



**TOWN COUNCIL MEETING
AGENDA
APRIL 20, 2023**

- I. Call to order and roll call.
- II. Pledge of Allegiance.
- III. Approval of the agenda.
- IV. Public Comment on any item on the agenda.
- V. Approval of the minutes of the March 16, 2023 Public Hearings.

Approval of the minutes of the March 16, 2023 Town Council Meeting.

Approval of the minutes of the April 11, 2023 Special Town Meeting and Public Hearings.

Approval of the minutes of the April 11, 2023 Informational Work Session.

Approval of the minutes of the April 11, 2023 Closed Session.

VI. Petitions and Communications

- A. Town Administrator's Report
- B. Operations Manager Report
- C. Public Works Administrators Report
- D. Water Reclamation Treatment Plant Report
- E. Code Enforcement Report



- F. Town Treasurer's Report
- G. Town Engineer's Report
- H. Deputy's Report
- I. North Beach Volunteer Fire Department
- J. Mayor's Report

VII. Resolutions & Ordinances

- A. Introduce Ordinance O-23-11, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the adopted General Fund Budget for the Town of Chesapeake Beach for the fiscal year from July 1, 2023, to June 30, 2024, to transfer funds in the amount of Five Hundred and Fifty Thousand Dollars (\$550,000.00) from "Unspent Reimbursement – ARPA Funds" expenditure line item to "Transfer Out – Utility Fund" expenditure line item for usage of ARPA funds to offset Utility Fund budgeted expenses. **Set public hearing.**
- B. Introduce Ordinance O-23-12, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the adopted Water Reclamation Treatment Plant Fund budget for the Town of Chesapeake Beach for the fiscal year from July 1, 2023, to June 30, 2024, to adjust anticipated contributions to revenue from third parties to offset decrease in utility costs as a result of an amended utility fund rate schedule. **Set public hearing.**

VIII. Report of Officers, Boards and Committees

- A. Planning & Zoning Commission – Cindy Greengold
- B. Board of Appeals – A hearing is scheduled for April 25, 2023.
- C. Chesapeake Beach Oyster Cultivation Society – Sue Alexander
- D. Climate Change Advisory Group – Larry Jaworski



- E. Economic Development Committee – Larry Jaworski
- F. Green Team – Valerie Beaudin
- G. Kellam’s Revitalization Committee – Greg Morris
- H. Twin Beaches Opioid Abuse Awareness Coalition – Keith Pardieck
- I. Walkable Community Advisory Group – Charles Fink

IX. Unfinished Business

X. New Business

1. Town Council to consider authorizing the Town Administrator to enter phase 1b of the Richfield Station saddle replacement project funding an additional \$150,000 for time and material costs. Funds for this Utility Fund project will come from American Rescue Plan Act (ARPA) funding.
2. Town Council to consider authorizing the Mayor to enter into a contract with BOSS for \$17,379.70 for the installation of electronic access control and panic button installation from the FY23 Water Park Capital Improvement line item. This water park project will take place in lieu of the cabana installation previously approved by the Town Council.
3. Town Council to consider authorizing the Mayor to upgrade the Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) network systems to continually monitor critical infrastructure. Project costs include (i) \$19,049.20 for the purchase of two new PowerEdge Servers from Facchina Strategic Planning, (ii) \$10,785.00 in software licensing from Rexel, and \$20,082.40 in service-related fees to IMACS for integration to SCADA. Total costs of the upgrade project equal \$49,916.60 from the FY23 CBWRTP budget.
4. Town Council to consider authorizing the Mayor to enter into a contract to purchase a spare pump to ensure 24/7 redundancy at the CBWRTP for a total cost of \$31,075.00 from Sherwood Logan & Associates. Funds will be used from the FY23 CBWRTP budget.



5. Town Council to consider authorizing the Mayor to enter into a contract with McCrone for Phase I of the Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Headworks Design for \$106,033.50 out of the FY24 CBWRTP budget with work starting on the design after July 1, 2023.

XI. Public Comment

XII. Council Lightning Round

XIII. Adjournment



**TOWN COUNCIL
PUBLIC HEARING MINUTES
MARCH 16, 2023**

- I.** Patrick J. Mahoney, Mayor, called the public hearing to order at 6:45 p.m. In attendance were Dr. Valerie Beaudin, L. Charles Fink, Lawrence P. Jaworski, Margaret P. Hartman, Gregory J. Morris, and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Brittany Moran, Town Treasurer, Todd Pounds, Town Attorney, Carla Richard, Operations Manager, James Berry, Public Works Manager, Josh Stinnett, WRTP Manager, Dennis Burger, Code Enforcement Officer, Wayne Newton, Town Engineer, and Sergeant Shrawder.

The Mayor opened the public hearing and read into the record Ordinance O-23-1.

Ordinance O-23-1, an ordinance of the Town Council of Chesapeake Beach, Maryland, to amend the code of Chesapeake Beach by repealing and reenacting, with amendments, Sections 25-3.B., 25-3.M., 25-27.B., 25-29, and 25-33.E.(1), and adding sections 25-29A, 25-33.K., 25-33.L., and 25-34A.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-2.

Ordinance O-23-2, an ordinance of the Town Council of Chesapeake Beach, Maryland, to amend Chapter 290 of the Zoning Ordinance to address code numbering and formatting made necessary by the zoning text amendments in Ordinance O-22-12.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-3.

Ordinance O-23-3, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the General Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and ratify overexpenditures.

The Mayor called for public comment. No comment was received.

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The Mayor opened the public hearing and read into the record Ordinance O-23-4.

Ordinance O-23-4, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Utility Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and ratify overexpenditures.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-5.

Ordinance O-23-5, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and to ratify overexpenditures.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-6.

Ordinance O-23-6, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Mitigation Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-7.

Ordinance O-23-7, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Water Reclamation Treatment Plant Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

The Mayor called for public comment. No comment was received.

The Mayor opened the public hearing and read into the record Ordinance O-23-8.

Ordinance O-23-8, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the General Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024 and setting municipal tax rates.

The Mayor called for public comment. No comment was received.

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There being no further comments the public hearings closed at 6:50 pm on a motion by Councilwoman Beaudin. Seconded by Councilman Pardieck, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

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**MINUTES OF THE
TOWN COUNCIL MEETING
MARCH 16, 2023**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 7:00 p.m. In attendance were Dr. Valerie Beaudin, L. Charles Fink, Lawrence P. Jaworski, Margaret P. Hartman, Gregory J. Morris, and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Brittany Moran, Town Treasurer, Todd Pounds, Town Attorney, Carla Richard, Operations Manager, James Berry, Public Works Manager, Wayne Newton, Town Engineer, Josh Stinnett, WRTP Manager, Dennis Burger, Code Enforcement Officer, and Sergeant Shrawder.

II. Pledge of Allegiance. The Mayor led the Pledge of Allegiance.

The Mayor asked a moment of silence for Jim Parent and Lynda Striegel.

III. Approve the Agenda.

MOTION: Councilman Jaworski moved to approve the March 16, 2023 Town meeting agenda. Seconded by Councilwoman Beaudin, all in favor.

IV. Public comment on any item on the agenda.

Public comments were received by the following:

Town Residents:

1. Shirl Hendley 4019 15th Street, Chesapeake Beach made a general comment.
2. Doris Spencer, 4014 17th Street, Chesapeake Beach commented on Resolution R-23-1.
3. Paul Lucas, 3802 13th Street, Chesapeake Beach commented on Resolution R-23-1.
4. Renee Demmler, 3915 14th Street, Chesapeake Beach commented on Resolution R-23-1.
5. Danielle Kaloz, 8565 E Street, Chesapeake Beach commented on Resolution R-23-1.
6. Laura Blackwelder, 3256 Cannoncade Court, Chesapeake Beach commented on an item in the Administrator's report regarding HOA/Town responsibilities and a general comment pertaining to raising density in the RV2 district above the Planning Commission's recommendation.
7. Monty Wood, 3092 Lawrin Court, on behalf of the Chesapeake Village HOA, commented on Resolution R-23-1.

Town Businesses:

1. Wes Donovan, 2335 Golf Club Drive, Dunkirk, MD commented on the budget funds and Resolution R-23-1.
2. Gary Luckett, 8132 Bayside Road, owner of Trader's Restaurant commented on Resolution R-23-1.

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3. Mary Lanham on behalf of Rod n Reel Resort, 4160 Mears Avenue commented on Resolution R-23-1.

Out of Town:

1. Bob Carpenter, 4021 Plum Point Road Huntingtown, MD commented on Resolution R-23-1. 9.
2. Glenn Spangler, 9000 Bay Avenue, North Beach commented on Resolution R-23-1.
3. Amber Coggins, 3720 Chesapeake Avenue, Chesapeake Beach commented on Resolution R-23-1.

V. Approval of the minutes of the February 16, 2023 Town Council Meeting.

MOTION: Councilwoman Beaudin moved to approve the minutes of the February 16, 2023 Town Council meeting. Seconded by Councilwoman Hartman, all in favor.

Approval of the minutes of the March 7, 2023 Informational Work Session.

MOTION: Councilman Fink moved to approve the minutes of the March 7, 2023 Informational Work Session. Seconded by Councilwoman Hartman, all in favor.

VI. Special Presentation – The 2022 State of the Town – The Mayor and Town Administrator presented the State of the Town.

VII. Petitions and Communications –

- A. Town Administrator’s Report** – Ms. Wahl submitted the attached written report and was present to address the Council on report items. Ms. Wahl gave a brief update on the dredge/jetty wall repair and briefly commented on HOA responsibilities versus Town responsibilities.
- B. Operations Manager Report** – Ms. Richard submitted the attached written report and was present to address Council.
- C. Public Works Report** – Mr. Berry submitted the attached written report and addressed questions from the Council on report items. Councilman Morris asked the status of the Richfield Station water tower logo and Councilman Jaworski noted that the new RT 260 Town clock is now installed!
- D. Water Reclamation Treatment Plant Report** – Mr. Stinnett submitted the attached written report and was present to address the Council on report items.

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- E. **Code Enforcement Report** – Mr. Burger submitted the attached written report and was present to address questions from the Council.
- F. **Town Treasurer’s Report** – No report
- G. **Town Engineer Report** – Mr. Newton submitted the attached written report and was present to address the Council. Mr. Newton briefed the Council on the status of ongoing town projects.
- H. **Deputy’s Report** – Sergeant Shrawder submitted the attached written report and was present to address the Council.
- I. **North Beach Volunteer Fire Department** – The attached written report was submitted. Councilman Jaworski stated the annual Sportsman’s bash was a success and that planning for the department’s 100th anniversary is underway.
- J. **Mayor’ Report** – The Mayor wished everyone a happy and safe St. Patrick’s Day weekend. The Mayor reported that under this Administration, the real estate tax has been reduced by over a half million dollars, and the town debt reduced over \$7 million dollars. The Mayor reported he actively engages in the Maryland State Legislative process and lobbies in the best interest of town citizens . He expressed his thanks to the Council, staff, and the citizens of Town and considers it an honor to serve as your mayor.

VIII. Resolutions & Ordinances:

- A. Vote on Ordinance O-23-1, an ordinance of the Town Council of Chesapeake Beach, Maryland, to amend the Code of Chesapeake Beach by repealing and reenacting, with amendments, Sections 25-3.B., 25-3.M., 25-27.B., 25-29, and 25-33.E.(1), and adding sections 25-29A, 25-33.K., 25-33.L., and 25-34A.

MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-1.
Seconded by Councilwoman Hartman, all in favor.

- B. Vote on Ordinance O-23-2, an ordinance of the Town Council of Chesapeake Beach, Maryland, to amend Chapter 290 of the Zoning Ordinance to address code numbering and formatting made necessary by the zoning text amendments in Ordinance O-22-12.

MOTION: Councilman Jaworski moved to approve Ordinance O-23-2.
Seconded by Councilwoman Beaudin, all in favor.

- C. Vote on Ordinance O-23-3, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the General Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and ratify overexpenditures.

MOTION: Councilwoman Hartman moved to approve Ordinance O-23-3.

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Seconded by Councilwoman Beaudin, all in favor.

- D.** Vote on Ordinance O-23-4, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Utility Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and ratify overexpenditures.

MOTION: Councilman Pardieck moved to approve Ordinance O-23-4.
Seconded by Councilwoman Beaudin, all in favor.

- E.** Vote on Ordinance O-23-5, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2021 to June 30, 2022 to reconcile expenses and income and to ratify overexpenditures.

MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-5.
Seconded by Councilwoman Hartman, all in favor.

- F.** Vote on Ordinance O-23-6, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Mitigation Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-6.
Seconded by Councilman Pardieck, all in favor.

- G.** Vote on Ordinance O-23-7, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Water Reclamation Treatment Plant Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

MOTION: Councilman Jaworski moved to approve Ordinance O-23-7.
Seconded by Councilwoman Hartman, all in favor.

- H.** Vote on Ordinance O-23-8, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the General Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024 and setting municipal tax rates.

MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-8. Seconded by Councilman Fink.

