



**MINUTES OF THE
BUDGET WORK SESSION
March 14, 2016**

- I. Bruce A. Wahl, Mayor, called the meeting to order at 7:00 p.m. In attendance were: Dr. Valerie L. Beaudin, Robert E. Carpenter, Jeffrey J. Krahling, and Eric M. Reinhardt, Council Members, Sharon L. Humm, Town Clerk, Laurie Smith, Town Treasurer, Connie O'Dell, Utility Billing Administrator, Jay Berry, Superintendent of Public Works, and Jon Castro, WWTP Superintendent. Absent were Stewart B. Cumbo and Patrick J. Mahoney, Council Members and Paul Woodburn, Town Engineer.
- II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. **Budget Work Session on the Wastewater Treatment Plant Fund & Utility Fund.**

The Mayor stated tonight's budget work session will be on the Wastewater Treatment Plant Fund and the Utility Fund. The Mayor stated that before the Council, was the Mayor's proposed budget and suggested starting with the Treatment Plant Fund.

The Mayor continued by stating that during last month's council meeting it was the desire of the Council to have a line item budget. The Mayor commented that there has always been a line item budget but perhaps not as detailed as suggested. In accordance with Section C-706 of the Charter, the Mayor has submitted his proposed budget for consideration by the Council. It consists of a 2 page Exhibit A, showing revenues and expenditures. The spreadsheets that the Council requested are staff worksheets and are not part of the budget. With that being said, the Mayor stated he will not entertain any changes to the proposed budget in tonight's work session but rather the staff will address any questions that the Council might have and any amendments to this budget will need to be made at the time of adoption.

Treatment Plant Fund FY 2017

The Mayor asked for comments from the Council.

Mr. Carpenter commended the Mayor and staff on a solid budget.

Mr. Krahling questioned the sharp decrease in income. Mrs. Smith related that to the completion of the ENR project. Mr. Krahling inquired if the increase in wages and benefits was due to salary increases. Mrs. Smith stated yes, a 3% increase for two salaried employees and a step increase for the three hourly employees.

Dr. Beaudin questioned the few capital projects that are being proposed. Dr. Beaudin asked Mr. Castro would there be a chance of any other projects coming before the Council at a later time other than if an emergency would occur. Mr. Castro stated what was in the proposed budget was all. He stated he had a 5 year plan and a 10 year plan which he will present to Council for their information.

UTILITY FUND FY 2017

The Mayor presented his proposed budget for the Utility Fund. Along with the proposed budget is the Exhibit A that will accompany the Utility Budget Ordinance and the Appendix A which is the fee and rate structure. The Mayor also announced that included in his proposed budget is a 5 cent reduction, per 1000 gallons, to both the water rate and the sewer rate.

Mr. Kraehling inquired as to whether the Water/Sewer Plan Review Fees on the Appendix A were new charges and also commented that there seems to be no reference made to commercial sites. Mrs. O'Dell stated she would ask Mr. Woodburn concerning this matter.

Dr. Beaudin asked clarification on the proposed review fee on a Public Sewer Pump Station Plan. Mr. Berry addressed this. Dr. Beaudin also asked for clarification on an EDU.

Mr. Carpenter noted that on Appendix A, page 2, the fees for capital connection charge need to be adjusted as the water & sewer fees are flipped. Mr. Carpenter congratulated the Mayor and his staff for being able to lower the water/sewer rates and still maintain the level of service that is presented in this budget.

Mr. Reinhardt thanked Mrs. Smith for the detailed breakdown on the water and sewer debt service and asked if she could briefly explain. Concerning the proposed capital connection fees, Mr. Reinhardt inquired as to the probability of receiving the 21 tap fees proposed. Mrs. Smith felt confident that they would be received according to the approved Heritage project and other pending projects. Mr. Reinhardt asked if it were safe to say that these proposed capital connection fees and the fixed fees will be used to cover whatever balance that the rates themselves do not cover. Mrs. Smith stated yes.

Mr. Kraehling stated that in the current 2016 budget Mr. Carpenter had included 6 taps, giving the 2016 budget a surplus but to date only 1 tap has been received. Mr. Kraehling commented that he feels water/sewer connection fees should not be used to balance the budget but set aside for future infrastructure.

Dr. Beaudin has concerns that there are no capital improvements projects and/or funds set aside in the proposed budget.

The budget work session was adjourned at 7:55 pm. on a motion made by Mr. Carpenter. Seconded by Dr. Beaudin, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk



**MINUTES OF THE
TOWN COUNCIL MEETING
March 17, 2016**

- I. Bruce A. Wahl, Mayor called the meeting to order at 7:00 p.m. In attendance were: Dr. Valerie Beaudin, Robert E. Carpenter, Stewart B. Cumbo, and Jeffrey J. Krahling, Council Members, Elissa Levan, Town Attorney, Sharon L. Humm, Town Clerk, Laurie Smith, Town Treasurer, James Berry, Public Works Administrator, Paul Woodburn, Town Engineer, Marilyn VanWagner, Water Park General Manager, Jon Castro, WWTP Superintendent and Corporal Phelps. Absent was Patrick J. Mahoney and Eric Reinhardt, Council Members, William Watson, Code Enforcement Officer, Connie O'Dell, Community Development/Special Events Coordinator and Christopher Jakubiak, Planning and Zoning Administrator.
- II. **Pledge of Allegiance.** The Mayor led the Pledge of Allegiance.
- III. **Approve the Agenda.** The Mayor amended the agenda to defer the appointment of Larry Jaworski to the Planning and Zoning Commission until next month's meeting so as to have a full Council present for consideration.

MOTION: Mr. Krahling moved to approve the agenda as amended. Seconded by Dr. Beaudin. Ayes, Dr. Beaudin, Mr. Carpenter and Mr. Krahling. Opposed, Mr. Cumbo. With only three votes of approval, the agenda failed as amended. Mr. Cumbo retracted his nay vote and voted in favor. **Motion Passes.**

IV. **Public comment on any item on the agenda.**

1. John Bacon of 8717 C Street commented on the Ethics Ordinance and encouraged the Mayor to allow public comment at the work session that is scheduled to be held on April 2, 2016.
2. Randy Getman of 3248 Ina Chase, Chairman of the Board of Elections, commented that Ordinance O-16-5, "Elections", was a result of work done by the Board of Elections with assistance from the Town Attorney.

V. **Approval of the minutes of the February 18, 2016 Town Council Meeting.**

MOTION: Dr. Beaudin moved to approve the minutes of the February 18, 2016 Town Council Meeting. Seconded by Mr. Carpenter, all in favor.

VI. **Petitions and Communications**

- A. **North Beach Volunteer Fire Department-** Mr. Gordy submitted the attached written report and was present to address the Council. Mr. Gordy announced the Sportsman Bash will be held April 2, 2016.

- B. Deputy's Report** – Corporal Phelps submitted the attached written report and was present to address the Council. Mr. Cumbo congratulated the department on the number of cases closed by arrests. The Mayor reported that a citizen had spoken with him with concerns of an issue of cars not stopping when the bus stops at Windward Key. In speaking with First Sergeant Naughton, he said he would have a deputy sit at the entrance and the Mayor asked Corporal Phelps to follow up with that.
- C. Public Works Report** – Mr. Berry submitted the attached written report and was present to address the Council. Mr. Berry thanked everyone involved on the Trail cleanup. It was a success. Mr. Berry stated, as an FYI, after attending the SHA meeting on the bridge project, that noticeable work will begin around the 1st of April and to be aware of possible congestion in that area. The Mayor also took the opportunity to thank Governor Hogan for his efforts in pushing things along, as the project has been very slow going.
- D. Code Enforcement Officer's Report-** Mr. Watson submitted the attached written report but was not present to address the Council.
- E. Town Engineer's Report** – Mr. Woodburn submitted the attached written report and was present to address the Council. Mr. Woodburn stated an invitation for bid has been sent out for the Dredge Spoil Facility removal and that DNR has honored our request to perform a Fishing Creek channel bottom survey, probably in June. Mr. Woodburn gave a brief update on the Route 261 sidewalk project and stated new funding opportunities are being presented to the town by the State thru MDOT and possibly DHCD. Mr. Woodburn reported, that in response to the resolution the Council sent and the meeting with the Governor, the State Highway is sending a delegation down on March 28th to see the plan on the sidewalk and crossings, and while here in Town, will revisit the Richfield Station issue.

On another note, Dr. Beaudin stated she would like to pursue wrapping up the water and sewer manual. The Mayor asks the Council to review the draft manual and submit any comments before scheduling a work session.

