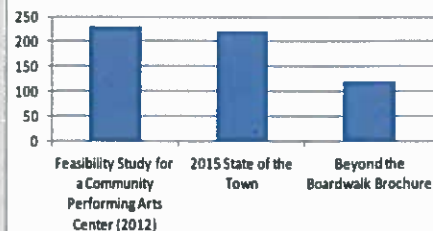
WEBSITE HITS & DOWNLOADS



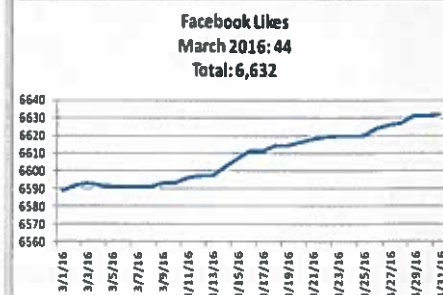
After visiting homepage, top 3 pages visited



Top 3 downloads



FACEBOOK LIKES



**CODE ENFORCEMENT REPORT
RESIDENTIAL AND BUSINESS INSPECTION**

1-Mar

	TYPE	ACTION	OUTCOME	COMMENTS
VEHICLES	3 vehicles and 2 trailers removed from public right of way			
	March			During the month of
BOATS				
TRAILERS				

	DATE	ADDRESS	ISSUES	ACTION	DATE FIXED
VIOLATION	3/24/15	4001 2nd Street	trash/debris/cars/shed	complying	on going
NOTICES	7/22/15	9212 Chesapeake	trash/debris/roof	roof completed/	on going
	1/28/16	3910 2nd	trailer	letter sent	complied
	1/15/16	4013 6th	trash/unsightly	letter sent	fine pend
	1/8/16	3932 3rd	tree	letter sent	complied
	2/15/16	4010 1st Street	trailer	letter sent	complied
	2/17/16	4013 7th	shed, overgrowth	letter sent	complied
	2/21/16	4032 8th	sheds, fence	letter sent	complied
	2/21/16	4011 7th	clutter/trash	letter sent	complied
	3/1/16	4039 9th	clutter/trash	letter sent	complied
	3/1/16	3932 3rd	roof/grounds	letter sent	complied
	3/5/16	9230 Annapolis	clutter/trash	letter sent	complied
	3/29/16	8916 Frederick	equipment/trash	letter sent	
	3/29/16	3905 7th	trash in alley	spoke with owner	
	3/30/16	8916 Erie	trash /Boat	letter sent	
	4/1/16	4032 8th	sheds roof	letter sent	
	4/1/16	4050 8th	fence/roof	letter sent	follow up
	4/5/16	3903 1st	deck/shed	letter sent	
	4/5/16	9230 Annapolis	accum of trash	letter sent/spoke with owner	

**CODE ENFORCEMENT REPORT
RESIDENTIAL AND BUSINESS INSPECTION**

1-Mar

ADDRESS	P/F	NOTES
Inspections will be starting again this month		
9117 Dayton Ave (A)	P	Duplex Rental
9117 Dayton Ave (B)	P	Duplex Rental
3933 2nd Street	P	Single Family Rental
8925 Greenwood Ave	P	Single Family Rental
9306 Sea Oat	P	Town House Rental
8811 Dayton Ave	P	Vacation Rental
3686 Glouster Drive	P	Use and Occupancy
12/1/2015-1/31/2016	Zoning applications	reviewed/approv 3
met with Church today to identify potential properties for Love they neighbor project		