MOTION: Councilman Jaworski moved to amend Ordinance O-23-8 to strike the wording in Section 2, “the municipal tax rates set forth in Exhibit A are hereby adopted” and replace with “A property tax rate for FY24 of \$.2977 per \$100 of assessed valuation is hereby adopted.” Seconded by Councilman Fink, all in favor.

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The Council moved to approve Ordinance O-23-8 as amended, all in favor.

- I.** Introduce Ordinance O-23-9, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024. **A public hearing will be held at a Special Town meeting on April 11, 2023 beginning at 5:30 pm.**
- J.** Introduce Ordinance O-23-10, 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, 2023 to June 30, 2024 and setting rates, charges, and fees related to water and sewer service by the Town. **A public hearing will be held at a Special Town meeting on April 11, 2023 beginning at 5:35 pm.**
- K.** Introduce and vote on Resolution R-23-1, a resolution of the Town Council of Chesapeake Beach, Maryland, to close the Bayfront Park to guests other than Town residents, Calvert County Sheriff's Office Deputies, and the North Beach Volunteer Fire Department personnel.

MOTION: Councilwoman Beaudin moved to approve Resolution R-23-1. Seconded by Councilman Morris. Ayes, Council members Beaudin, Fink, Hartman, Morris, and Pardieck. Opposed, Councilman Jaworski. **Motion Passes.**

- L.** Introduce and vote on Resolution R-23-2, a resolution of the Town Council of Chesapeake Beach, Maryland, ending / lifting the temporary moratorium.

MOTION: Councilwoman Hartman moved to approve Resolution R-23-2. Seconded by Councilwoman Beaudin, all in favor.

IX. Report of Officers, Boards and Committees:

- A. Planning & Zoning Commission** – Ms. Greengold submitted the attached written report.
- B. Board of Appeals** – No hearing was held.
- C. Chesapeake Beach Oyster Cultivation Society** – Ms. Alexander submitted the attached written report.
- D. Climate Change Advisory Committee** – Councilman Jaworski reported the Coastal Resiliency committee held a second public meeting on February 27th to receive input on the coastal resiliency plan and was pleased with the good turnout and discussion. Updated flood mapping and information on the committee's work can be viewed on the Town's website. The Town also participated in another virtual meeting on February 24th to continue discussions of the US Environmental Protection Agency's Climate Resilience Evaluation & Awareness Tool (CREAT).

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- E. Economic Development Committee** – Councilman Jaworski stated he attended the Maryland Economic Development Day in Annapolis on February 21st with an estimated 100 attendees. The Calvert County Economic Development Advisory Committee met March 8th, had a briefing by Jeremy Bradford, Calvert Health’s President, and CEO, regarding the ongoing relationship with the Duke Health Cancer Institute on advancing the state of available medical care at the facility. Received an update on county small business assistance grants, with one hundred thirty-four (134) submittals received, and thirty-nine (39) funded. The construction of the new Beach elementary school is moving along and is anticipated to be open by the summer. Co-chair Morris wanted to add that Chair Jaworski has been an excellent representative for the Economic Development committee.
- F. Green Team Committee** – Councilwoman Beaudin reported a good turnout for the “Attack of the Invaders” Talk and thanked all those involved. The Team’s next event will be the Town cleanup (Earth Day event) to be held on April 22nd at 10 am. She was pleased to see the street sweeping has begun. The Team’s next meeting is scheduled for March 22nd at 6:30 pm.
- G. Kellam’s Revitalization Committee** – Councilman Morris took the opportunity to thank Councilwoman Beaudin on a great job leading the Green Team. Mr. Morris stated there are a lot of parts attached to the Kellam’s revitalization. With the children’s play area and senior playground, the storm drain pipe installation, the LED lights, and the pocket park connector, all working together to make the complex more user friendly for everyone. He is looking forward to presenting a draft plan to the Council soon and possibly holding another public engagement to receive feedback.
- H. Twin Beaches Opioid Abuse Awareness Coalition** – Councilman Pardieck reported the Coalition met February 23rd. Projects discussed were the overdose awareness memorial sculpture with the theme “their lives matter.” Currently, they are in the process of submitting to the Maryland State Art Council a development grant proposal with hopes of receiving some funding for the project. The second project is the August 31st light up the towns purple, which has extended throughout the county now. A ceremony will take place at the North Beach boardwalk also that evening. Also, looking to reach out to Bayside Baptist Church in hopes of coordinating an outreach event.
- I. Walkable Community Advisory Group** – Councilman Fink reported a handful of projects are looking to break ground soon and is excited about that. After a number of years, he is pleased to see the Safe Routes to School making progress.

X. Unfinished Business: None.

XI. New Business:

1. Town Council to consider authorizing the Mayor to enter into agreements with JDT electric for \$35,900 and City Electric Supply for \$53,200 for the installation of 80 LED lights at the Kellam’s complex. The total cost of the project is \$89,100 from the FY23 General Fund Capital improvement line item.

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MOTION: Councilwoman Hartman moved to approve authorizing the Mayor to enter into agreements with JDT Electric and City Electric Supply for the installation of 80 LED lights at Kellam's complex.
Seconded by Councilwoman Beaudin, all in favor.

2. Town Council to consider authorizing the Town Administrator to initiate work for phase I of the Richfield Station saddle replacement in the amount not to exceed \$50,000 from ARPA funds.

MOTION: Councilman Jaworski moved to approve authorizing the Town Administrator to initiate work for phase I of the R/F Station saddle replacement.
Seconded by Councilwoman Hartman, all in favor.

XII. Public comment was received by:

1. Wes Donovan commented he was disappointed in the Council's vote on the resolution.
2. Bob Carpenter commented he feels the Town is uninterested in working to help the Town's businesses.

XIII. Council Lightning Round:

1. Dr. Beaudin stated the next Green Team meeting will be held March 22nd , 6:30 pm at the Town Hall. The Town cleanup will be April 22nd at 10 am at the pavilion. In considering the Water Park and Utility funds introduced tonight, and appreciating the public comments voiced, Ms. Beaudin emphasized the need that these two funds are enterprise funds and need to cover its own costs. They need to be self-sustaining.
2. Mr. Fink commented it was good to see all the folks out tonight and appreciated the comments made.
3. Mr. Jaworski stated come see "Pirates of the Chesapeake" at North Beach Town Hall sponsored by Bayside History Museum this Sunday. Looking forward to seeing everyone at the Egg-Stravaganza at Kellam's Field on April 1st at 11 am to 1 pm. See you there!
4. Mr. Morris reiterated how valuable the work sessions are. Its an opportunity to hear and consider ideas and thoughts from everyone and he welcomes the diversity. Town staff works very hard and brings forth their best recommendations to the Council. At times, tough decisions must be made for the good of everyone.
5. Mr. Pardieck announced the group will be meeting in early April and welcomes all to attend. The group is looking to add new members if anyone is interested. On another note, Mr. Pardieck

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thanked all the folks that came out to the meeting tonight and voicing their opinions. He would like to see more of that and have folks engage in what the Council is doing.

6. Ms. Hartman stated the \$400 fixed fee proposed in the utility fund was, at first, a little unsettling. With further clarification by staff, it was made clear that what has been proposed was the best balance all around. She thanked the Treasurer and Town staff for their long hours and meticulous work.

XIV. Adjournment:

There being no further comments, the meeting adjourned at 9:08 pm on a motion by Councilman Fink. Seconded by Councilwoman Hartman, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk



**MINUTES OF THE
SPECIAL TOWN MEETING
APRIL 11, 2023**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 5:30 p.m. In attendance were Dr. Valerie Beaudin, L. Charles Fink (in attendance remotely), Margaret P. Hartman, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Todd Pounds, Town Attorney, Brittany Moran, Town Treasurer, Carla Richard, Operations Manager, James Berry, Public Works Manager, and Josh Stinnett, Water Reclamation Treatment Plant Manager.

II. Pledge of Allegiance – Dr. Shisler led the Pledge of Allegiance.

III. Open Public Hearings:

The Mayor opened the public hearing and read into the record Ordinance O-23-9.

Ordinance O-23-9, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

The Mayor called for public comment. Public comment was received by:

1. Laura Blackwelder, 3256 Cannoncade Court, Chesapeake Beach stated she submitted, for the record, a written letter to the Mayor and Town Council in regard to both ordinances.

The Mayor opened the public hearing on Ordinance O-23-10 and read into the record.

Ordinance O-23-10, 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, 2023 to June 30, 2024 and setting rates, charges, and fees related to water and sewer service by the Town.

The Mayor noted that an amendment is anticipated on this budget ordinance which would reduce the fixed fee of \$100 a quarter to \$50 a quarter.

The Mayor called for public comment. Public comment was received by:

1. Wes Donovan, Rod n Reel, 4165 Mears Avenue, Chesapeake Beach commented he was pleased to see that a possible reduction in the \$100 fixed fee would be presented for consideration. He was opposed to the hike in the admission fees for the Water Park.

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Mr. Donovan noted he submitted written public comment to the Mayor and Town Council.

2. Laura Blackwelder, 3256 Cannoncade Court, Chesapeake Beach commented she understands the need to make adjustments to make the Utility Fund sustainable but would like to see movement towards adjustments that would make infrastructure bills for this town fairer to the residents.
3. Jenny Beauchamp, 4024 17th Street, Chesapeake Beach had concerns on the \$100 fixed fee and requests the Council consider its residents, especially those on fixed income.

There being no further comment the public hearing was closed at 5:40 pm on a motion by Councilman Jaworski. Seconded by Councilwoman Hartman, all in favor.

IV. Resolutions and Ordinances

- A. Vote on Ordinance O-23-10, 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, 2023 to June 30, 2024 and setting rates, charges, and fees related to water and sewer service by the Town.

MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-10. Seconded by Councilwoman Hartman.

MOTION: Councilman Jaworski moved to amend Ordinance O-23-10 to revise the Appendix A Fee & Rate Schedule quarterly sewer fixed fee from \$100/EDU to \$50/EDU. Seconded by Councilwoman Beaudin, all in favor.

MOTION: Councilman Jaworski moved to amend Ordinance O-23-10, Exhibit A, Revenues to (a) transfer in Fund Reserves revenue line item from \$521,488 to \$506,776, (b) Sewer Penalties and Interest Revenue line item from \$30,000 to \$20,000 and (c) Fixed Fee Revenue line item from \$1,587,402 to \$1,047,402 and add a transfer in from the General Fund revenue line item in the amount of \$550,000. Seconded by Councilman Fink. Ayes, Councilwoman Hartman, Councilmen Fink, Jaworski, Morris, and Pardieck. Opposed, Councilwoman Beaudin. **Motion Passes.**

MOTION: Councilman Jaworski moved to amend Ordinance O-23-10, Exhibit A, Expenses to amend TPF Fixed/Capital costs expense line item from \$1,325,145 to \$1,322,265 and amend TPF Variable expense line item from \$521,730 to \$509,898. Seconded by Councilwoman Hartman, all in favor.

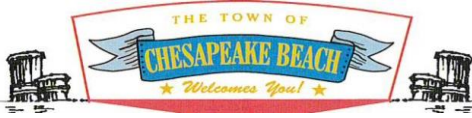
The Council voted on Ordinance O-23-10 as amended, all in favor.

- B. Vote on Ordinance O-23-9, an ordinance of the Town Council of Chesapeake Beach, Maryland, adopting the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2023 to June 30, 2024.

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MOTION: Councilwoman Beaudin moved to approve Ordinance O-23-9. Seconded by Councilwoman Hartman.

MOTION: Councilman Jaworski moved to amend Ordinance O-23-9 to amend Rentals-Cabanas and Lockers revenue line item from \$60,392 to \$48,392 and to amend Utilities expense line item from \$110,400 to \$98,400. Seconded by Councilwoman Beaudin, all in favor.

The Council voted on Ordinance O-23-9 as amended. Ayes, Councilmen Fink, Jaworski, Morris, Pardieck, and Councilwoman Hartman. Opposed, Councilwoman Beaudin. **Motion Passes.**

VI. Adjournment:

There being no further comments the meeting adjourned at 6:14 p.m. on a motion by Councilman Morris. Seconded by Councilwoman Hartman, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

3/27/2023

Dear Mayor Mahoney,

Please do not reward recent efforts to create divisions within our community through the placement of accusatory signs on vacant lots in any way.

Residents that I have spoken with recognize this effort to be selfishly motivated and toxic to our community. They would not want this type of behavior encouraged through a policy change or appeasement.

- There is nothing inherently wrong with a policy that aims to preserve a small, fragile beach for the enjoyment of the residents who pay for it.
- There is nothing inherently wrong with a policy that aims to create a safe, pleasurable experience at our water park through capacity limitations or with funding structures that prioritize the amenity for use by local residents.
- If you are concerned that residents are now unhappy with increased water bills as a result of the information posted on signs, consider charging impact fees on new development to offset water/sewer infrastructure costs (I am guessing that the property owner where the signs are located would not be in favor of that).
- It is unfortunate when phrases can be taken out of context, but it does happen to everyone. This is the reason why we should all extend the “benefit of the doubt” to each other, as I explained publicly once before. Most misunderstandings can be easily explained.
- I have no idea what the other “yard signs” are referring to for a variety of reasons, but I hope that the Beach Buccaneers can continue to play at Kellam’s Field.