- F. Water Park Report** – Ms. VanWagner submitted the attached written report and was present to address the Council.
- G. Wastewater Treatment Plant Report** – Mr. Castro submitted the attached written report and was present to address the Council. Mr. Castro stated, in regards to the ENR project, that a June 10th completion date is still anticipated.
- H. Treasurer's Report** – no report.
- I. Community Development Report** – Mrs. O'Dell submitted the attached written report but was not present to address the Council.
- J. Mayor's Report-**

1. The Mayor reported a new addition to the Railway Trail. An osprey cam has been installed at the osprey stand and residents will be able to view this from the Town's website soon!

VII. Resolutions & Ordinances:

- A. Introduce Ordinance O-16-1, an ordinance of the Town Council of Chesapeake Beach, Maryland, adding a new chapter, "Public Ethics" to the Chesapeake Beach code as required by Md. Code Ann., General Provisions Article, Title 5, including Conflict of Interest provisions and Financial Disclosure requirements that are at least equivalent to those required of State Officials and employees, and establishing a town ethics commission and matters generally relating to public ethics for officials, appointees, and employees of the Town. A public hearing will be held at 7:00 p.m. prior to the next regularly scheduled meeting. The Mayor stated that a work session will be held on April 2, 2016 to discuss this ordinance and Ordinance O-16-5, "Elections".**

- B. Introduce Ordinance O-16-2, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending Chapter 22, "Elections", Article IV "Candidates for Office" to enact Division 2 "Campaign Finance Reporting Requirements" establishing campaign finance reporting requirements and enacting regulations regarding campaign finance contributions and disbursements. A public hearing will immediately follow the public hearing on Ordinance O-16-1.**

- C. Introduce Ordinance O-16-3, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Utility Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2017 to June 30, 2017 and setting rates, charges and fees related to water and sewer service by the Town. A public hearing will immediately follow the public hearing on Ordinance O-16-2.**

- D. Introduce Ordinance O-16-4, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Wastewater Treatment Plant Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2016 to June 30, 2017. A public hearing will immediately follow the public hearing on Ordinance O-16-3.**

- E. Introduce Charter Amendment Resolution CAR-16-1, a resolution of the Town Council of Chesapeake Beach, Maryland, amending the Charter of the Town of Chesapeake Beach to provide for the orderly and courteous conduct of Town Council meetings by amending Section C 303 "Meetings", to remove any ambiguity as to the date and time of regular meetings; amending Section C 305 to clarify the roles of the Council President and Vice-President; and amending Section C 307, "Procedure" to provide for specific procedures for the conduct of Council meetings. A public hearing will immediately follow the public hearing on Ordinance O-16-4.**

- F. Introduce Ordinance O-16-5, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending Chapter 22, "Elections," to amend Article I, "Definitions", Section 22-1, "Terms Defined," and Section 22-2, "Time And Deadlines,"; to amend Article III, § 22-11, "Required Information"; to amend Article IV, "Candidates For Office", § 22-27, "Challenges To Candidacy"; to amend Article V, "Ballots and Voting Devices", § 22-30, "Ballot Formulation", § 22-34, "Provisional Ballots", § 22-36, "Completion of Provisional Ballot Application", § 22-40, "Canvassing of Provisional Ballots", § 22-42, "Application For Absentee Ballot", and § 22-44, Review of Application for Absentee Ballot; Issuance or Rejection"; to**

amend Article VI, "Conduct Of Elections", § 22-49 "Illegal Electioneering", § 22-50, "Campaign Restrictions", § 22-57, "Official Challenger Designation and Protection", § 22-60, "Citizen Challenges", and § 22-62, "Resolution of Challenges"; to amend Article VII, "Recounts and Election Contests", § 22-69, "Types of Recounts", § 22-71, "Candidate's Counter-Petition for second Recount," and § 2-72, "Recount Procedure"; to add Article X, "Referendum, § 22-85, "Petition", And § 22-86, "Petition Validation"; and to renumber former Article X, "Appendix," As Article XI, in order to increase the efficient conduct and administration of Town Elections. A public hearing will immediately follow the public hearing on Charter Amendment Resolution CAR-16-1.

- G. Introduce Charter Amendment Resolution CAR-16-2, a resolution of the Town Council of Chesapeake Beach, Maryland amending the Charter of the Town of Chesapeake Beach to promote the most efficient conduct and administration of town elections, and eliminate certain ambiguities in certain provisions with respect to the conduct of elections including referendum elections and to alter the percentage of signatory voters necessary to petition an ordinance or part thereof to referendum and to delete provisions relating to certain vote disqualifications as obsolete. A public hearing will immediately follow the public hearing on Ordinance O-16-5.

VIII. Report of Officers, Boards and Committees:

- A. **Planning & Zoning Commission** – There was a meeting held March 9, 2016. Mr. Jakubiak was not present to address the Council.
- B. **Board of Appeals** – There was no hearing held in March. A hearing is scheduled for April 19, 2016 to construct a house on 7515 B Street.
- C. **Water Park Advisory Board** – No report.
- D. **Chesapeake Beach Oyster Cultivation Society** – Mr. Bacon submitted the attached written report and was present to give the report. Mr. Bacon gave an update on the pollinator hotel and garden which are expected to be installed in early April.
- E. **Bayfront Park Committee** – No report.

IX. Unfinished Business: None.

X. New Business:

1. Council to consider awarding a contract to EMH Environmental for the Wastewater Treatment Plant Blower System Removal and Replacement in the amount of \$84,700.

MOTION: Mr. Carpenter moved to approve awarding a contract to EMH Environmental for the WWTP Blower System in the amount of \$84,700. Seconded by Dr. Beaudin, all in favor

2. Council to consider awarding a contract to Springfield Mechanical, LLC, for the installation of a Ventilation System at the Water Park in the amount of \$9,906.16.

MOTION: Dr. Beaudin moved to approve awarding a contract to Springfield Mechanical, LLC, for the installation of a ventilation system in the amount of \$9,906.16. Seconded by Mr. Cumbo, all in favor.

3. Council to consider the appointment of Larry Jaworski to the Planning and Zoning Commission. This will be deferred until April's Council meeting.
4. Mr. Cumbo expressed his concern on the volume of agenda items that is being proposed for the April agenda. Mr. Cumbo feels due to the importance of all these issues that it is a lot to take in for one night and asked Council to consider tabling some of these. It was suggested that Mr. Cumbo take this up at the April meeting.

XI. Public comment was received by:

1. Larry Ringgold of 7532 H Street expressed his concerns in regards to the need of sidewalks on Old Bayside Road. The Mayor stated Old Bayside Road was a county road but is meeting with the County Commissioners on April 12th and would bring it up as a point of interest.
2. Shirl Hendley of 4019 15th Street wanted to thank the Mayor and Council for starting the enforcement of the new parking rules, seeing evidence of that on the code enforcement report.
3. Theresa York of 7150 Old Bayside Road also commented on the need of sidewalks on Old Bayside Road and asked if there was something she could do to accelerate the process.
4. Amenda Sanders of 7537 H Street inquired as to the criteria that is considered to determine where sidewalks will go. The Mayor suggested to the Council that a resolution be drawn up to the County similar to the one sent to the State for the Route 261 sidewalks as Old Bayside Road is a county road. The Council agreed and the Town Attorney will draft a resolution for next month for Council consideration.

XII. Council Lightning Round:

1. Dr. Beaudin reported that the Dragon Boat races will be held on June 18th, with practice on June 17th, and thanked everyone for their support.
2. Mr. Cumbo had no comment.

3. Mr. Krahlung thanked everyone for coming out and to enjoy this nice weather that we are having.

4. Mr. Carpenter moved to adjourn.

XII. Adjournment

There being no further business, the meeting adjourned at 8:13 p.m. on a motion by Mr. Carpenter. Seconded by Mr. Krahlung, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk



**MINUTES OF THE
“PUBLIC ETHICS” AND “ELECTIONS”
WORK SESSION
April 2, 2016**

- I. Bruce A. Wahl, Mayor, called the meeting to order at 1:00 p.m. In attendance were: Dr. Valerie L. Beaudin, Robert E. Carpenter, Patrick J. Mahoney, and Eric Reinhardt, Council Members, Sharon L. Humm, Town Clerk, Elissa Levan, Town Attorney, and Connie O’Dell, Community Development/Utility Billing Administrator. Absent were Stewart B. Cumbo and Jeffrey J. Krahlung, Council Members.
- II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. **Discussion of Ordinance O-16-1, “Public Ethics” and Ordinance O-16-5, “Elections”.**

The Mayor opened the meeting stating today’s work session discussion will be on Ordinance O-16-1, “Public Ethics” and Ordinance O-16-5, “Elections”, which were introduced at the March Town Council meeting. The Public Ethics Ordinance is a result of work completed by the Ethics Committee, consisting of Dr. Beaudin, John Bacon and Peter Feuerle. The second ordinance to be discussed is Ordinance O-16-5, “Elections”. This ordinance consists of modifications to the code which was produced by the Board of Elections along with the assistance of the Town Attorney.

Ordinance O-16-1 “Public Ethics”

Mr. Peter Feuerle was present to represent the Ethics Committee and to address the Council on any questions or concerns they might have. Mr. Feuerle began by briefly explaining what the Committee tried to accomplish in this ordinance. Taking the seventeen page State model, the committee worked to produce a more user friendly document cutting out some provisions, simplifying others, and adding a few. Mr. Feuerle stated this ordinance does not include financial disclosure requirements for appointed officials or officers and has limited disclosure requirements for elected officials. Other areas discussed were enforcement provisions and the addition of a provision on restraints against self-dealing.

Ms. Levan, Town Attorney, stated that in 2010 the State Legislature amended the state ethics law to make certain revisions, among which, was changing the requirement for local ethics law from being similar to state law provisions to being considerably equivalent to state law provisions for elected officials. Elected officials across the state felt this to be overly burdensome and an invasion of personal privacy and sought legislative relief to reform the revisions to make them less onerous, but to no avail. Ms. Levan stated that the ordinance proposed by the Ethics Committee, unfortunately, would more than likely be declined by the State as written. With that being said, the following are her comments/concerns comparing the proposed draft ordinance to the State model:

- §25-2, “Ethics Commission” (b) 4 - have concerns with this as written.
- §25-2, (f) remove the last sentence “All of the aforesaid shall be public records”.
- (g) concerns with the language as written

§25-3, “Conflicts of Interest” (a) Prohibitions of participation in decisions

(1) include the word “employee” after officer

(ii) remove the word “executive”

Observation: In the model the list of prohibitions are much broader than those in the draft.

Employment and financial interest restrictions – There are prohibitions in the model but are not addressed in the proposed draft.

§25-3 (b) Prohibition of actions after leaving office – this section does not reference employees in the draft but is much broader in the model.

Observation: No provisions in the proposed draft ordinance regarding misuse of prestige of office.

§25-4 “Financial Disclosure” – no disclosure noted for appointed officials or employees

§25-5 Exemptions & Modifications- duplicate wording, may want to revise/remove

§25-6 Enforcement – (c) (1) advises removing this.

§25-7 Indemnification – Advises this provision is not appropriate

§25-8 General Provisions – Advises this provision also is not appropriate

Observation: Ms. Levan mentioned that in other jurisdictions, the “Conflict of Interest” provisions have not been an issue of concern but recognizes the changes proposed in this draft.

The following are comments by the Council:

Dr. Beaudin thanked Peter and John for their work on the draft ordinance. Dr. Beaudin stated in an effort to move forward with the ordinance, she would be willing to introduce any amendments necessary.

Mr. Reinhardt also thanked the committee for their work and appreciates Counsel’s advice and recommendations. Mr. Reinhardt expressed his concerns in regards to the process of determination of violation.

Mr. Carpenter – Throughout the draft the phrase “unreasonable invasion of privacy”- define?
§25-1 (3) – Feels Town Engineer should be included in this provision. Questioned if necessary to include Assistant Treasurer.

§25-1 (c) – “Close relatives” – define

§25-2 (e) - Feels this places a great deal of responsibility and discretion on an unelected group of people.

§25-3(a) Prohibitions of participation in decisions (3) (i) disqualification

§25-3(c) Prohibition of solicitation or acceptance of gifts (1) define what a “gift” is.

§25-4 Financial Disclosure - (b), (c) (1), (2), and (3) concerns on disclosure

§25-6 Enforcement – (b), (c)(1), (d)(1), (3)&(4) – concerns with process

§25-8 General Provisions – concerns with this provision.

Mr. Mahoney thanked the committee for their good work. Mr. Mahoney agrees with Counsel’s comments in terms of the unelected ethics board. Feels the commission board has too much authority and discretion. Mr. Mahoney feels Prohibition of self-dealing doesn’t belong in the ethics ordinance and has strong objections with Prohibitions of participation in decisions (3) (i) and (iii). The provisions on gifts and enforcement present concerns also.

In conclusion, Mr. Mahoney stated it’s a very good draft and appreciates all the input but feels a work session should have taken place first before introducing the ordinance. With that being said, and with the concerns raised, realizes there will be a series of amendments that will need to be

made. Mr. Mahoney suggests taking the fruits of the work session and revising the draft before sending to the State Ethics Commission.

The Mayor concurred with Mr. Mahoney's suggestion and feels cleaning up the draft and re-introducing versus making a number of amendments would be best. The Mayor instructed the Town Clerk, by suggestion of Mr. Carpenter, to have a transcript prepared and allow the town attorney and ethics committee to meet and revise the draft for reintroduction.

At 3:30 p.m. the Mayor called for a short break before starting the "Elections" work session discussion.

Ordinance O-16-5 "Elections"

The Mayor opened the work session on Ordinance O-16-5, amending Chapter 22 "Elections", stating this ordinance is a cleanup, primarily prompted by the referendum that was conducted sometime back, when it was discovered that the town code was lacking in provisions dealing with that particular situation. Mr. Getman, Board of Elections Chairman, and his committee, have proposed these changes with the assistance of the Town Attorney. Regrettably, Chairman Getman was not able to attend but Board member Brian Beard was present to address the concerns of the Council.

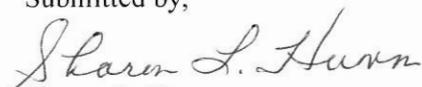
Mr. Beard and the Town Attorney gave clarification to the Council on the following concerns presented:

1. Section 1, §22-1: Terms defined. Registry
2. Section 2, §22-2: Time and Deadlines (B) End of Day (suggested to provide a specific time vs "the day is presumed to end at the close of the regular business hours at Town Hall".)
3. Section 5, §22-30: Ballot Formulation Re: nickname (does this allow for the inclusion, and if not, should it be?)
4. Section 9, §22-42 Application for absentee ballot (C) - (suggest deleting?)
5. Section 10, §22-44C: Verification of registration(clarification)
6. Section 11, §22-49: Illegal electioneering
7. Section 12, §22-50: Campaign restrictions - Signs (time limit?)
8. Section 13, §22-57: Official challenger designation and protection (clarification?)
9. Section 14, §22-69: Types of recounts: (B) Permissive recount (recount fee?- \$1000 with respect to a mayoral election and \$500 with respect to a Council seat, why more for Mayor than Council?)
10. Section 15, §22-71: Candidate's counter-petition for second recount (no fee for second recount?)
11. Section 17, §22-85A & B: Petition (need to be registered voter for procuring petition signatures?)
12. Section 17, §22-86A(2) & B: Petition Validation

Mr. Reinhardt asked clarification concerning a referendum petition. If an ordinance, or part thereof, is challenged, and succeeds, can you reject part of the ordinance or is the ordinance rejected in its entirety? The Town Attorney stated that if part of the language is struck down, the remaining language still stands. Though the Town's code does have that provision in it, the attorney suggested it wouldn't hurt to insert a severability clause for future ordinances.

There being no further comments the meeting adjourned at 4:40 p.m. on a motion by Mr. Mahoney. Seconded by Dr. Beaudin, all in favor.

Submitted by,


Sharon L. Humm
Town Clerk



**MINUTES OF THE
GENERAL FUND, WATER PARK AND MITIGATION FUND
BUDGET WORK SESSION
April 11, 2016**

- I. Bruce A. Wahl, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie L. Beaudin, Robert E. Carpenter, Stewart B. Cumbo, Jeffrey J. Krahling, Patrick J. Mahoney and Eric M. Reinhardt, Council Members, Sharon L. Humm, Town Clerk, Laurie Smith, Town Treasurer, Jay Berry, Superintendent of Public Works, Connie O'Dell, Utility Billing Administrator, and Marilyn VanWagner, Water Park General Manager.
- II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. **FY17 Budget Work Session on the General Fund, Water Park and Mitigation Fund.**

The Mayor stated that tonight's work session would consist of discussing the proposed budgets for the General Fund, the Water Park Fund and the Mitigation Fund. The Mayor started with the Water Park Fund.