An associate of the property owner where the above-mentioned “yard signs” are installed engaged in trying to create similar divisions when he accused the Planning Commission of recommending a plan that “is not welcoming to all races” simply because the Commission sought to reduce residential housing density in the Town center in an effort to offset congestion from commercial density associated with the recently expanded Rod-N-Reel hotel and casino.

As someone who interracially dated for many years (most of those years well before it was commonplace), and who values friends, colleagues, supervisors, and mentors of many colors, I find those who would create or perpetuate racial tensions for the purpose of consolidating wealth or power particularly distasteful. All of the progress that has been made over the years towards achieving a color-blind society is undermined by such people.

Since most of the developable property in Town is owned by an entity that is either affiliated, associated, or that is one-in-the same as the above-mentioned property owner, it is likely that toxic accusations and other forms of bullying will continue to be leveled at the Mayor, the Town Council, and the Planning Commission every time an attempt is made to revise Town Code or Town policy to serve the whole of Chesapeake Beach and its residents, rather than to particularly favor long-privileged individuals, as it has for many years.

Please do not waiver on a resolve to serve your voters with policy that protects and enhances quality-of-life for all Chesapeake Beach Residents, whatever color they may be.

Regarding opportunities to support local businesses in ways that residents would approve of and appreciate- there are solutions to find (I can think of many), but ongoing efforts to influence the political process continue to make that difficult.

I will share the above comments, if asked (and I may choose to speak of my own accord), at the next Town Council meeting or Public Hearing (the topic of the hearing on April 11 is unclear).

Additionally, as I am sure you know, I will continue to draw attention to issues that concern me, and I hope that my concerns will ultimately be resolved. My top 3 include:

- Community Assets: Conveyance of the FIDS parcel as a condition for associated development.
- Zoning Policy: Over intensification of property; Prompt implementation of the design and compatibility standards forwarded by Planning and Zoning Commission for Town Council review; additional code enhancements or a master planning effort to govern commercial development in the center of Town; Planning Commission access to the Town Attorney or to a dedicated Planning and Zoning attorney during site plan review.
- Subsidized Housing Policy: A process to document, assess, and consider the need for subsidized projects as a condition for the approval of subsidized projects and the ability to deny approval of subsidized projects that do not serve a demonstrated need in Chesapeake Beach; avoiding a situation in which Chesapeake Beach allows for additional projects that introduce economically vulnerable populations into the Town at percentages that are disproportionate to those in similar Towns; avoiding situations in which people are trapped in a dependency cycle because local opportunities for economic advancement are not available in adequate proportions relative to the size of the population in need.

In closing, I hope that those elected officials who regularly advocate for the above-mentioned property owner will insist on better business, development, and political practices from that individual/entity on behalf of the residents of Chesapeake Beach.

Thank you,

Laura Blackwelder

Sharon Humm

From: Wesley Donovan <wes@rnresortmd.com>
Sent: Tuesday, April 11, 2023 4:30 PM
To: Sharon Humm
Subject: Public comment submission for tonight

Utility Fund Budget:

1. Where are the 20 houses going? That seems high to me, and has the developer confirmed this?
2. \$30,000/tap is really high. That is greedy and doesn't reflect the current market conditions.
3. The \$850,000 capital project should come out of this budget. That is a long-term use, plus I am assuming that the benefit would be for the entire town rather than for one neighborhood or development.
4. The correct and less painful way to do capital projects is for the general fund (You have over \$18M of unrestricted funds) to loan the Utility Fund the money, at a low interest or zero percent, and spread that expense over the long term. That way the budget doesn't need to reflect that whole expense in one year. Yes, it's debt. But it's to the taxpayers of the town. So, if the loan is spread over 10 years, this year's budget is only getting an \$85,000 hit, instead of the \$850,000. Thus, a manageable expense for the users.

Water Park Budget:

1. Why is the Administration costs so high?
2. Doesn't the water park have a heater for the water? Should the town look at extending the season to weekends after labor day.
3. What is the break-even attendance needed to operate the water park in the black instead of the red?
4. Same as above-Use a loan from the general fund for any capital costs and defer in the expense out over the long term.
5. Can the town staff break out food/beverage costs and retail costs separately? 35% cost of goods for food and beverage, 45% for retail is a goal for most hospitality venues. The respective payroll should also be allocated to the F&B operation and same for the retail. The F&B stand could be losing money and you wouldn't be able to tell.
6. Professional fee's doubling seems to be a coding error. The expense for online reservations should go onto the for credit fee's or even marketing fees.
7. When is the last time the town bid out the credit card fee's?
8. Why are the benefits and FICA so high? It's almost \$200,000.
9. If we are raising the price of season passes, how are we going to triple the sales? Won't people buy less of them now.
10. With less people coming to the water park, how will retail sales increase? Won't that number stay the same at best?
11. When is the last time the town bid out the insurance? Is there flood insurance there?
12. With less people going to the water park, should there be an increase to the marketing budget to attract more visitors?

Thanks!

Wes



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
APRIL 11, 2023**

- I.** Patrick J. Mahoney, Mayor, called the meeting to order at 6:15 p.m. In attendance were Dr. Valerie Beaudin, L. Charles Fink (in attendance remotely), Margaret P. Hartman, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Todd Pounds, Town Attorney, Brittany Moran, Town Treasurer, Carla Richard, Operations Manager, James Berry, Public Works Manager, and Josh Stinnett, Water Reclamation Treatment Plant Manager.
- II.** **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III.** **Informational discussion on the following:**
- 1) **Chesapeake Beach Water Reclamation Treatment Plant Headworks RFP**
Ms. Wahl stated the Town released an RFP for the Water Reclamation Headworks Design project on February 21st. A mandatory pre-bid meeting was held March 9th with two bidders present. The Town received one sealed bid. The project was budgeted at \$100,000 and the one bid proposal received from McCrone came in at \$163,242. Currently, the Staff, Town Engineer, and Plant Superintendent are reviewing the proposal. Ms. Wahl and Mr. Stinnett addressed questions from the Council.
 - 2) **CBWRTP Spare Pump Replacement** – Ms. Wahl stated the Water Reclamation Treatment Plant requires a spare pump to be purchased to ensure 24/7 back up operation at the Plant. This purchase would be a shared cost with the Plant partners. Staff is recommending the Council authorize the Mayor to purchase a spare pump in the amount of \$31,075.00. Mr. Stinnett addressed the Council’s questions.
 - 3) **CBWRTP Security Upgrades** – Ms. Wahl stated the servers currently used to manage the 24/7 Supervisory Control and Data Acquisition (SCADA) system for operations at the Plant require an upgrade to ensure continued support. These upgrades will provide two new servers that will deliver a full disaster recovery and four (4) hour mission critical response, new licensing software, and in-service related fees for integration to SCADA. Staff are recommending that the Council authorize the Town Administrator to enter into a contract to perform the services needed in the amount of \$49,916.60. Mr. Stinnett addressed questions from the Council.
 - 4) **Chesapeake Beach Water Park Security Upgrades** – It is the Town’s goal to purchase and install a two-part security system to work towards enhancing safety for all at the Park. Currently to lock down the park, padlocks and a deadbolt keyed lock are used. The Town is looking to install a two-part security enhancement system for the start of



the 2023 operating season. An electronic access control system securing three exterior gates and one main office door and a panic button alarm system with one fixed and two remote panic buttons that tie into an alarm system that directly alerts local authorities. Staff is recommending Council authorization to approve the purchase of the security systems from B.O.S.S. Ms. Wahl and Ms. Richard addressed Council questions.

- 5) Richfield Station Saddle replacement Phase II – Ms. Wahl stated the Council previously authorized funds up to \$50,000 to begin saddle replacements, which have now been completed. Staff is requesting an additional \$150,000 to continue the project. Once the second phase has been completed Mr. Berry will report back to the Council on the number of saddles replaced. These funds will come from the ARPA funding.

IV. Council Lightning Round –

1. Ms. Hartman stated it would be good if the Council could be notified periodically of a breakdown of the ARPA funds and where they are being used. She suggested, with such large Council packets, that they could be printed two-sided to save on paper and the size of the packet. She wished everyone an enjoyable Spring.
2. Mr. Pardieck reported the Coalition met on April 7th. Upcoming events include Prescription medication take back day on April 22, Comedy Invasion for Project Graduation sponsored by Calvert Alliance Against Substance Abuse to be held April 15th at Huntingtown High School, and on April 29th the Calvert Library in Prince Frederick will host Parenting Again-Resource Conference. These events will be posted to the Town's website.
3. Mr. Morris commented on a statement made by the Mayor earlier that it's a privilege to come to these meetings and recite the pledge of allegiance. Though we have problems and differences in this world, it's a blessing to be in this country and in this Town working together. He looks forward to the next time he has the opportunity to say the pledge of allegiance in Council Chambers.
4. The Mayor wanted to thank the town staff for all the excellent work they do in keeping the Council, and the citizens, up to date on everything, being transparent and putting forth what is best, all-around, for everyone.
5. Mr. Jaworski wanted to send happy birthday wishes to Town Administrator Holly Wahl and First Lady Judy Mahoney who will celebrate their birthdays on April 18th. The Mayor took the opportunity to wish Councilman Jaworski happy birthday as he celebrates his birthday April 15th!

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6. Mr. Fink was not present for the Lightning Round.
7. Dr. Beaudin commended the Mayor and Council in working through and approving the budgets as it isn't an easy task to do. The Team's next coming event is cleanup day on April 22nd from 10 am to 12 noon. Hope to see you there and welcome to Spring!

V. **Closed Session** Councilwoman Beaudin moved to close the work session at 6:52 pm under the Statutory Authority of the Md. Annotated Code, pursuant to General Provisions Article, §3-305(b), subsection (7) "to consult with Counsel to obtain legal advice." Seconded by Councilman Jaworski, all in favor.

At 7:14 pm the Mayor called for a motion to end the closed session and re-open the work session. Councilwoman Beaudin moved to end the closed session. Seconded by Councilwoman Hartman, all in favor.

The Mayor re-opened the work session at 7:15 pm. All members that voted to close the work session to go into closed session were present the entire closed session and the purpose was to receive legal advice on a matter relating to the Chesapeake Beach Water Reclamation Treatment Plant.

VI. **Adjournment:**

There being no further comments the meeting adjourned at 7:15 p.m. on a motion by Councilman Jaworski. Seconded by Councilwoman Beaudin, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk



Town Administrators Report – April 2023

I. UPCOMING REQUESTS FOR PROPOSALS:

Safe Routes to School (SRTS) 100% design phase and construction drawing RFP: The RFP was sent to the SHA-MDOT for approval. The Town is awaiting approval from the State to release the RFP.

Pocket Parks RFP: Pocket Park RFP details are being finalized by the Town Engineer for (i) the Kellam's northern connection, (ii) a waterfront park at 8323 Bayside Rd, and (iii) 7515 B street.

Miller Loveless Park at Kellam's Field: The Town Council will be presented with proposals for tot lot equipment and a low impact park concept in the coming months. The proposals will include the site work necessary to address stormwater issues at the location.

II. SHA MDOT:

The Town Administration has contacted SHA MDOT to coordinate a meeting to discuss safety concerns at several intersections of Town to include Rt 261 and Rt260 and Rt260 and Mears Ave. Residents are asked to continue to use caution in these areas to maintain visibility of these high pedestrian areas.

III. SUSTAINABILITY:

a. Removal of invasives at Town Hall



An image of the invasive vine removal at the Town Hall. Plantings will be replaced with natives per the Green team schedule. English Ivy was wrapped around the root bed of several plants at Town Hall.



Town Administrators Report – April 2023

b. Energy Audit

The Town is currently engaged with students at the University of MD who are assisting the Town in conducting an energy audit. The Town has listed all assets to calculate the Towns carbon footprint and determine ways the Town can improve efficiency.

c. Sustainable Maryland Designation

The Town is currently working to renew its Sustainable Maryland Designation in coordination with the Green team. Applications and plans are due in June of 2023.

d. Urban Forestry Ordinance

The Town is working in coordination with the Green Team to establish an Urban Forestry Ordinance. The Town Administration expects the ordinance to be before Town Council during the May Town meetings.

IV. FEDERAL DREDGE WORK STATUS:

It is estimated by the US Army Corps of Engineers that 27,000 cubic yards of material was removed from the Fishing Creek Channel. A post dredge survey was completed and has been requested by the Town. Jetty wall work has now mobilized in the channel.

To view the Army Corps of Engineers Federal Dredge Plans, please click [here](#).

To view the Army Corps of Engineers Federal Dredge Specifications, please click [here](#).

V. INFRASTRUCTURE PROJECTS:

The Town continues to assess short term and long-term infrastructure projects.

VI. CHESAPEAKE BEACH WATER RECLAMATION TREATMENT PLANT (CBWRTP) PARTNER COORDINATION:

The Town has implemented monthly partnering meetings to discuss partner flow coming into the plant with Anne Arundel County, Calvert County and the Town of North Beach. This meeting is held in addition to the normally scheduled quarterly meeting. Concerns continue related to Infiltration and Inflow (I&I) and conversations are focused on what each partner is seeing and doing to mitigate I&I coming to the CBWRTP.



Town Administrators Report – April 2023

VII. TOWN ASSETS:

- **Kellam’s Field:** the Town continues to work through the permitting process with the Maryland Department of Environment (MDE) and Calvert County Government to install approximately 430’ of 18” HDPE storm drain across the ball field. This will include the installation of a concrete precast storm drain inlet on the receiving south end. A rip rap channel will be discharging into a small sediment pond on the North end. Plans are underway to adjust the fence to convert the baseball diamond into open green space. This work will be completed at the same time as the storm drain to minimize interruption and repeat work related to the fence re-alignment. The Town sent a draft MOU to the County to provide that the Town will maintain the storm drain in order to obtain County approval to move forward with the work. The MOU will be before Town Council once the County Attorney and County Public Works leadership agrees to the terms requested by the Town to move forward.
- **Beach Buccaneers Flag Football Use at Kellam’s:** the Beach Buccaneers have mobilized their flag football youth program at Kellam’s playing Monday – Thursday and on the weekends. Stop by and check them out! Welcome to the new Beach Buccaneers President Jason Cabbage and Treasurer.
- **Bayfront Park:** Town staff are mobilizing to staff the Park. Upgrades have been made this year to add additional hand washing stations for residents accessing the beach. Bayfront Park remains closed to the general public and open to Town residents, NBVFD, and the Twin Beach Deputies.

VIII. UPCOMING OUTREACH:

Join the
Green Team in celebration of
Earth Day!

Saturday, April 22
Town Pick Up
Meet at the Pavilions at Kellam's Field
10:00 AM – 12:00 PM

The Town provides all supplies for trash collection

Eligible for Volunteer Hours



Town Administrators Report – April 2023

IX. GRANTS:

1. **The Town received capital improvement funding from the State of Maryland for the Chesapeake Beach Water Park**, total funding is \$600,000 effective July 1, 2023. Funding will be used to improve the aging infrastructure of the park focusing on the above the water line features.
2. **Pocket Park funding for \$150,000 with \$0 match for three pocket parks.** Grant funding from the Maryland Department of Natural Resources Local Parks and Playgrounds Infrastructure will be used to install three new pocket parks in Town. Thank you to the Board of County Commissioners for their support of these projects.
2. **Parks and Playgrounds Infrastructure Grant for the Kellam's Tot Lot at \$150,000 with \$0 match:** The Town continues to work through the scope of work to renovate the Miller-Loveless Park at Kellam's field. Funding is received from the Maryland Department of Natural Resources Local Parks and Playgrounds Infrastructure Improvements and a Maryland Capital bond through the support of Senate President Emeritus Thomas V. Mike Miller, Jr. Improvements include addressing stormwater, new children's play area equipment and new senior playground equipment. Thank you to the Board of County Commissioners for their support of these projects.
3. **Safe Routes to School SRTS 100% design:** The Town continues to work towards starting the work for the 100% design and construction drawings for the SRTS grant to build sidewalks from Beach Elementary School to Chesapeake Village and a portion of Old Bayside Rd.
4. **Coastal Resiliency Grant:** The Town held a public meeting to engage citizens on the impacts of coastal resiliency at the NBVFD on February 6th at 6:00 PM and February 27th at 6:00 PM at the Chesapeake Beach Town Hall. For information on the Committee's work and to view updated flood [mapping](#) please visit the Town's website [here](#). Further meetings are coming soon! Please sign up for Town notices to stay informed of the meetings.



Town Administrators Report – April 2023

Figure 1: Coastal resiliency public meetings



Image of the February 26, 2023, Public engagement Coastal resiliency work session

- 5. CREAT Coastal Resiliency Technical Assistance:** The Town hosted the EPA on January 11th starting with a site tour at the Chesapeake Beach Water Reclamation Treatment Plant and ending at Town Hall with a work session that included the City of Crisfield and City of Cambridge. The Town has further participated in several working sessions with the EPA and partnering municipalities to understand the fiscal risks of flooding in the Town. The EPA is providing free technical assistance to the Town to establish financial modeling for coastal resiliency projects. As a part of the project, the Town is focusing on the cost of inundation at the Treatment plant from flow from the Town and partnering jurisdictions of the Town of North Beach, Calvert County and Anne Arundel County. The Town expects to participate in a panel discussion in the coming months which will provide the opportunity for the Town to present the Towns highlighted project of building an additional access road to the plant for consideration of grant funding for the project.

V. TOWN PERMIT ACTIVITY:

<i>Permit #</i>	<i>Address</i>	<i>Improvement</i>
2023-16	3916 14th St.	Remove trees
2023-12	7523 I St.	After the fact retaining wall
2023-17	2947 Heritage Dr	Hot Tub
2023-15	2929, 2932, 2940 Heritage Dr	Remove trees



Town Administrators Report – April 2023

2023-18	2965 Tartan Ln	Deck
2023-19	3714 29th St.	Deck



Operations Manager Report – April 2023



TOWN EVENTS:

Chesapeake Beach Egg-Stravaganza

Thank you all for a great event! Check out highlights from the event [here!](#)





Operations Manager Report – April 2023



PARKS & RECREATION:

Kellam's Field Open Weekends – April 29, 2023





The 2023 CBWP Team is Here!

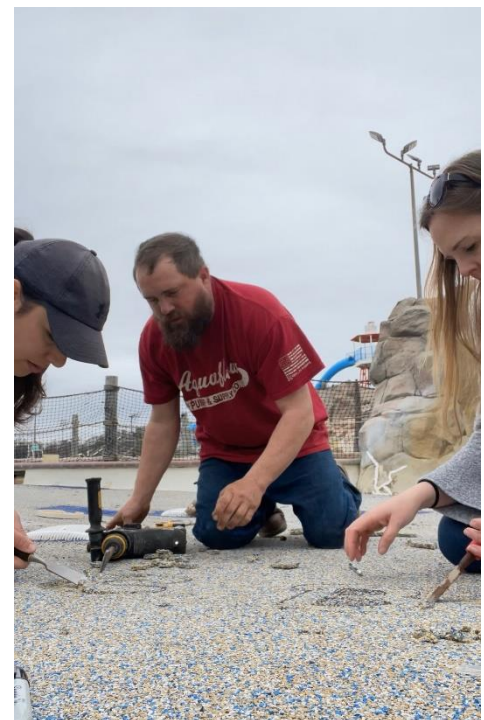
Department managers are getting their teams trained and ready for the season. The Food & Beverage Manager, Cason Bradford, is working to finish his Serve Safe Certification training while he and his staff brush up on their food safety training with Jessica Williams from the Calvert County Health Department.

Savannah Richardson, Aquatics Manager, leads her staff in the first round of lifeguard training. This first round of 29 applicants have successfully passed their final exams on their first attempt. All have passed their scenarios and physical tests in the classroom and at the pool. The next step in the curriculum will be training onsite at the park including slide certifications.

Filo Blake prepares the park for health and safety inspections. He must perform thorough maintenance checks and repairs before filling the pool with water.

Martha Kennedy and Pam Schallmo are preparing the E-Learning packets for their staff to learn information specific to their jobs as well as general information about workplace safety, how to interact with customers/guests, and how to be a successful seasonal employee for the Town.

Filo Blake and Carla Richard continue their safety education by attending OSHA training throughout the year including the most recent training regarding bloodborne pathogens, lock-out, tag-out processes, electrical safety, and tool safety.





What to look for this season at the Water Park:

We plan on hosting many private events this year, including a few of our major Town events! The event packages include a private park for two hours and are based on attendance. If you are interested in booking your event, please email me: Carla Richard, crichard@chesapeakebeachmd.gov.

We will offer family meal options to include a family pack of burgers (4) or hot dogs (4) that would come with a basket of fries as well as whole pizza options instead of just slices. We are making sure that our grill can keep up with the changes, which is why we are planning on installing a second pizza oven to keep up with the demand for everyday customers as well as birthday parties. Also, be on the lookout for our new apparel at the store!

Savannah Richardson has redesigned our swim lessons to enhance the experience and skills acquired for our students. We also added another session time on the weekend to accommodate all family lifestyles and schedules. Check out our [website](#) for more details.

- Session 1: June 19 – June 30
- Session 2: July 3 – July 14
- Session 3: July 17 – July 28
- Session 4: July 31 – August 1
- NEW Weekend Session: June 4, 11, 18, & 25

Management is constantly assessing ways to reach optimal safety standards at the park, and one of those ways is to repurpose an existing storage shed as a secondary chemical storage space. We went through the proper permitting process with the Maryland Department of Health to repurpose the existing structure to chemical storage safety standards and have been issued the permit to move forward with this project. We also plan to enhance the security of our access points to the park to protect our staff, customers, and community.

Season Passes for Sale!

2023 Season Passes are officially available to purchase! Check out the [website](#) to purchase yours today!

Rates will be live and available for purchase soon! [Stay Tuned!](#)





Public Works Administrator's Report

To: Mayor & Town Council

From: James Berry

Subject: Public Works Report

Date: April 20, 2023

Water leak- There was an 8" water main line failure on Harbor rd. This line burst from the weight of a 32" concrete storm drain line sitting directly on it that settled and caused a complete failure. Public Works and a contractor were able to restore this water main with ductile iron pipe to prevent a future failure.

Wet wells- We ordered the upgraded panel and hardware for Fishing creek. This will be installed at a higher elevation than the current one.

Water meter/MXU- We have received some meters and our making change outs when possible.

Flushing- is complete for now.

Ball fields – We plan to move forward with the LED upgrade ASAP. This order is due to arrive in June.

Railway Trail – We have started grass and weed cutting on the trail. Once again please pick up your pets.

Water Park – nothing new from public works (see water park report)

PW Trainings- There will be an OSHA 30 training for staff that need it in June.

The Heritage – I have done a final walk through, and the Town will be meeting with the developer soon for partial bond release and turnover.

Emergency calls – We received 5 emergency calls and responded to 3. The major water main break on Harbor rd., a lateral line leak on 1st street and a high wet well at Valley View pump station



To: Mayor & Town Council

From: Josh Stinnett

Subject: Water Reclamation Plant Report

Date: April 12, 2023

WRTP Staff performed scheduled regularly preventative maintenance checks and services as scheduled through the asset management program, which generated work orders for routine, scheduled, predictive, and corrective repairs for equipment based on readings, pressures, or time in service for equipment in the plant.

WRTP Staff performed routine preventive maintenance for lubrication Aeration Blower #1 blower bearing, Influent Channel Bar Screen bearings, and Clarifier #1 and #2 worm gear sub-assemblies. Routine seasonal inspection and cleaning of the Plant building exhaust fan louvers. Routine quarterly cleaning and inspection of the UV System units began on March 5th and was completed on March 9th. Routine cleanings of the clarifier weirs and channels have been increased as the weather has warmed, and algae growth has increased. Routine safety inspections were conducted for the Plant eyewash stations and on-site monthly fire extinguisher inspections.

WRTP Staff performed predictive maintenance for inspections of the Belt Filter Press belt seams based on hourly run times, cleaning of the Plant Combination Air Valves based on time in service, and inspections of the oil levels for the Plant Nord gear reducers for Press Feed Pumps #1 and #2 based on time in service.

WRTP Staff performed routine inspections of the Denitrification Filter cells as per the O&M manual. This involved observation of the filter units during a backwash cycle, to assess the sequence of events and timing for the process to ensure that the program is operating properly. Observations were made during this cycle to ensure that there were no “dirty spots” that may indicate that the filter was not being cleaned properly during backwash, or “hot spots” where the media appears to be boiling which may indicate upset gravel or short-circuiting of the media. Staff also observed the filter as it was drained to identify if the media was level, if there were any cavities or cracks in the media bed, and that no heavy layers of mud or other indication of insubstantial cleaning were observed. This could be caused by the excessive application of chemicals or algae accumulation.

WRTP Staff conducted filter media analysis to determine the quantity of fine materials accumulating in the upper layer of the filter media. Fine material accumulation can reduce the effectiveness of the filter media by filling in the tiny voids present between the individual grains of the media. This can cause a reduction in flow or “blinding” through the filter and reduce the effective flow rate that can be applied to a filter. To date, the average percentage of fines found in a 100 g sample of media has been $\leq 3\%$. This quantity of fines is acceptable, as no recommended action for replacement of the upper six inches of media is indicated for fines accumulations of less than $\sim 15\%$.

WRTP Staff performed corrective maintenance to replace faulty UV bulb sleeves identified during the quarterly UV Bank cleanings. Staff replaced four faulty GFCI outlets (two on each Clarifier bridge).