WATER PARK FUND

Mrs. Smith began by stating the Council had the Mayor's proposed balanced budget before them. She stated there was a little more in income last year which caused the elevation in cost of goods so as to compensate for the purchases of items to resell, with operating expenses aligned as well. Also, this budget will mark the final loan repayment to the General Fund.

Concerns and questions from the Council addressed by Mrs. Smith and Ms. VanWagner:

Dr. Beaudin inquired if the pool is being filled with metered water? Mr. Berry stated yes, that last year the pool was filled entirely by metered water and Mrs. Smith stated was billed accordingly. With concerns in regards to the construction of the bridge project, what, if any, precautions are being taken to protect the infrastructure at the park. Ms. VanWagner stated pictures are being taken and everything documented. Dr. Beaudin questioned the increase of expenses. Mrs. Smith stated most of the increase is due to the increase in minimum wage and the hiring of the Maintenance Tech.

Mr. Reinhardt stated, in past budgets, information from previous years was very helpful and would like to see that continue. Also, questioned the proposed increase in daily admissions. Ms. VanWagner stated, weather is always a big factor in the rise or fall of daily admissions, but the park is a lot more efficient, cleaner, and implementing new ideas to attract and accommodate the patrons.

Mr. Mahoney questioned the increase of Payroll Benefits. Mrs. Smith stated with the new Maintenance Tech coming on board, once his 6 month probation period is completed he would be eligible for retirement benefits, and the proposed budget does include a 3% salary increase. Along with that, unfortunately, insurance rates went up 12%.

GENERAL FUND

The Mayor stated the Council has before them a proposed balanced budget with a potential use of reserve funds to match a grant, if received, to build the sidewalk from Beach Elementary School to Chesapeake Village. Also, included is a one cent property tax rate reduction decreasing the current .36¢ to .35¢ per \$100 of assessed value, resulting in a \$75,000 reduction in income.

Mr. Mahoney stated overall, this is a good budget. Mr. Mahoney was pleased with the tax decrease, and the inclusion of support for the Veterans Park, the NBVFD, Kellam's Field and Beach Buccaneers and the Beach Elementary School, along with special events. Mr. Mahoney questioned the increased amount in the retirement plan, the police cost and suggested increasing Legal Counsel. Mr. Mahoney did state that he would consider any amendments from his colleagues provided they are given in advance of the meeting night.

Mr. Carpenter thanked the Mayor for increasing NBVFD contribution, including funds for the Beach Buccaneers, and reducing property taxes. Mr. Carpenter did suggest that the proposed \$10,000 for fishing creek dredging come from the Dredge Reserve Fund and not the General Fund.

Mr. Reinhardt requested a copy of the detailed contract with the Calvert County Police. Mr. Reinhardt commented on the proposed stipends for the Mayor and Council. Mr. Reinhardt stated he was not comfortable with this and felt it should be something decided on by the people, maybe a referendum question. With that being said, he also does not believe that economic development is a roll the government should play.

Mr. Krahling stated as seeing there were no funds budgeted for the rainy day fund, he would be making an amendment at the time of adoption. Mr. Krahling inquired about the Storm drain inspections and the GIS Plotter. Mr. Berry addressed these items. Mr. Krahling inquired about the increase in Public Works Salaries and Benefits and the Holiday Lights maintenance.

Mr. Cumbo stated he supports stipends for Mayor and Council and questioned the 2 entries for document imaging. Mrs. Smith stated one entry is an annual maintenance fee and the other is a one-time cleanup.

Dr. Beaudin stated she would be making amendments at the time of adoption but will provide those amendments before the meeting. Has concerns there is nothing budgeted for the dredge fund. Dr. Beaudin questioned "other professional fees" and asked about the repaint of the Richfield Station water tower. In reference to a stipend for Mayor and Council, Dr. Beaudin doesn't support this but maybe more appropriate for the people to decide. Would like to see long term capital improvements/projects list and inquired if this budget included any loan or bond pay offs? Mrs. Smith stated no.

MITIGATION FUND

Mrs. Smith gave a brief overview. The Council had no comments.

There being no further comments the meeting adjourned at 7:50 pm. on a motion by Mr. Carpenter.
Seconded by Mr. Mahoney, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: March 3, 2016
To: Sharon Humm
From: Corporal Thomas S. Phelps
Re: Sheriff's Office Report-Chesapeake Beach

In February 2016, the Sheriff's Office handled 341 calls for service in Chesapeake Beach. This is up from 250 calls in January 2016.

Call Breakdown for February 2016:

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

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

Of the 341 calls, we handled:

- 2 CDS Violations (1 Heroin/ 1 Cocaine) Closed by Arrest
- 1 Handgun/ CDS Violation (Loaded Handgun and 10+ grams Marijuana in Vehicle) Closed by Arrest
- 3 Thefts
 - Rear Vehicle Registration Plate (Under Investigation)
 - Winning Machine Ticket at Rod n Reel (Under Investigation)
 - Game Console and Accessories (Closed by Arrest)
- 3 Destructions of Property
 - Broken Vehicle Window at Bayfront Park/ Nothing taken from Vehicle (Under Investigation)
 - Damaged Landscape Lights (Closed by Arrest)
 - Body Damage to Vehicle (Closed by Arrest)
- 6 DUI Arrests
- 1 Sexual Assault (Details are Confidential) Closed by Arrest
- 2 Heroin Overdoses (Both Non-Fatal)

Breakdown of Dispatched/Self Initiated Calls

911 Hang Up – 2	Escort – 1	Special Assignments – 6
Abandoned Vehicle – 3	Eviction – 4	Summons Service – 5
Accident – 6	Firearms Complaint – 1	Suspicious Person – 4
Alarm – 7	Follow Up – 8	Suspicious Vehicle – 10
Animal Complaint – 3	Found Property – 1	Theft – 7
Assist Motorist – 12	Fraud – 3	Traffic Complaint – 11
Assist Other Department – 4	Harassment – 1	Traffic Enforcement – 6
Assist Sick/Injured – 3	Loud Party/Music – 3	Trespassing – 1
Attempt to Locate – 4	Missing Person – 1	Unknown Problem – 2
CDS Violation – 2	Neighborhood Dispute – 1	Violation of Protective Order – 1
Check Welfare – 8	Notification – 2	Warrant Service – 1
Conservor of Peace – 2	Parking Complaint – 1	
Destruction of Property – 3	Patrol Check – 174	
Death Investigation – 1 (Natural Causes)	Police Information – 4	
Disorderly – 8	Protective/ Peace Order – 3	
Domestic – 10	Sexual Assault – 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

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: March 2, 2016

To: Sharon Humm

From: Detective R. Cress

Re: Sheriff's Office Report-Chesapeake Beach (Criminal Investigation)

In January 2016, I assisted answering call for service. I conducted an investigation of a suspected heroin overdose. I made an arrest for driving while intoxicated at 13th Street and Bayside Road. I conducted an investigation which led to an arrest for a Sex Offence.



Jay Berry
Public Works Administrator

March 17, 2016

Water leak- We have repaired 3 lateral line leaks since our last Council meeting.

Wet wells- We will be performing a PM on the water park/community center wet well this Month. The Ball field wet well will also be cleaned and checked for baseball season that has already started.

Water meter/MXU- We have completed many MXU change outs on Delores Court in Bay View Hills. We continue to schedule appointments with home owners to finish this process.

Flushing – Last week started the first of our tri-annual flushing procedures. We will be flushing again around June.

Ball fields – We have prepared and groomed the baseball diamonds. They are already in use and we are working with the coaches to maintain the fields.

Rail Way Trail- We will be installing a pollinator garden when weather permits. The Rail Way Trail clean up is scheduled for Saturday the 12th and should have happened by the time of this meeting. I want to personally thank all of the volunteers that came out to help!

Water Park - We are starting to dewinterize the potable water system at the park so we have water to perform various jobs. When weather permits we will be bringing the Park online for inspections.

State Highway Bridge – I have attended several meetings with SHA. The Town will be moving forward in the early Spring with phase 1 of our utility relocates. We completed the power change over to Mears Ave wet well the week of this report.

E Street sewer project – At the time of this report we have broken ground on the sewer line replacement. I will report next month on the status of this job.