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WRTP Staff designed and constructed a 9 VDC control circuit for the recently replaced heater for the Influent Channel Bar Screen unit. This was required to mitigate issues with the original design of the unit where no control circuit was utilized but instead, the 120 VAC power supply was switched on/off by a thermostat mounted on the bar screen. This resulted in the prior unit being overheated due to a lack of evacuation of the hot air generated by the heater, which in turn caused a failure of the circuit board. The manufacturer of the bar screen paid for the replacement of this heater unit once sufficient evidence was provided by WRTP Staff and the heater manufacturer to indicate an improper installation design. The manufacturer of the heater was consulted on design concepts for the control circuit, which was utilized to build an appropriate circuit. This involved sourcing a 120 VAC to 9 VDC power supply, timer relays that could be utilized to control the control signal to operate the heater and blower components of the replaced heater unit and the power supply, and a solid-state relay to control the 120 VAC power for the heater using the 9 VDC control signal. The cost for these components was ~ \$40.00. Bench testing was performed to confirm the operation of the control circuit in controlling the heater and the power supply. Work has begun for the installation of the circuit in the panel for the bar screen.

WRTP Staff identified an issue with the Programmable Logic Controller (PLC) for the UV Disinfection system. When in service the PLC was not operating the UV banks in an automatic operation mode. This system defaults to all units in manual operation in this type of failure. Staff assessed the PLC and determined that additional assistance would be required to troubleshoot this component. Industrial Monitoring and Controls Systems (IMACS) was contacted and provided technical assistance with troubleshooting the issue. Through interfacing with the PLC and assessing the program fault codes, it was determined that there was an intermittent power connection issue due to likely corrosion. This prevented proper power supply to the individual modules of the PLC. By manually connecting and disconnecting the unit contacts, the issue has been temporarily resolved. The issue appears to be due to an insufficiently sized heater unit in the panel which allowed for some moisture to impact the contacts. Work is being performed to source a more appropriately sized heater unit. As the season is changing to warmer weather, the panel air-conditioning unit should now handle the climate control of this panel.

The annual Biomonitoring sampling and analysis was performed the week of February 20th. WRTP Staff collected samples for three sampling days, with coordination with Able Couriers to transport samples to Maryland Biological in Blacksburg, VA for three days, and MD Spectral in Halethorpe, MD for one day. This sampling is a requirement as part of the discharge permit and must be completed by the end of March. Lab reports were received on March 21st. Whole Effluent Toxicity (WET) testing which is an evaluation of the effect of Plant effluent on biological organisms, showed no indication of toxicity. Toxic Chemical Testing showed no detection for evaluated pollutants, with the exception of Nickel @ 1.66 µg/L Cyanide @ 17.9 µg/L. These concentrations are of no concern and are lower than concentrations detected over the past four years of testing.

WRTP Staff responded to the Plant after-hours on April 6th to address multiple faults in Plant components as a result of rapid power fluctuations due to heavy storms. Off-site Staff were able to assess the issues through the use of the SCADA system interface and was able to reset some of the components, though some units required a direct interaction to restore. Offsite Staff communicated with the responding Staff to pinpoint which components needed to be addressed, while remotely controlling other components, allowing for more rapid restoration of operations of the Plant.



Preliminary work has been started for the renewal application for the Plant discharge permit. This application is to be submitted no later than June 31, 2023. The expiration of the current permit is December 31st, 2024. This process entails compiling all lab test results relating to the Permit recorded over the past four years, reflecting average and maximum discharge concentrations, identifying all flow sources and populations served, average and maximum daily flows for the past three years, and the identification and description of outfalls and receiving waters.

In 2022, while at the Tri-Association Conference in Ocean City, the Plant Superintendent started work to identify a possible replacement for the existing clarifier blanket sensors. The inclusion of reliable blanket sensors would provide WRTP Staff with a reliable means by which to monitor the hour-to-hour response of the clarifier sludge blankets during maintenance work or storm events, where staff has been needed to come in after hours to check the blanket levels. Requests were made for price quotes for blanket sensors from multiple vendors. Staff received four (4) quotes from three (3) vendors. Three of these quotes were identified to fit the need that the Plant had for these sensors, with the fourth quote being for a device that was overly complex, required additional cost for additional items to implement installation over the quoted price, and did not fit what the Plant was requesting. This project has \$20,000 budgeted in the Capital Improvements account, and all three quotes came in under budget. Following the identification of possible equipment, a request was made for the possibility of trial units to be installed for an evaluation period. The device(s) would be assessed for accuracy, ease of use, and functionality. The trial period started on March 13th and the last unit is planned to be removed around April 19th. During this trial period, WRTP Staff conducted hourly checks during working hours of the blanket manually and compared these levels to the level provided by each device. A record of this data was made for each reading, providing information regarding the time, manual depth of blanket, device read depth of blanket, and the clock position of the clarifier skimmer arm so variations in readings could be assessed to determine if the clarifier arm may be causing a discrepancy. Following the completion of the trial period, the data will be evaluated, and WRTP Staff will be consulted to narrow down the device that they all feel is the best fit for our purposes. As WRTP Staff will be the ones most often interacting with this equipment, it was the opinion of the Plant Management that they should have a say in the equipment we purchase. This also provides them with some insight into the process by which new equipment can be sourced and purchased.

In February, Lenny Gold of Gold and Associates provided a technical review and recommendations for adjustments that could be made to the Plant process control to better improve nutrient removal during the colder winter months when process activity is reduced. It was identified that the Plant was receiving an increased loading of nitrates when dewatering the sludge digesters and that this could be mitigated through an on/off cycling of the digester blowers. Trial work was performed for the feasibility of doing this manually, and it was identified that this was insufficient to reduce the nitrates. This is likely due to the lack of manual operation during the hours that staff are not present. A plan was developed to utilize a simple programmable timer to operate the system on a set schedule. WRTP Staff installed two programmable 120 V timers in the panels for the Digester Blowers. These timers were sourced at a cost of ~\$26.00 for the two. Prior to the installation of the timers, concentrations of nitrates being returned to the Plant during the dewatering of the digesters were as high as 30 mg/L. Following installation and programming of the timers to a cycle of one hour off, and two hours on, the concentrations of nitrate have been reduced to ~6 mg/L, with ammonia concentrations non-detectable. This has shown to be an effective mitigation process.

8200 BAYSIDE ROAD, P.O. BOX 400, CHESAPEAKE BEACH, MARYLAND 20732



IMACS was on site on March 28th to troubleshoot an electrical fault with the Aeration Basin #3 Air Supply Valve Actuator. Megger testing was performed, and it was identified that one of the wires feeding from the main breaker panel was indicating a fault to ground condition. These valves are not currently utilized in an automatic mode and are used to isolate air to a basin should the basin be taken out of service. WRTP Staff plan to replace the wiring from the panel to this unit. While onsite, IMACS also assessed a fault condition on Press Feed Pump #1. This was determined to be an issue with one of the timers and was easily resolved through adjustment of the timer.

Johnston Construction was on site on March 14th and 16th to perform additional field measurements for the Clarifier and Denitrification Filter Cover project.

The Shellfish Protection Tank was utilized once during this period. This was for the heavy rainfalls on April 6th, for a total of .137 MG from .86" of rainfall over two hours.

No incidents were reported in the plant's Solids and Handling Operation. The present Solids Hauling Contract will expire on August 1, 2023, with options for renewal for two additional one-year periods.

The WRTP had no SSO spills or Filter Bypasses to report for this month's meeting.

Future Projects:

To complete working on setting up an inventory of priority spare parts. Continued training on maintenance of plant equipment. Conduct a review and update of Plant SOPs to fit with the appropriate procedures for use of equipment and processes for Plant operation. Additional work to refine some of the process control systems to make the Plant more energy efficient.



Rental Registration Summary Report

Report Criteria:

<i>Status</i>	<i>Assigned To</i>	<i>Census Tract</i>	<i>Violation</i>	<i>Initiation</i>	<i>Open Date Range</i>	<i>Follow up Date Range</i>	<i>Close Date Range</i>
All	All		All	All	From To	From To	From To

RR Totals

	<i>Total</i>	<i>Closed Cases</i>	<i>Open Cases</i>
Totals	420	57	363

RR Cases by Employee

<i>Employee</i>	<i>Total</i>	<i>Closed Cases</i>	<i>Open Cases</i>
Addicott, Fran	66	5	61
Burger, Dennis	2	0	2
Wahl, Holly	352	52	300
Totals	420	57	363

RR Cases by Violation

<i>Violation</i>	<i>Total Violations</i>	<i>Closed Violations</i>	<i>Open Violations</i>
Exterior	21	3	18
Interior	33	5	28
Totals	54	8	46



Code Enforcement Case Detail Report

Report Criteria:

Status	Priority	Violation Status	Assigned To	Violation	Property Type	CDBG Eligibility	Open Date Range	Follow up Date Range	Close Date Range	Initiation Type
All	All	All	All	All	All	All	From 03/09/2023 To	From To	From To	

Report Details

Case#	eFM Case#	Status	Violation(s)	Priority	Street Number	Street Direction	Street Name	Street Type	Unit	Zip	APN	Initiation	Open Date	Follow Up Date	Assigned To
CE23-19		Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	3915		26TH	St		20732	0503048101	Self-Initiated	03/21/2023	04/25/2023	Burger, Dennis
CE23-18		Stop Work Order	Zoning Permit Required - Open	Medium	7401		B	St		20732	0503070174	Self-Initiated	03/21/2023	04/25/2023	Burger, Dennis
CE23-17		Stop Work Order	Zoning Permit Required - Open Failure to Obtain a Rental License - Open Zoning Infraction - Open	Medium	7685		OLD BAYSIDE	Rd		20732	0503092224	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-16		Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris - Open	Medium	3915		27TH	St		20732	0503047873	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-15		Notice of Violation Given	Inoperable Vehicle - Open	Medium	3910		29TH	St		20732	0503062511	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-14		Notice of Violation Given	Inoperable Vehicle - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	3806		28TH	St		20732	0503047881	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis

Number of Cases: 6



Code Enforcement Case Detail Report

Report Criteria:

Status	Priority	Violation Status	Assigned To	Violation	Property Type	CDBG Eligibility	Open Date Range	Follow up Date Range	Close Date Range	Initiation Type
All	All	All	All	All	All	All	From To	From To	From 03/09/2023 To	

Report Details

Case#	eFM Case#	Status	Violation(s)	Priority	Street Number	Street Direction	Street Name	Street Type	Unit	Zip	APN	Initiation	Open Date	Follow Up Date	Assigned To
CE23-13		Closed: Voluntary Compliance	Inoperable Vehicle - Closed	Medium	3801		26TH	St		20732	0503061132	Self-Initiated	02/21/2023	03/21/2023	Burger, Dennis
CE23-12		Closed: Voluntary Compliance	Inoperable Vehicle - Closed	Medium	3624		27TH	St		20732	0503044475	Self-Initiated	02/16/2023	03/20/2023	Burger, Dennis
CE23-11		Closed: Voluntary Compliance	Inoperable Vehicle - Closed	Medium	3712		28TH	St		20732	0503043797	Self-Initiated	02/16/2023	03/20/2023	Burger, Dennis
CE23-9		Zoning Permit Obtained	Zoning Permit Required - Closed	High	7523		I	St		20732	0503107019	Self-Initiated	02/13/2023	03/13/2023	Burger, Dennis
CE22-63		Closed: Voluntary Compliance	Failure to Obtain a Rental License - Closed	Medium	8216		BAYSIDE	Rd	B	20732	0503048381	Self-Initiated	07/19/2022	08/09/2022	Wahl, Holly
CE22-62		Closed: Voluntary Compliance	Failure to Obtain a Rental License - Closed	Medium	8216		BAYSIDE	Rd	A	20732	0503048381	Self-Initiated	07/19/2022	08/09/2022	Burger, Dennis
CE22-56		Closed: Voluntary Compliance	Failure to Obtain a Rental License - Closed 115-3 Dangerous Buildings - Failure to Comply - Closed Failure to Obtain a Rental License - Closed Failure to maintain a building, structure or premises - Closed	Medium	3911	E	CHESAPEAKE BEACH	Rd		00000	0503048586	Self-Initiated	07/06/2022	08/09/2022	Burger, Dennis
CE22-54		Closed: Voluntary Compliance	Failure to Obtain a Rental License - Closed Property Maintenance - Minimum Maintenance Requirements - Closed	Medium	3919	E	CHESAPEAKE BEACH	Rd		20732	0503048535	Self-Initiated	06/28/2022	08/18/2022	Wahl, Holly

Number of Cases: 8



Code Enforcement Case Detail Report

Report Criteria:

Status	Priority	Violation Status	Assigned To	Violation	Property Type	CDBG Eligibility	Open Date Range	Follow up Date Range	Close Date Range	Initiation Type
All Open	All	All	All	All	All	All	From To	From To	From To	