MEMORANDUM

TO: Mayor and Town Council
FROM: Bill Watson, Code Enforcement Officer
DATE: March 17, 2016
SUBJECT: Code Enforcement Status Report

Vehicles	
Location	Status
• 4025 15 th Street – Box Truck parked on Street	• Warning Letter sent 1/13/16 Owner & Tenant (Brother) Called several times, numerous e-mails. 2/4/16 – Owner says contractor is making proposal. To create pad in rear yard off of B Street. Work will be done by April. Zoning Permit applied for
• 3404 Mary Lou Lane – Trailer parked on pave of cul-de-sac	• Sent Warning Letter to Mortgage Company 2/12/16. Letter Delivered 2/17/16
• 3912 Chesapeake Beach Road – Inoperable Vehicle and pile of brush in back yard	• Warning Letter sent 2/29/16
• 8326 Bayside Road – Inoperable vehicle	• Warning Letter sent 3/7/16
• 3617 27 th Street – Inoperable vehicle	• Warning Letter sent 3/7/16
• 3621 27 th Street – Covered Vehicle on Town Street	• Warning Letter sent 3/7/16
• 8400 G Street – Inoperable Vehicle in Public View	• Warning Letter sent 3/7/16. Owner has e-mailed that new cover is to be put on vehicle.
• 3600 27 th Street – Inoperable Vehicle & Bulk Items in alley	• 3/7/16 – Called Owner. 10 business days to resolve. 3/10/16 – Bulk trash removed

Other Violations	
Location	Status
• 3908 18 th Street – Siding coming off house, Dangerous Shed, Rear door needs barricade	• Shed Demolished. Debris neatly stacked behind fence out of public view, Siding repaired. Barricade installed. Shed debris & trash to be hauled.
• 7837 C Street – Dangerous Deck, Weeds, Siding Missing/Needs sealing or replacement	• Deck completed. Received Siding work plan. CSHOA reviewing, now
• 4013 17 th Street – Decks in need of repair/replacement	• Sent warning Letter 9/31/15, Delivered 10/5 Permit to re-build 3 decks, applied for, staged completion - Front Deck – 2/29/16, Side Deck – 3/31/16, Rear Deck 5/31/16. No work visible 1/28/16 Permit re-applied for

Location	Other Violations	Status
		2/29/16
• 8734 Bayside Road – Bulk Trash, No Gutters, Shed needs painting	•	Warning Letter sent. Owner has been in contact to set out plan of action. 2/25/16 – Bulk trash gone.
• 7327 B Street – Excessive Vines & Fence in poor repair	•	Warning Letter sent 2/16/16 - Received
• 7516 Old Bayside Road – Inoperable Vehicle, Dangerous House, Shed collapsed, Trash, No gutters, others	•	Sent 13 Citations 2/22/16. Owner called 3/8/16 – Will submit work plan, said already started cleaning up debris. 3/10/16 – No visible improvements
• 3145 Cox Road – Vines growing over unpainted shed	•	Warning Letter sent 2/29/16 Owner called removing vines and shed within 1 – 2 weeks 3/10/16 – Shed Down, some loaded into trailer, some on ground
• 3260 Fortier Lookout – Inquiry into status after fire damages	•	Demolition Permit applied for.
• 8725 D Street – Shed in need of scraping and re-painting or removal	•	Warning Letter sent 3/8/16
• 8319 Bayside Road – House woodwork needs scraping & printing	•	Warning Letter Sent 3/8/16
• 8724 David Lane – Washer/Dryer in side yard, boxes of Bulk Items	•	3/4/16 – Called Property Management Co. – Will tell tenant to remove immediately 3/10/16- Still there
• 8730 D Street – Pile of Vegetative matter & brush in R/W	•	3/8/2016 – Sent Warning Letter
• 3718 28 th Street – Bulk Items lying in alley	•	3/9/2016 – Warning Letter sent
• 3910 26 th Street – Construction Debris in rear Yard	•	3/9/2016 – Warning Letter Sent
• 4039 1 st Street- trash in yard	•	3/9/2016 – Warning Letter sent
• 8734 David Lane – Yard has many accident hazards	•	3/9/2016 – Warning Letter sent
• 8728 D Street – Trash & Debris in front yard, Inoperable Vehicle on Street	•	3/10/2016 – Warning Letter Sent

Court Cases	
Location	Status
<ul style="list-style-type: none"> 3910 14th Street – Grass & Vines, Dangerous Deck, clogged gutters, Broken Window, Roof needs repair 	<ul style="list-style-type: none"> Sent 6 Citations 9/25/15 to owner & foreclosure Atty. Delivered to attorney 9/28/15. Owner letter returned 10/7 undeliverable. Posted 10/15/15 Sent to District Court 11/10. Court 1/4/16 Court delayed - Per Town Attorney, the foreclosing attorney has indicated that, upon transfer to bank, the property will be repaired 2/4/16 – Deck repaired, weeds cut, gutters cleaned, glass repaired, 2/18/16 – Roof still not repaired, rear wall no siding, Construction Debris around foundation
<ul style="list-style-type: none"> 8315 Bayside Road – Holes in Stoop decking, missing window pane(s), hole in floor just inside door, Door not weatherproof. 	<ul style="list-style-type: none"> Memorandum to court describing violations as requested by Judge Riddle Warning letter citing 3 new violations sent 12/16/15, Delivered 12/22/15 3/9/2016 – Tenant evicted, workers cleaning up. E-mail sent to Inspections & Permits requesting follow-up inspection(s).
<ul style="list-style-type: none"> 4041 1st Street – Boat & trailer parked on South Side of Street 	<ul style="list-style-type: none"> Cover letter, Affidavit & Citation Sent 12/7/15. Returned. 1/6/16 – Boat on D Street –New Letter, affidavit & citation with Watson Signature. Posted Boat 1/13/16 Came to Town Hall 1/14/16 and stated he wanted to go to court. Sent to District Court 1/21/2016. Court Date 3/7/16 Reissued 2/12/16 per Town Attorney Court 5/9/2016

Foreclosed/Abandoned/Vacant Homes	
Location	Status
<ul style="list-style-type: none"> 7340 G Street – Cages of wild birds – general disheveled conditions in rear of lot 	<ul style="list-style-type: none"> Property Mgmt. Co. handling – Sent Warning Letter 10/20/15 Email – taking bids for clean-up 12/9/15 – Contractor authorized to begin clean-up of exterior of property 12/10/15 and to be completed by 12/12/15 1/14/16 – Lot appears cleaned up. Some random fences and cages remain. Several Tires, lumber and covered box remain. 2/18/16. E-mailed property Mgmt. Co. – Will send contractor back. 3/10/16 – Workers there, could not get onto lot

Foreclosed/Abandoned/Vacant Homes	
Location	Status

- | | |
|---|---|
| <ul style="list-style-type: none"> 7356 G Street – Yard full of Lawnmowers & other bulk trash, vines growing up house, gutters clogged 7515 B Street – Missing Siding, Front Stairs missing, no gutters, woodwork needs painting | <ul style="list-style-type: none"> Sent 4 Citations 8/20/15. Delivered 8/29/15 Posted 9/24/15, less mowers visible 9/24/15, 11/19/15 – Less mowers 12/9/15 yard cleared. 3/10/16 – Gutters removed, scattered small trash on lot. Sent 5 Citations 9/29/15 Delivered 10/1/15 Planning on Demo & Re-build. Letter 12/7/15 Attorney response 12/9 – Application to Board of Appeals submitted 12/2/15 Board of Appeals – 3/8/2016. Applicant out of Town on Business – Rescheduled to 4/19/2016 |
|---|---|

In the Works	
Location	Concern

- | | |
|---|--|
| <ul style="list-style-type: none"> 8309 Bayside Road - Gutter needs repair 3538 Cox Road – Bulk Items on rear of lot, Boxes of small bulk items at roadside | <ul style="list-style-type: none"> 3/10/16 3/10/16 |
|---|--|

Recently Resolved Items	
Location	Status

- | | |
|--|---|
| <ul style="list-style-type: none"> Boat & trailer on shoulder of Kilt Court & St. Andrews 2536 Richfield Lane – Bulk Trash in driveway & bed of inoperable Pick-up Truck 2536 Richfield Lane – Inoperable truck 3706 27th Street – Neat Piles of Construction Debris 2536 Richfield Lane – Inoperable Vehicle 8730 Bayside Road– Previously tarped vehicle – tarp coming loose, fence along sidewalk leaning into street 7633 C Street – Trash, Debris Bulk Items 3614 11th Street – Trailer parked on street and shoulder | <ul style="list-style-type: none"> Moved onto lot Cleaned up Removed Cleaned up Truck removed Abated No Bank response, DPW Cleaned up. Invoice sent to bank Warning Letter sent 2/22/18 3/3/16 – trailer gone |
|--|---|

Recently Resolved Items	
Location	Status
<ul style="list-style-type: none"> • 3604 11th Street – Inoperable Vehicle parked on Street, Bulk Trash 	<ul style="list-style-type: none"> • 3 Citations sent 2/23/16 owner called will remove. 3/3/16 Care & Bulk trash Gone
<ul style="list-style-type: none"> • 3915 27th Street – Storage disorderly 	<ul style="list-style-type: none"> • Defendant had attorney. Asked for 60 days, Judge granted Another 45 days granted to clean up. Court 1/18/16, if not abated. Defendant's Atty. granted another continuation to 3/7/2016 Court Granted \$500, fine, Ordered clean-up within 30 days of order or Town to Clean-up & Bill owner
<ul style="list-style-type: none"> • 3813 10th Street – Dangerous Deck, Trash, Siding Missing 	<ul style="list-style-type: none"> • 12/9/15 – Owner says Deck to be repaired by 12/21, Dumpster to be delivered 12/10 for trash. Siding to be replaced by 12/16/15 Dumpster there, deck & siding not repaired - Citations sent to District Court Monday 1/21/16. Court Date 3/7/16 Court Granted \$1500, fine, Ordered clean-up within 30 days of order or Town to clean-up & Bill owner
<ul style="list-style-type: none"> • 7781 C Street – Loose Trash, debris & garbage in driveway 	<ul style="list-style-type: none"> • Cleaned up
<ul style="list-style-type: none"> • 3816 27th Street – Dangerous Shed, Missing Windows, Doors, flooring on porch 	<ul style="list-style-type: none"> • Work has restarted, shed demolished
<ul style="list-style-type: none"> • 7685 Old Bayside Road – Construction Debris from window replacement 	<ul style="list-style-type: none"> • Spoke to contractor on site. Check back 3/10/2016 - Clean



TOWN OF CHESAPEAKE BEACH
Engineering Report

NEW BUSINESS

‘E’ Street Pump Station Influent Sewer Pipe Repair – The Town DPW&T staff has located the belly by camera and will perform a test hole over the sewer pipe to determine the extent of the belly in the pipe. The test is complete and the belly has been located. The Town is currently researching land records for an easement over this existing line that would allow them to repair the line. We have performed a field survey location of the pipe and have prepared easement documents over the line to present to the land owners for review and execution. The Town Attorney has prepared the easement document which has been forwarded for execution. In addition, a quit claim deed has been prepared for the paper street portion of Freely Avenue adjacent to this property to clean up a previous quit claim deed action. An agreement has been reached and the final deed has been recorded. We have performed the exploration test pits and prepared the construction bid documents. The contract has been sent to the awarded contractor for execution and coordination of work with Jay Berry. The contractor is coordinating with Public Works to start work. Work is underway.

Fishing Creek Bridge (MD Route 261) – The general contractor is Wagman Construction. BGE is currently installing a conduit beneath Fishing Creek to run their lines underground from Mears Avenue to Gordon Stinnett Avenue. MSHA and contractor coordination meetings continue on the existing water and sewer utilities to make sure the utility contractors understand the sequencing of the initial construction events (ongoing). Shop drawing reviews and utility conflict discussions have started and will be ongoing. The SHA construction representative (Mike Philips) came to the Mayors Night Out on July 6, 2015 and informed the group of the project status. It appears they are behind several months behind due to complications with utility relocations. The Papa John’s has been shut down and should be demolished soon. Utility relocations continue with electric, water and sewer leads being installed. BG&E is back at work on the relocation efforts. We have request an updated schedule from SHA. Sewer shop drawings have been reviewed and materials will be ordered next month for an early spring start. Two sewer utility project State meetings were held this month to release water line and sewer line shop drawings into production. Work is scheduled to start in March and sheet piling in April. I am told this is still on schedule.

Fishing Creek Dredging – A state matching funds grant is available to dredge the spoil site. We will be preparing plans and bid specifications to remove material from the existing spoil facility in preparation of future dredging. We also have requested MDNR perform a Fishing Creek channel bottom survey to determine how much time we may have before the channel needs to be dredged. A geotechnical engineer has performed soil borings to determine the use group and characteristics of the existing spoil material. This information will be used by bidding contractors during the future spoil removal project. We are also searching for viable offsite properties to take the spoils to. We have applied for permits to remove the spoil materials and

plan to be out for bid in May. We are awaiting final plan and permit issuance. We met with an adjacent land owner to see if they would be willing to receive the material for the Town. They are very interested and we are working closely with them to determine if the opportunity can be beneficial for both the land owner and the town. We performed acidity test on the material to ensure that it will be useable as an end product. Some lime will need to be mixed in the soil to have the PH of the soil adjusted slightly. The plans were approved by the Soil Conservation District with a permit included. The permit has been issued by the County and we anticipate going out for bid next soon. Bid packages are prepared with current soil testing and placement testing. Bids will be in the paper this month for an anticipated council consideration next month.

Purple Pipe – We are developing layouts for installation of the pipe to serve the Route 260 landscaping areas and Kellams Field. Operation of the system will commence with later stages of the ENR project. We have outlined the 4” pipe connection location to tie into the discharge pipe. This pipe will go in after completion of the denitrification filters (no new updates). I attended an MDE meeting regarding installation and use. The new guidelines are issued and the permit is being finalized. A meeting with MDE will be scheduled to go over scope and permitting. The meeting was held and a list of questions has been generated by MDE for us to provide to move this forward. A plan has been refilled with MDE for review. This system is intended to go online after completion of the ENR upgrades.

MD Route 261 Sidewalk – Design plans are underway to extend a pedestrian walkway from Beach Elementary School to Chesapeake Village and Bayfront Park. The site survey and environmental plans are complete. Preliminary discussions with the Critical Area Commission and the State Highway Administration have commenced to gain their support of the project and the alignment. A plan has been presented to SHA proposing a crossing from west side of 261 to east side of 261 at brownies beach. We are coordinating with the State “Safe Routes to School” committee on Monday April 14th, 2014 to review our proposal. The Town did not receive the grant. A meeting was held with Traffic Systems and Technology to review a crosswalk light system that could work for Bayfront Park. A proposal for the system has been obtained and will be included in the next year’s budget for your consideration. A meeting was held with SHA to discuss a matching grant program to install the sidewalk. The meeting revealed that the SHA funding is available but is based on very conservative layouts and design parameters. We suggested that a more refined layout be done to allow SHA to enter into a funding agreement with the Town that is closer to actual construction cost. SHA agreed to reconsider a refined plan to price out before presenting the agreement back to the Town. Documents are now back to SHA for review and approval. We have been in dialogue with SHA and they are pricing out the most current layout. The plans have also been uploaded to the Town website. A meeting was held with the State Design Review Team to go over the plans and our pricing. We expect a letter of their review soon. Additional information was requested, soil/storm water, to support our findings. We hope to have a new commitment later this fall. Concept layout packages have been assembled to gain support for new grant funding. New funding opportunities are being presented to the town by the state thru MDOT and possibly DHCD.

Richfield Station – A request has been made to BGE to relocate two existing poles at the entrance of Harrison and MD Route 260. A follow up inquiry has been made and BGE and a field meeting was held October 13, 2014. Councilman Combo, Krahlung and I met with BGE.

BGE provided follow up cost of \$101,000 to relocate poles. We have requested SHA right-of-way information, BG&E pole location plans and topographic maps to prepare a sight distance plan to begin discussions with SHA and BG&E over the possibility of moving the poles. We are awaiting the BG&E pole installation plan. The SHA plats are now available and BGE has reached out to us and has provided dates to meet in March. A meeting was held in March to discuss the BG&E proposal further. An updated cost estimate was prepared by BG&E at a cost of \$108,500 (see attached). This does not include Verizon and Comcast relocation. These additional cost have been requested but have not been received yet. A letter has been drafted to go to SHA, BG&E, Verizon and Comcast putting them on notice that the Town does not believe that should be responsible to carry this cost. A letter was sent to the SHA on July 10, 2015, Douglas H. Simmons requesting the State fix this problem. SHA is currently investigating the situation per letter from Douglas Simmons. We expect a response soon and have reached out to SHA to determine when we might expect their review. A response was provided from SHA (see attached). A letter has been sent to the State requesting an updated traffic study be considered for placement of a signal at the entrance to Richfield Station. A meeting with SHA district engineer is scheduled for March 28th to discuss this and other pedestrian access issues. (No new update).