Report Details

Case#	eFM Case#	Status	Violation(s)	Priority	Street Number	Street Direction	Street Name	Street Type	Unit	Zip	APN	Initiation	Open Date	Follow Up Date	Assigned To
CE23-19		Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	3915		26TH	St		20732	0503048101	Self-Initiated	03/21/2023	04/25/2023	Burger, Dennis
CE23-18		Stop Work Order	Zoning Permit Required - Open	Medium	7401		B	St		20732	0503070174	Self-Initiated	03/21/2023	04/25/2023	Burger, Dennis
CE23-17		Stop Work Order	Zoning Permit Required - Open Failure to Obtain a Rental License - Open Zoning Infraction - Open	Medium	7685		OLD BAYSIDE	Rd		20732	0503092224	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-16		Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris - Open	Medium	3915		27TH	St		20732	0503047873	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-15		Notice of Violation Given	Inoperable Vehicle - Open	Medium	3910		29TH	St		20732	0503062511	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-14		Notice of Violation Given	Inoperable Vehicle - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	3806		28TH	St		20732	0503047881	Self-Initiated	03/20/2023	04/24/2023	Burger, Dennis
CE23-10		Notice of Violation Given	Inoperable Vehicle - Open	Medium	7509		H ST			20732	0503107574	Complaint	02/16/2023	03/20/2023	Burger, Dennis
CE23-7		Stop Work Order	Zoning Permit Required - Open Property Maintenance - Minimum Maintenance Requirements - Closed Sanitary Maintenance - Open	Medium	3814		28TH	St		20732	0503047466	Self-Initiated	02/06/2023		Burger, Dennis
CE23-4		Notice of Violation	Failure to Obtain a	Medium	3605		12TH	St		20732	0503094979	Self-Initiated	01/23/2023	02/28/2023	Burger, Dennis

	Given	Rental License - Open											
CE23-3	Notice of Violation Given	Failure to Obtain a Rental License - Open	Medium	3907	16TH	St	20732	0503049426	Self-Initiated	01/23/2023	02/28/2023	Burger, Dennis	
CE22-82	Notice of Violation Given	115-3 Dangerous Buildings - Failure to Comply - Open Exterior Structure - Lack of minimum general maintenance - Open Failure to maintain a building, structure or premises - Open Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard - Open	Medium	7516	OLD BAYSIDE	Rd	20732	0503068625	Complaint	11/18/2022	12/30/2022	Burger, Dennis	
CE22-81	Notice of Violation Given	115-3 Dangerous Buildings - Failure to Comply - Open Failure to maintain a building, structure or premises - Open Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris - Open Property Maintenance - Sanitary Maintenance - Grass - Open Minimum Housing Standards - Broken or Defective Windows and Door Openings - Open Minimum Housing Standards - Condition of the Premises A (3) - Closed Exterior Structure - Lack of minimum general maintenance - Open	High	7626	C	St	20732	0503067939	Complaint	11/16/2022	03/01/2023	Burger, Dennis	
CE22-80	Awaiting Zoning Permit	110-15: Steep Slope Construction on or Adjacent to - Closed Zoning Permit Required - Open 110-15: Steep Slope Construction	High	2952	HERITAGE	Dr	20732	0503252666	Self-Initiated	11/07/2022	11/28/2022	Burger, Dennis	

		on or Adjacent to - Open											
CE22-71	Administrative Citation Issued	Property Maintenance - Sanitary Maintenance - Grass - Closed Exterior Structure - Lack of minimum general maintenance - Open	Medium	8421		F	St	20732	0503043541	Self-Initiated	09/01/2022	11/07/2022	Burger, Dennis
CE22-66	Administrative Citation Issued	Exterior Structure - Lack of minimum general maintenance - Closed Property Maintenance - Minimum Maintenance Requirements - Open	Medium	7603		OLD BAYSIDE	Rd	20732	0503096408	Complaint	07/27/2022	11/14/2022	Burger, Dennis
CE22-60	Administrative Citation Issued	Failure to Obtain a Rental License - Open	Medium	3917	E	CHESAPEAKE BEACH	Rd	20732	0503047458	Self-Initiated	07/19/2022	08/09/2022	Wahl, Holly
CE22-57	Notice of Violation Given	Sanitary Maintenance - Open	Medium	8016		BAYSIDE	Rd	20732	0503153517	Self-Initiated	07/15/2022	07/22/2022	Wahl, Holly
CE22-51	Administrative Citation Issued	Failure to Obtain a Rental License - Open Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard - Open Exterior Structure - Lack of minimum general maintenance - Open Failure to maintain a building, structure or premises - Closed Sewer is Backed Up - Closed Waste/Sewer Back Up - Closed Property Maintenance - Minimum Maintenance Requirements - Closed 115-3 Dangerous Buildings - Failure to Comply - Open Sewer/Water Manual Violation - Open Property Maintenance - Minimum Maintenance Requirements (B) - Open	Medium	3325	E	CHESAPEAKE BEACH	Rd	20732	0503005402	Self-Initiated	06/15/2022	07/28/2022	Burger, Dennis

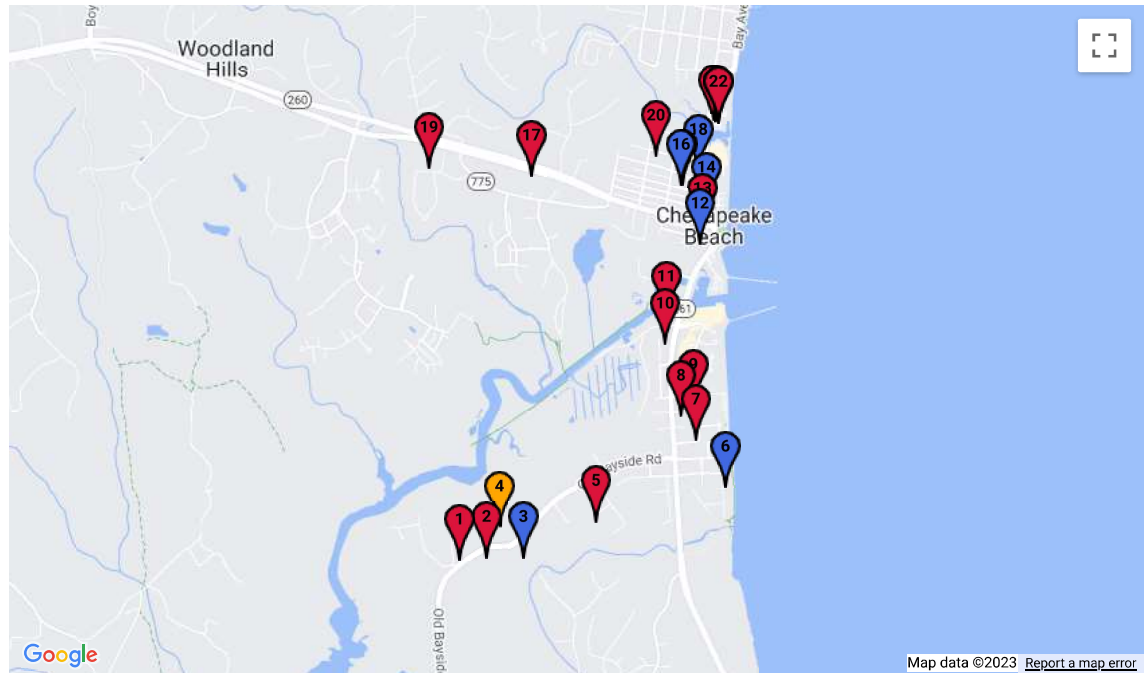
CE22-20	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4004-4024	SEA GATE		20732		Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-19	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4024	SEA GATE		20732	0503158535	Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-18	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4020	SEA GATE		20732	0503158527	Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-16	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4012	SEA GATE		20732	0503158497	Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-15	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4008	SEA GATE		20732	0503158489	Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-14	Notice of Violation Given	Failure to maintain a building, structure or premises - Open Property Maintenance - Minimum Maintenance Requirements - Open	Medium	4004	SEA GATE		20732	0503158462	Self-Initiated	03/07/2022	07/18/2022	Wahl, Holly
CE22-5	Administrative Citation Issued	Zoning Permit Required - Open Zoning Permit Required - Open	Medium	7839	DE FOREST	Dr	20732	0503070603	Self-Initiated	02/18/2022	06/10/2022	Wahl, Holly
CE19-91	Inspection	Property Maintenance - Sanitary Maintenance - Vehicles - Closed Property Maintenance -	Medium	7524	C	St	20732	0503070557	Self-Initiated	11/14/2019	07/22/2022	Wahl, Holly

Sanitary
Maintenance -
Garbage,
Trash & Debris
- Open
Sanitary
Maintenance -
Open
Property
Maintenance -
Minimum
Maintenance
Requirements
- Open

Number of Cases: 26



SHOW CURRENT LOCATION



Enter search criteria (at least one)

Open Date: From:
Follow Up Date: From:
Case Assigned To: --Select--
Priority: Low Medium High
Violation: 110-15: Steep Slope Cc 115-3 Dangerous Buildi 200-6 Violations and pe Constructing an Improv Exterior Structure - Lac
Status: Show All Open
Color Code By: Follow up date
 Save settings

25 cases found
 Follow Up Date
 30+ days past due (17 cases)
 15-29 days past due (1 case)
 4-14 days past due
 1-3 days past due
 Due Today
 1-3 days away
 More than 4 days away (6 ca)
 No follow up date (1 cases)

[Change map layers >>](#)

Case Number	Date	Location	Status	Violations
1. CE22-82	11/18/2022	7516 OLD BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	115-3 Dangerous Buildings - Failure to Comply, Exterior Structure - Lack of minimum general maintenance, Failure to maintain a building, structure or premises, Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard
2. CE22-66	07/27/2022	7603 OLD BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Administrative Citation Issued	Exterior Structure - Lack of minimum general maintenance, Property Maintenance - Minimum Maintenance Requirements
3. CE23-17	03/20/2023	7685 OLD BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Stop Work Order	Zoning Permit Required, Failure to Obtain a Rental License, Zoning Infraction
4. CE23-10	02/16/2023	7509 H ST CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Inoperable Vehicle
5. CE23-4	01/23/2023	3605 12TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License
6. CE23-18	03/21/2023	7401 B St CHESAPEAKE BEACH, MD 20732	Stop Work Order	Zoning Permit Required
7. CE19-91	11/14/2019	7524 C St CHESAPEAKE BEACH, MD 20732	Inspection	Property Maintenance - Sanitary Maintenance - Vehicles, Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris, Sanitary Maintenance, Property Maintenance - Minimum Maintenance Requirements
8. CE23-3	01/23/2023	3907 16TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License
9. CE22-81	11/16/2022	7626 C St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	115-3 Dangerous Buildings - Failure to Comply, Failure to maintain a building, structure or premises, Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris, Property Maintenance - Sanitary Maintenance - Grass, Minimum Housing Standards - Broken or Defective Windows and Door Openings, Minimum Housing Standards - Condition of the Premises A (3), Exterior Structure - Lack of minimum general maintenance

10.	CE22-5	02/18/2022	7839 DE FOREST Dr CHESAPEAKE BEACH, MD 20732	Administrative Citation Issued	Zoning Permit Required, Zoning Permit Required
11.	CE22-57	07/15/2022	8016 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Sanitary Maintenance
12.	CE23-19	03/21/2023	3915 26TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard, Property Maintenance - Minimum Maintenance Requirements
13.	CE22-60	07/19/2022	3917 E CHESAPEAKE BEACH Rd CHESAPEAKE BEACH, MD 20732	Administrative Citation Issued	Failure to Obtain a Rental License
14.	CE23-16	03/20/2023	3915 27TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris
15.	CE23-7	02/06/2023	3814 28TH St CHESAPEAKE BEACH, MD 20732	Stop Work Order	Zoning Permit Required, Property Maintenance - Minimum Maintenance Requirements , Sanitary Maintenance
16.	CE23-14	03/20/2023	3806 28TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Inoperable Vehicle, Property Maintenance - Minimum Maintenance Requirements
17.	CE22-51	06/15/2022	3325 E CHESAPEAKE BEACH Rd CHESAPEAKE BEACH, MD 20732	Administrative Citation Issued	Failure to Obtain a Rental License, Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard, Exterior Structure - Lack of minimum general maintenance, Failure to maintain a building, structure or premises, Sewer is Backed Up, Waste/Sewer Back Up, Property Maintenance - Minimum Maintenance Requirements , 115-3 Dangerous Buildings - Failure to Comply, Sewer/Water Manual Violation, Property Maintenance - Minimum Maintenance Requirements (B)
18.	CE23-15	03/20/2023	3910 29TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Inoperable Vehicle
19.	CE22-80	11/07/2022	2952 HERITAGE Dr CHESAPEAKE BEACH, MD 20732	Awaiting Zoning Permit	110-15: Steep Slope Construction on or Adjacent to, Zoning Permit Required, 110-15: Steep Slope Construction on or Adjacent to
20.	CE22-71	09/01/2022	8421 F St CHESAPEAKE BEACH, MD 20732	Administrative Citation Issued	Property Maintenance - Sanitary Maintenance - Grass, Exterior Structure - Lack of minimum general maintenance
21.	CE22-19	03/07/2022	4024 SEA GATE CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to maintain a building, structure or premises, Property Maintenance - Minimum Maintenance Requirements
22.	CE22-18	03/07/2022	4020 SEA GATE CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to maintain a building, structure or premises, Property Maintenance - Minimum Maintenance Requirements
23.	CE22-16	03/07/2022	4012 SEA GATE CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to maintain a building, structure or premises, Property Maintenance - Minimum Maintenance Requirements
24.	CE22-15	03/07/2022	4008 SEA GATE CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to maintain a building, structure or premises, Property Maintenance - Minimum Maintenance Requirements
25.	CE22-14	03/07/2022	4004 SEA GATE CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to maintain a building, structure or premises, Property Maintenance - Minimum Maintenance Requirements



Town of Chesapeake Beach
Treasurer's Report
Town Council Meeting
April 2023

Current Activities:

- FY24 Budgets to be adopted and loaded into Tyler for July 1, 2023 activity.
- FY23 3rd quarter utility bills were sent to property owners on Friday, April 14th. Outstanding balances are to be paid by May 15th.
- FY23 forecasting and year-end planning has begun. With only 2 months left in the fiscal year, preparation has started to ensure all transactions and schedules are completed before we close out the fiscal year and kickoff the annual audit.
- 2022 Annual ARPA Funds Reporting – in coordination with the Department of Treasury for submission of our expected expenditures and realized revenues for the year.