WWTP – The contractor placed the grout base inside Clarifier 1 this week and successfully performed the high-torque test for the Clarifier’s Scraper Mechanism. Crews are working on finishing touches to get this Clarifier ready for operation soon. The +/- 61,000 lb Methanol Tank arrive and after the Contractor removed some crane boom sections to increase lift capacity, the tank was hoisted onto its new concrete pad. Crew returned to the Denitrification Filters, working on fiberglass trough installations. Electricians completed their duct bank and underground conduits connecting to the Non Portable Water Pump Station this week and Carpenters continue to install insulation and gypsum board inside the new admin office building.

Water & Sewer Manual – We have assembled W & S manual information from several local jurisdictions and will be meeting over the next month to start to assemble and integrate changes and comments into a draft manual. Staff has met and is working through the first several chapters of the new code. Chapters, one, two and the definitions section has a first draft and has been vetted and comments added. Chapter two and three reviews and final clean up are underway. A final draft version has been distributed for review. (No new update)

South Sewer Study Grant – The Town has filed for a grant to service the south side of Town with sewer for 146 properties. We anticipate a response from MDE on the grant in early May.

OLD BUSINESS

Kellams Field – We have received design parameters from American Irrigation to determine the connection needs (pressure & volumes) for the purple pipe. This work can be performed in conjunction with the WWTP upgrades. We hope to install most of the improvements upon approval by MDE. (No new update)

Trail – Concept site plans for a Trail extension from the Trestle and thru the Richfield Station Rail bed have been developed and provided to the Critical Area Commission and the State Highway Administration (SHA). We are currently researching critical area woodland mitigation

possibilities and property title issues (we spoke to the Title Abstractor Terry Erder on 1/9/13 and more research has been completed – an extensive report has been compiled from Terry which she believes gives title to the town). We are currently seeking guidance from title attorneys and the town attorney to gain title insurance. Preliminary Environmental studies are complete to move forward with the Trail extension plans and the Critical Area Commission has requested a meeting to help move us through the process. The meeting was held and they presented several mitigation programs. We also marked in the filed the trail alignment for a field review by the C.A.C. The C.A.C. approved the concept plan. A final title report has been delivered which outlines that the Town does have title to the trail bed through Richfield Station. There are a few old development bank liens that need to be cleaned up and the attorney is moving forward getting this done. The attorney has presented closure documents for signature by the lien holders. A meeting with the RSHOA will be scheduled in the coming months. (No new update)

S/O/ToCB.Engineering.Report.sac



Water Park Report

Marilyn VanWagner, General Manager
March 17, 2016

Employment –

All Lifeguard Supervisors have completed their Ellis Supervisor training and are now certified to train both our new and returning guards. Each year we hold two training sessions for lifeguards. The lifeguards will start the first training session this Sunday and it will continue for 1 week. We expect about 50 trainees at this first training. For all those that can't make it, we offer one more training session in early June.

Orientations for both the Cashiers and Water Park Patrols will be held on Saturday March 19. On Saturday April 9, we have orientation for the Grillers and Runners. It is important that all interested parties attend the orientations because all interviews will take place immediately following each orientation.

Training packages are being updated for each department. All departments will have formal training before opening followed up by a written exam.

Marketing –

Discounted Season Passes continue to be offered on line. Again this season, all Season Pass Holders will enjoy all food at the Park at a 20% Discount. New this season, they will also receive a 20% Discount on all Store Items.

All inserts for our marketing brochures are being updated. The brochures are appreciated by our guests and the local businesses as well. Inserts will include all of our Special Events, Character Days, Swim lessons, Birthdays, Rates and a schedule for all events for the 2016 Season.

Many of the signs in the park continue to be freshened up and are being updated to add new rules and new procedures.

Splash Radio, our Water Park radio station will be back again this year. Any local businesses that want to advertise on the radio or have us announce a special interest message, please contact us at waterparkgroups@chesapeakebeachwaterpark.com.

Beach Party –

Save the date! We are working on another Adults Only Beach Party for Friday, June 10th. The cost will be \$18/person and those interested can sign up on either The Town website or the Water Park website starting April 1.

The Water Park Store –

Over the winter we have been rearranging displays, and purchasing new inventory. The store will have many new fun items to purchase this year. Please make it a point to visit us when we open and see all of our new items.

Maintenance Items –

Based on Council approval the contracts were signed for both the gel coat repair for the Blue Slide, and the replacement of the White Tile Expansion Joints in the Pool. Both projects are underway.



Chesapeake Beach Wastewater Treatment Plant Report
Jon Castro, Superintendent
March 17, 2016

Plant Operation:

Bearing Construction is working on completing the Filters and piping to filters. They are during the same to the Purple Water Pump Station. We performed a plant by-pass on 3-9-16 so Bearing could connect the piping to the Purple Water Pump Station and cut out a weir in the Distribution tank leading to the Filters. We also put #1 Clarifier on line to test it and took #2 Clarifier off line to inspect and clean. The ENR Project still has a lot of wiring to complete and test computer equipment. The 6000 gal Methanol Tank was delivered on 3-7-16 and placed on concrete pad.

The plant ran samples for the second annual Bio-monitoring testing on 2-3-16 as the MDE Permit requirements. The testing is done on the plant's discharge Effluent and is a very complex test. This test also covers an intensive chemical analysis of the Effluent. We got the testing results back from the lab and passed both parts of the Bio-monitoring test. We passed the Toxicity part and the Chemical Analysis part for the year of 2016. The next big plant testing will be performed at the end of March for the EPA DQMR-Study 36. This was a big achievement due to all the construction at the plant going on and running new equipment in manual mode.

Plant staff employee's Jim Dickerson and Bruce Walker sat for the MDE Certification exam on 3-7-16 to try to acquire the required certifications needed to operate a Wastewater Treatment Plant. We should know in a few weeks if they passed the exam.

The bids went out on 2-29-16 for the installation of the new blowers after making a design change and submitting installation prints along with all the required electric work needed for the installation. A Mandatory pre-bid meeting was held at the plant on 3-4-16 and bids will be turned in on 3-9-16. We hope to get a lower bid price with this new install design and having it all laid out to work up the bids. Bids were collected on 3-9-16 and a bid will be awarded and put forth to the Town Council on 3-17-16 for their approval. These blowers will be tied into the new computer control system to give the operating staff more effective tools to control the plant's process control system to meet the new stricter Effluent Limits in the MDE permit regulations.

A progress meeting was held on 3-7-16 at Town Hall to go over any issues on the ENR construction and give updates on future construction schedules. Bearing Construction, Bilbrough Electric, W & R Engineers, plant staff, the Mayor of Chesapeake Beach Bruce Wahl, Dr. Holler, and Town engineer Paul Woodburn were all in attendance. Another meeting was held on 2-12-16 to clear up some electrical details on wiring up the De-nitrification Filters. We hope to get all the wiring needed to fix the Filter Building computer communication problems.

The 2017 Budgets will be submitted this month and work sessions will begin in the following weeks.

There were no incidents to report in the plant's Solids and Handling Operation or the Lab Sampling Operation with Duffield Hauling and Chesapeake Labs. The new press was put on line 9-30-15. I met with a new sludge hauling company on 3-9-16 to discuss their new sludge disposal and see if our sludge

process meets their requirements for disposal treatment. We should receive an answer and price quote next week.

Plant operations for this monthly report did use the Shell Fish Tank on two occasions. The last time it was put into operation was on 2-23-16 during a snow storm and the second time was for a plant by-pass for construction work. All steps are being taken to drain back the SPT to get it ready for its next use.

The plant had no emergency alarms for this report period and an Operator was called in on 4 occasions to check the plant at night due to rain, heavy flows, and during the snow storm. Plant staff kept all operations at the plant working during the heavy snow storm with the help of Public works staff picking up operators who live within 5 miles of the plant and taking them home after performing all daily operations at the plant. The Plant did not lose power during this snow storm and all preparations were taken to get ready for the storm.

The Wastewater Treatment Plant had no spills to report for this March report.

Future Projects:

To complete the ENR Upgrade Construction by the completion date of June 10, 2016. The projects noted in the Capital Projects request are also in progress to be completed within the completion date or within two years after the ENR Upgrade. The plant records and SOP will be put into Shore Scan System with the help of Town Employee Fran Addicott to ensure a better system of storing plant data.



Connie S. O'Dell
Utilities Billing Administrator
Community Development Director

March 17, 2016
codell@chesapeakebeachmd.gov

Water & Sewer/Community Development/Special Events

Utilities – Water/Sewer Billing

Water shutoff notices are due to be distributed before the Town Council meeting date. Meter reading for the first calendar quarter 2016 will begin approximately March 31, 2016.

MXU's/meters continue to be replaced. Equipment in several Howlin properties on Harbor Road were replaced this month. Remaining replacements to be completed include Fishing Creek Landings Marina properties, Seagate and Richfield Station including Woodland Lane, Deerfield Lane, Woodland Place, Deer Chase Lane, Green Leaf Terrace, Sparrow Court, Cardinal Way and Silver Fox Way.

Community Development

- **SHA – Bridge Replacement**

The monthly construction progress meeting was held on Wednesday, February 17, 2016 at the State Highway satellite office here in Chesapeake Beach. On March 10, 2016 I had a phone conversation with Harold Rolfs, Customer Liaison for NRL. Harold confirmed to me that BGE has scheduled a power outage for the end of March at the Navy Research Lab. The current plan is for BGE to secure the power to CBD around 06:00 and restore it at 17:30 on March 26. March 27 is a backup date with operations set for the same periods. The next "SHA Partnering" meeting is scheduled for March 16 at 12 pm at the Prince Frederick SHA building.

- **Mayor's Night Out**

March 7, 2016 featured "Then and Now" through Calvert County – presented by Grace Mary Brady. Grace Mary filled the front of the Chamber with picture boards of many different areas here in Calvert County. She and her intern, Vincent Turner, continue to preserve Calvert County history for our communities.

Sheriff Mike Evans presented awards to Beach deputies for various outstanding achievements in 2015. Those presented included:

DFC Ricky Cress received the highest possible award. He received a "Sheriff's Commendation" for his professionalism and organizational skills during the July 4, 2015, Solomon's Fireworks celebration. A boat exploded while refueling causing numerous injuries and burn victims. DFC Cress was responsible for prioritizing injuries and setting up a "Triage Unit" for those who were seriously injured.

DFC Trey Buckler received a "Sheriff's Citation" Trey was at the Sheriff's Office with an arrest when he monitored a radio broadcast for a Domestic Violence suspect. The suspect from St. Mary's County had attempted to kill his wife. The suspect was located in Calvert County. When Deputies attempted to stop the suspect he became enraged and began ramming the Deputies vehicles at speeds in excess of 100 MPH. Deputy Buckler was able to successfully "PIT" the suspect's vehicle into a roadside ditch and take him into custody without any further incident.

DFC Chris Fox received the award for "Beach Deputy of the Year". He conducted over 500 traffic stops. He issued over 800 citations and warnings, made 62 criminal arrests, 29 drug arrests and arrested 20 intoxicated drivers.

Deputy Brian Pounsberry received two separate awards. He received the "Sheriff's Achievement Award" as well as the "DUI Award". Deputy Pounsberry conducted over 700 traffic stops, arrested 23 intoxicated drivers, made 15 drug arrests and 73 criminal arrests.

- **2016 Town of Chesapeake Beach Calendar**

Calendars are available to residents as well as businesses. Stop by Town Hall and pick up yours today. Also, it's not too early to start submitting your photo entries for the 2017 calendar. Email all entries to codell@chesapeakebeachmd.gov. Please submit in the highest resolution possible. We cannot use low res photos for the calendar publication.

- **Sweat Shirts, Caps, Tee Shirts, Tumblers and Tote Bags for Sale**

Be sure to pick up our new "boatloads of fun logo" merchandise. Purchase items right here in Town Hall. Tumblers are \$8.00 each; caps and tee shirts are \$15.00 and the totes are \$20.00. The new sweatshirts, which are \$22 and \$24 are available in several colors and boast either a small or large logo on the front. The items are displayed in a showcase in the Town Hall Atrium. Payment may be made with cash, check or credit card (no American Express). These make excellent gifts for all Chesapeake Beach lovers!

Special Events

- **Fishing Creek Clean Up**

The annual spring cleanup is scheduled for March 12, 2016 at 10 am with a rain date of March 13, 2016. Volunteer coordinator John Bacon reported to me that there is quite a lot of trash beginning at the head of the Trail and extending westward along the first section of the boardwalk. We will concentrate on

that area on Saturday and possibly beyond depending on the volunteer turn out. We will have two boats available. I am sure that Mr. Bacon will report on the event at the meeting.

- **Stars and Stripes Festival – 2016**

Preparation is underway for the 5th Annual Stars and Stripes Festival scheduled for May 28, 29 & 30, 2016. The 5th anniversary festival will focus on the “Civil War.” Bradley M. Gottfried, Ph.D., President of College of Southern Maryland has accepted our invitation to present the keynote speech at Saturday’s Opening Ceremony. We have also received confirmation that the Naval Academy Brass Band will be performing during the opening ceremony on Saturday.

Professor of Music, Duke Thompson, popular Lincoln impersonator, will be performing on the main stage during the Sunday Family Fun Day as well as Monday at the “Memorial Day” ceremony. Sunday’s event will also feature the Shenandoah Valley Civil War Era Historic Dancers who will conduct dance exercises with audience participation. We continue to reach out to speakers, encourage demonstrations, musicians, dancers and collectors. We strive to have a section dedicated to Civil War historical interpretation. If you are interested in participating, or need further information please contact Stephanie Zanelotti, Stars and Stripes Committee Co-Chair via email at sasz_cbssf@comcast.net or by cell at 301-752-0445. Ms. Zanelotti will direct your inquiries to the proper committee member. Monetary donations are accepted and greatly appreciated.

- **July 1, 2016 Fireworks Display**

BGE has donated \$3,000 to the Town for use at the annual fireworks display. We hope to use the money towards a gathering or celebration at Veterans’ Memorial Park. One will be able to watch the fireworks performance with choreographed musical accompaniment. The pyrotechnics company is choreographing the music to the production as part of their contract. We are working to make the music available at the Water Park as well as Veterans’ Park and possibly other locations. We have scheduled a meeting with sound and display personnel on March 21; hopefully we will finalize any details.



PLANNING & ZONING MEMORANDUM

To: Mayor and Town Council

From: Christopher Jakubiak, AICP
Planning and Zoning Administrator

Date: March 17, 2016

Re: Report

The **Planning Commission** met on March 9th.

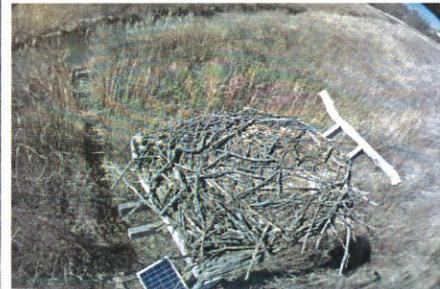
At the meeting, the Planning Commission granted conditional preliminary site plan approval for the Rod & Reel Properties, Inc. plan for the Chesapeake Beach Hotel and Resort.

As condition of site plan approval the developer will need to (1) demonstrate compliance with final critical area mitigation requirements, (2) meet all town engineering specifications, and (3) obtain necessary county, state, and federal approvals (including stormwater management and sediment and erosion control). Wayne Newtown, P.E. Acting Town Engineer on this site plan, has directed that the applicant provide information and engineering details sheets including storm drain profiles. Once we have found that all remaining approvals and agency permits have been secured, as needed, the Chairman of the Planning Commission will be able to certify final approval and sign final plans.



**Chesapeake Beach Oyster Cultivation Society Report
March 17, 2016
Chesapeake Beach Town Council Meeting**

Our latest project the pollinator hotel has been designed and constructed by Larry Ringgold. It features apartments that will be filled with pollinator friendly material for hiding and laying eggs. The LORAX club at Northern High School is gathering materials to put into the hotel. These include reeds, bamboo, rocks, bricks, wood with holes drilled in, pine cones and others. Construction of the pollinator garden is underway and will be completed by late March. Installation of both will be in early April and planting of flowers in early May. Several members attended 2 different seminars given by master naturalists on pollinators to become more familiar with their habits and needs.



A new exciting addition to the trail is the Osprey cam. This was installed last week and is on line for residents to view from their home computers. All summer as the Ospreys raise their young we will be able to see fantastic pictures. This is an excellent opportunity for educating all ages.

The Oysterquarium modifications are well underway. During the second week of April it will be placed on the trail for the season.

Detailed 3 month rolling calendar is available on the Town of Chesapeake Beach web site.