Upcoming:

- Reconciliation of available ARPA funding, along with project list as previously discussed.
- Revisiting policies for Town reserves and unrestricted/restricted funds.
 - Policies are being analyzed, as they should on an annual basis to reflect the following:
 - Predictability of revenues and volatility of expenditures
 - Exposure to significant one-time outlays
 - Potential drain upon General Fund resources from other funds
 - Bonding and borrowed funds
 - Short term and long term commitments and assignments
 - Upcoming annual budget increases



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(410) 266-3212 • Fax (410) 266-3502 • www.messickandassociates.com

Town of Chesapeake Beach

Engineer's Report 4-14-23

From: Messick Group, Inc (MGI)
Wayne A. Newton, P.E

Below is the monthly update of projects and upcoming action items to be completed by our office:

Fishing Creek Dredging:

Action: No change from last month. Jay is coordinating directly with the contractor to monitor progress. Messick to be in a support role as needed.

Richfield Station:

Action: No Change from last month. M&A attended a meeting on site with the owner, and his attorney, along with Holly Wahl, Todd Pounds and Jay Berry. This meeting was intended to address steps required to provide update sureties for the yet to be completed work as well as remedial work identified by the Town. The developer is completing cost estimates to update the sureties for Town review. Once those estimates are approved, the developer will provide updated sureties and will begin repairing the current deficiencies.

261 Sidewalks:

Action: no change from last month. 100% design RFP prepared and sent to SHA for review. NEPA approval is currently being processed by SHA. Messick sent rough estimates of the environmental impacts to SHA on 12/22/22 to allow them to proceed with the NEPA approval. We were previously requested to wait until final impacts were assessed. SHA anticipates end of January to complete the NEPA review. RFP for design services to be advertised once SHA approval is received. M&A updated the 30% design level cost estimate for current economic conditions and sent it to SHA for their uses in computing the required minority participation. Waiting for SHA authorization to proceed.

Heritage:

Action: No change from last month. M&A attended the final walkthrough with the developer and contractors on 1/30/23. A small punchlist of items was provided. Once the developer has those items complete, we will begin the project acceptance phase which will include an extended bonding period. This meeting was also attended by Calvert County who provided their list of items required to close out the County grading permit as well.

Kellams Field:

Action: The Town attorney is processing an MOU with Calvert County in reference to the maintenance responsibility of the Town prior to permit issuance. Messick prepared final bid documents for RFP release for the tot lot, pocket park and storm drain as a combined project. MDE is ready to issue the wetlands license and approval once the County issues the grading permit. Waiting for Calvert County approval.



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WWTP UV Protection RFP

Action: Johnston Construction Contract Awarded. Johnston submittals and shop drawings complete and approved. Material is in fabrication.

Flood Resiliency Plan

Action: M&A working on a Town storm drain map to be included in the final Coastal Resiliency Report. We also met with the task force to outline suggested infrastructure concerns and possible methods to address sea level rise issues. The upcoming task force and steering committee meetings will be used to refine concepts to address suggested improvements to address sea level rise.

Water Park

Action: M&A and Town staff met with Paddock Pools virtually to obtain their assistance with evaluation and suggested repairs to the above water structure. A site meeting is being coordinated with Paddock staff to discuss specifics. Scanning of the site to create a 3D model of the existing conditions completed and ready for design.

M&A exploring epoxy coating the above water features to address the cracking and degradation of the fiberglass features. Also exploring other vendors for the ultimate refurbishing of the water park.

Pocket Parks

Action: B Street Pocket Park plans and RFP documents are completed and out for release. 29th Street park plans are complete and out for release.

Water Reclamation Plant Headworks

Action: The Headworks Design RFP bids were received. M&A reviewed the one bid received and found it acceptable. We recommend approval of a phased award for the project.

Route 261 Pedestrian Path

Action: Messick completed the concept plan/layout for the pedestrian path/boardwalk. We are waiting for the final report from the State summarizing our 12/12 field walk and completing the cost estimate and summary narrative of the results of the study along with findings and recommendations. M&A is working on Route 261 Right of Way location to determine if private owned right of way is required to build the connection.

Old Bayside Water Tower

Messick performing intermittent settlement analysis of the tower footings. No apparent settlement identified to date.



CALVERT COUNTY SHERIFF'S OFFICE

TWIN BEACHES PATROL

Date: April 3, 2023
To: Sharon Humm
From: Sergeant Gary Shrawder
Re: Sheriff's Office Report-Chesapeake Beach

In March of 2023, the Sheriff's Office handled 278 calls for service in Chesapeake Beach. This is up from 158 calls in February of 2023.

Twin Beach deputies had 855 self-initiated (patrol checks = 755, follow-up investigations = 12, traffic stops = 88)

Twin Beach deputies received 278 calls for service by other means (citizens, alarm companies, etc)

Call Breakdown for the 278 calls, we handled:

- **Narcotic Violations**

1. (3/2) Harbor House Apartments- after a deputy on routine patrol noticed suspicious activity, he located crack cocaine- 1 arrested
2. (3/15) Bayside Rd & Chesapeake Village- after a traffic stop civil amount of cannabis located- 1 arrested
3. (3/18) Papa John's- after a traffic stop suspects fled on foot and after a short foot chase suspect was apprehended -460 grams of cannabis/LSD/hand gun located- 2 arrested
4. (3/27) Rt.260 & G st- after a vehicle chase suspect was apprehended- powder cocaine located – 1 arrested

- **Assault**

1. (3/27) Harrison Blvd- domestic related- father struck adult daughter- 1 arrested
2. (3/31) Rod n Reel- domestic related- girlfriend struck boyfriend- 1 arrested

- **Theft**

1. (3/10) B st- ex-renter entered house and allegedly stole victim's dog- under investigation
2. (3/25) Londonberry La- unknown suspect stole chainsaw from shed with in the last 3 months- under investigation
3. (3/23) Rod n Reel- suspect stole victim's wallet that she left unattended- 1 arrested

- **DWI/DUI**

1. (3/4) Ivy La- suspect struck several mailboxes and was under the influence- 1 arrested

- **Fraud**

1. (3/15) G st- victim was scammed out of money via fraudulent check scam- under investigation

- **Unauthorized use of motor-vehicle**

1. (3/26) Rod n Reel- victim allowed suspect to use her rental vehicle and suspect refused to return it- 1 arrested

- **Stolen auto**

1. (3/3) Gordon Stinnett Ave- suspects stole vehicle overnight- 4 arrested

- **Weapons Violation**

1. (3/5) Oasis Marina/Northeast Community Center- male was seen in parking lot with weapon. State Police located vehicle on Gordon Stinnett Ave. Vehicle was reported stolen from Anne Arundel CO. Suspect struck State Police vehicle with his. Vehicle pursuit out of Calvert County. Under investigation by State Police

March 2023 Calls for Service Chesapeake Beach

Call Type	Month	Year	Call Type	Month	Year	Call Type	Month	Year
911 Hang Up	54	112	Firearms Complaint	0	0	Relay	1	5
Abandoned Vehicle	4	5	Fireworks Complaint	0	0	Robbery	0	0
Accident	11	29	Found Property	0	3	Search Warrant	2	2
Alarm	14	25	Fraud	1	6	Sexual Assault	0	0
Alcohol Violation	0	0	Harassment	7	8	Sex Offender Registry	0	0
Animal Complaint	2	3	Illegal Dumping	0	0	Special Assignment	2	8
Assault	0	2	Industrial Accident	0	0	Stalking	1	1
Assist Motorist	6	18	Indecent Exposure	0	0	Stolen Vehicle	1	1
Assist Other Dept	2	11	Intoxicated Person	1	1	Summons Service	10	18
Assist Sick/Injured	3	13	Kidnapping/Abduction	0	0	Suspicious Person	8	13
Attempt to Locate	27	49	Loitering	0	0	Suspicious Vehicle	6	12
Burglary	0	0	Lost Property	1	1	Tampering with MV	0	0
CDS Violation	1	1	Loud Party/ Music	0	3	Telephone Misuse	0	0
Check Welfare	7	21	Mental Subject	1	1	Theft	3	4
Conservor of Peace	2	4	Missing Person	0	1	Traffic Complaint	9	14
Destruction of Property	0	1	Neighborhood Dispute	0	1	Traffice Control	29	49
Death Investigation	0	1	Notification	0	1	Traffic Enforcement	2	8
Disorderly	10	26	Parking Complaint	8	18	Trespassing	5	11
Domestic	6	21	Person with Weapon	1	1	Unauthorized Use MV	1	1
Escort	0	0	Police Information	22	49	Unknown Problem	2	2
Eviction	1	2	Protective/Peace Order	2	4	Violation Protective Order	0	2
Fight	1	3	Prowler	0	0	Warrant Service	1	3
						Total Calls	278	599
	Month	Year		Month	Year		Month	Year
DUI Arrest	1	1	CDS Arrest	4	5	Other Arrest	11	22
Civil Marijuana Citations	1	3	Non Fatal Overdose	0	1	Fatal Overdose	0	0
Patrol Checks	755	2245	Traffic Stops	88	260	Follow Ups	12	19
**** Notes ****								
Deputies assigned to the Twin Beach Patrol handled 69 calls outside of the Twin Beach Patrol Area in this month. (These calls include off duty responses, calls handled to and from work, special events, overtime assignments, special unit assignments, calls while working a shift, etc. The Computer Data System has no way of classifying the on shift or off shift status of an officer when handling a call for service.)								

March 2023 Calls for Service North Beach

Call Type	Month	Year	Call Type	Month	Year	Call Type	Month	Year
911 Hang Up	7	31	Firearms Complaint	0	0	Relay	2	3
Abandoned Vehicle	0	0	Fireworks Complaint	0	0	Robbery	0	0
Accident	1	2	Found Property	0	0	Search Warrant	0	0
Alarm	1	5	Fraud	0	0	Sexual Assault	0	0
Alcohol Violation	0	0	Harassment	1	1	Sex Offender Registry	0	0
Animal Complaint	0	1	Illegal Dumping	0	1	Special Assignment	3	8
Assault	0	1	Industrial Accident	0	0	Stalking	0	0
Assist Motorist	6	9	Indecent Exposure	0	0	Stolen Vehicle	0	0
Assist Other Dept	0	0	Intoxicated Person	0	0	Summons Service	2	3
Assist Sick/Injured	2	5	Kidnapping/Abduction	0	0	Suspicious Person	2	4
Attempt to Locate	2	14	Loitering	0	0	Suspicious Vehicle	1	2
Burglary	1	1	Lost Property	0	0	Tampering with MV	0	0
CDS Violation	0	1	Loud Party/ Music	0	0	Telephone Misuse	0	0
Check Welfare	3	11	Mental Subject	1	2	Theft	0	0
Conservor of Peace	2	2	Missing Person	1	1	Traffic Complaint	1	1
Destruction of Property	1	3	Neighborhood Dispute	0	0	Traffice Control	0	0
Death Investigation	0	0	Notification	0	0	Traffic Enforcement	6	19
Disorderly	6	8	Parking Complaint	2	6	Trespassing	0	0
Domestic	5	10	Person with Weapon	0	0	Unauthorized Use MV	0	0
Escort	2	3	Police Information	0	8	Unknown Problem	0	0
Eviction	0	1	Protective/Peace Order	1	3	Violation Protective Order	0	0
Fight	0	0	Prowler	0	0	Warrant Service	2	2
						Total Calls	64	172
	Month	Year		Month	Year		Month	Year
DUI Arrest	0	1	CDS Arrest	0	1	Other Arrest	5	9
Civil Marijuana Citations	1	2	Non Fatal Overdose	0	0	Fatal Overdose	0	0
Patrol Checks	251	794	Traffic Stops	24	68	Follow Ups	4	10
**** Notes ****								



March 2023

Fire = 63

AFA = 2

Brush = 1

EMS Assist = 21

Working Fire = 2

(Chimney, House, Barn, vehicle, ETC)

Hazmat = 0

Investigation = 10

MVA = 7

Helicopter Landing = 2

Service = 15

Water Rescue = 3

Fire Calls dispatched in the Town of Chesapeake Beach = 53

Fire Calls dispatched in the Town of NB = 10

March Fire Drill: Fireground Rescues (Joint Fire/EMS)

Fundraising: Sportsmen's Bash; Bingo

Community Events:



EMS = 103

Chest Pains = 9

Diabetic Emergency = 4

Fire Standby = 0

Motor Vehicle Accident = 6

Traumatic Injury (Non-MVA) = 22

Overdose = 0

Psychiatric = 6

Abdominal/GI = 13

Respiratory Distress = 10

Seizures = 2

Stroke (CVA) = 3

Unconscious Subject = 4

Other Non-Emergent = 24

EMS Calls dispatched in the Town of Chesapeake Beach = 76

EMS Calls dispatched in the Town of NB = 27

December EMS Drill: Fireground Rescues (Joint EMS/Fire)

Introduced _____
Passed _____
Effective _____

ORDINANCE NO. O-23-11

AN ORDINANCE OF THE TOWN COUNCIL OF CHESAPEAKE BEACH, MARYLAND, AMENDING THE ADOPTED GENERAL FUND BUDGET FOR THE TOWN OF CHESAPEAKE BEACH FOR THE FISCAL YEAR FROM JULY 1, 2023, TO JUNE 30, 2024, TO TRANSFER FUNDS IN THE AMOUNT OF FIVE HUNDRED AND FIFTY THOUSAND DOLLARS (\$550,000.00) FROM “UNSPENT REIMBURSEMENT – ARPA FUNDS” EXPENDITURE LINE ITEM TO “TRANSFER OUT – UTILITY FUND “EXPENDITURE LINE ITEM FOR USAGE OF ARPA FUNDS TO OFFSET UTILITY FUND BUDGETED EXPENSES.

WHEREAS, Chesapeake Beach (the “Town”) is a municipal corporation of the State of Maryland, organized and operating in accordance with Article XI-E of the Constitution of Maryland and Md. Code Ann., Local Government Article, Title 4; and

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland and to Section C-707 and Section C-808 of the Charter of Chesapeake Beach, Chesapeake Beach is empowered to establish an annual budget; and

WHEREAS, on or about March 16, 2023 following required advertisement and public hearing, the Town Council approved a budget ordinance for the Town’s General Fund for Fiscal Year 2024; and

WHEREAS, pursuant to § 5-205(b) of the Local Government Article a municipality may not expend funds not appropriated in its annual budget for the purpose for which they are to be spent; and

WHEREAS, pursuant to § 5-205(b) of the Local Government, a municipality may amend an adopted budget to expend funds not previously appropriated upon a 2/3 vote of the legislative

body; and

WHEREAS, on or about April 11, 2023, following required advertisement and public hearing, the Town Council approved a budget ordinance for the Town’s Utility Fund for Fiscal Year 2024; and

WHEREAS, after the adoption of the General Fund budget for FY ’24, the Town Council amended the Utility Fund budget to include a transfer in from the General Fund, and therefore requires additional amendments to the General Fund. In order to offset decreased revenue in the Utility Fund from a change in the Utility Rate Schedule, Town Council approved to utilize ARPA funding from the General Fund.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF CHESAPEAKE BEACH THAT:

Section 1. The annual budget for the General Fund of Chesapeake Beach for the Fiscal Year 2024 is hereby amended to reflect the transfer of five hundred and fifty thousand dollars from “Unspent Reimbursement – ARPA Funds” to “Transfer Out – Utility Fund” as shown on the attached Exhibit A.

Section 2. In all other respects the budget for the General Fund, as adopted on March 16, 2023, shall remain as adopted and in full force and effect, subject to prior duly enacted amendments, with respect to revenues and expenditures for the Fiscal Year 2024.

AS CERTIFIED by their signatures below, the members of the Town Council affirm that this Ordinance was introduced at the Town Council meeting held on April 20, 2023, that a public hearing was held on May 18, 2023, and that a vote was taken in accordance with Section C-309 of the Town Charter. The vote of the Council was tallied and _____ votes of approval and _____

votes of disapproval were cast. The resulting majority of at least 2/3 of the Council _____ (*approved/disapproved*) the passage of this Ordinance this 18th day of May, 2023. If signed by the Mayor below, the Mayor approves this Ordinance pursuant to Section C-310 of the Charter this ____ day of May 2023. This Ordinance shall become effective at the expiration of twenty (20) calendar days from the date of the Mayor's approval or seven (7) days after the last required publication, whichever is later, pursuant to Section C-309 of the Charter, currently published in Volume II of the Municipal Charters of Maryland.

CHESAPEAKE BEACH, MARYLAND

Patrick J. Mahoney, Mayor

Lawrence P. Jaworski, Council VP

Valerie L. Beaudin, Councilwoman

L. Charles Fink, Councilman

Margaret P. Hartman, Councilwoman

Gregory J. Morris, Councilman

Keith L. Pardieck, Councilman

FY24 Budget
General Fund
 EXHIBIT A

		FY24 BUDGET
LOCAL REVENUES		
100-410000	Real Estate Taxes	2,747,047
100-410100	Admission & Amusement Tax	1,809,690
100-410105	State A&A Tax Distributions	300,000
100-410115	Hotel Tax	100,000
100-410120	Operating Property Tax	65,680
100-410125	Penalties & Interest - Tax	10,238
100-410135	Traders License - County	800
100-410140	Permits, Fines & Penalties	20,000
100-410145	Interest on Savings & Investments	31,818
100-410170	Cable Franchise Fee	110,000
100-410175	Speed Cameras	50,000
100-410230	Miscellaneous Income	2,000
FEDERAL & STATE REVENUES		
100-420100	State Income Taxes	1,137,582
100-420105	Highway User Revenues	462,808
100-420110	State Aid Police Protection	65,613
100-420150	Federal Grants	3,862,563
OTHER REVENUE SOURCES		
100-430130	Transfer In - GF Fund Balance	2,080,775
100-432200	Miscellaneous Grants	1,085,000
TOTAL REVENUES:		13,941,614
SALARIES, TAXES & BENEFITS		
100-6000-602000	Salaries and Wages	472,835
100-6000-602050	FICA Expense	36,881
100-6000-602100	Medical and Life Insurance	104,024
100-6000-602300	Retirement	85,110
100-6000-602400	Continuing Education	40,000
CONTRACTED SERVICES & FEES		
100-6000-620400	Audit	26,000
100-6000-620600	Legal Counsel	110,000
100-6000-620800	SDAT Fees	11,558
100-6000-621100	Software Maintenance Agreement	54,500
100-6000-621200	Planning & Zoning	100,000
100-6000-621400	Engineering	110,000
100-6000-621600	IT Support	30,000
100-6000-622500	Town Hall - Building Maintenance	40,000
100-6000-623300	Printing & Publications	15,000
100-6000-623400	Library Rent - Grant	43,460
100-6000-623900	Professional Fees	8,000
100-6000-624500	Web Maintenance	3,000
100-6000-624700	Document Imaging	3,000
OTHER		
100-6000-631210	Legislative Education & Travel	29,500

100-6000-631220	Dues & Subscriptions	15,000
100-6000-631300	Grants to Local Organizations	17,500
100-6000-631305	Senator M. Miller Scholarship Fund	5,000
100-6000-632000	Miscellaneous Expense	5,000
100-6000-632300	Office Expense	50,000
100-6000-634101	Stipends - Council	18,000
100-6000-634102	Stipends - Mayor	18,000
100-6000-634300	Transfer Out - to Utility Fund	550,000
100-6000-634500	Town Hall Telephone	10,000
100-6000-635000	Town Hall Utilities	31,000
100-6000-636101	Special Events	162,050
100-6000-636201	Economic Development Expenses	44,000
100-6000-637010	Opioid Awareness Committee	3,000
100-6000-637020	Green Team	7,000
100-6000-637030	Rental Inspection Services	20,000
100-6000-780000	Insurance	75,000
100-6000-790000	Unspent Reimbursement - ARPA Funds	5,393,338
100-6450-602050	FICA - Legislative	3,000
PUBLIC SAFETY		
100-6450-645500	Police - Deputy in Residence	1,476,574
100-6450-646000	Bayfront Park & Town Beautification	50,000
100-6450-646500	North Beach VFD	50,000
PUBLIC WORKS - SALARIES, TAXES & BENEFITS		
100-6500-602000	Salaries and Wages	560,140
100-6500-602010	Recreation Operations - Salaries	106,856
100-6500-602050	FICA - PW	49,358
100-6500-602100	Medical and Life Insurance	161,413
100-6500-602300	Retirement	86,709
100-6500-602400	Continuing Education	7,000
PUBLIC WORKS - SUPPLIES		
100-6500-665200	Gasoline & Tolls	40,000
100-6500-665400	Equipment Repair & Maintenance	40,000
100-6500-665600	Supplies	15,000
PUBLIC WORKS - CONTRACTED SERVICES & FEES		
100-6500-671000	Fishing Creek Dredging	750,000
100-6500-672000	Holiday Lights	110,000
100-6500-674000	Trash Removal Service	590,000
100-6500-675000	Recycle Bins	12,000
100-6500-676000	Street Sweeping	8,100
PUBLIC WORKS - OTHER		
100-6500-684300	CBOCS Oyster Program	6,900
100-6500-684900	PW - Miscellaneous Expense	2,000
100-6500-685200	Property Maintenance - General	71,000
100-6500-685220	Property Maintenance - Landscaping	190,000
100-6500-685240	Property Maintenance - Tree Trimming	30,000
100-6500-685500	Recreation Operations - General	125,000
100-6500-686000	Snow & Ice Removal	50,000
100-6500-686100	Storm Drain Inspection & Maintenance	20,000
100-6500-686500	Street Lights	60,000
100-6500-687000	Telephone	11,000

100-6500-687500	Utilities	8,000
CAPITAL EXPENDITURES		
100-7100-725000	Capital Expenditures	1,504,808
TOTAL EXPENDITURES:		13,941,614
SURPLUS/DEFICIT:		-

Introduced _____
Passed _____
Effective _____

ORDINANCE NO. O-23-12

AN ORDINANCE OF THE TOWN COUNCIL OF CHESAPEAKE BEACH, MARYLAND, AMENDING THE ADOPTED WATER RECLAMATION TREATMENT PLANT FUND BUDGET FOR THE TOWN OF CHESAPEAKE BEACH FOR THE FISCAL YEAR FROM JULY 1, 2023, TO JUNE 30, 2024, TO ADJUST ANTICIPATED CONTRIBUTIONS TO REVENUE FROM THIRD PARTIES TO OFFSET DECREASE IN UTILITY COSTS AS A RESULT OF AN AMENDED UTILITY FUND RATE SCHEDULE.

WHEREAS, Chesapeake Beach (the “Town”) is a municipal corporation of the State of Maryland, organized and operating in accordance with Article XI-E of the Constitution of Maryland and Md. Code Ann., Local Government Article, Title 4; and

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland and to Section C-707 and Section C-808 of the Charter of Chesapeake Beach, Chesapeake Beach is empowered to establish an annual budget; and

WHEREAS, on or about March 16, 2023 following required advertisement and public hearing, the Town Council approved a budget ordinance for the Town’s Water Reclamation Treatment Plant Fund for Fiscal Year 2024; and

WHEREAS, pursuant to § 5-205(b) of the Local Government Article a municipality may not expend funds not appropriated in its annual budget for the purpose for which they are to be spent; and

WHEREAS, pursuant to § 5-205(b) of the Local Government, a municipality may amend an adopted budget to expend funds not previously appropriated upon a 2/3 vote of the legislative

body; and

WHEREAS, after the adoption of the Water Reclamation Treatment Plant Fund budget for FY '24, the Town Council amended the Utility Rate Schedule in the Utility Fund budget, which therefore requires additional amendments to the Water Reclamation Treatment Plant Fund; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF CHESAPEAKE BEACH THAT:

Section 1. The annual budget for the Water Reclamation Treatment Plant Fund of Chesapeake Beach for the Fiscal Year 2024 is hereby amended to reflect a reduction in the “Utilities” expense line item in the amount of Twenty Three Thousand and Two Hundred Dollars (\$23,200.00) and a reduction in the “Transfer Out – TP Reserves” expense line item in the amount of Five Thousand and Eight Hundred Dollars (\$5,800), as shown on the attached Exhibit A and to show reduced contributions from the Town’s Treatment Plant partners proportional to their total contributions for fixed and variable costs in the total amount of Twenty Nine Thousand Dollars (\$29,000), as further shown on Exhibit A.

Section 2. In all other respects the budget for the Water Reclamation Treatment Plant Fund, as adopted on March 16, 2023 shall remain as adopted and in full force and effect, subject to prior duly enacted amendments, with respect to revenues and expenses for the Fiscal Year 2024.

AS CERTIFIED by their signatures below, the members of the Town Council affirm this Ordinance was introduced at the Town Council meeting held on the 20th day of April, 2023. A public hearing was conducted on the 18th day of May, 2023, and a vote was taken in accordance with Section C309 of the Town Charter. The vote of the Council was tallied and ____ votes of approval and ____ votes of disapproval were cast. The resulting 2/3 majority of the Council approved the passage of this Ordinance this ____ day of _____, 2023, to become effective on the ____ day of _____, 2023.

CHESAPEAKE BEACH, MARYLAND

Patrick J. Mahoney, Mayor

Lawrence P. Jaworski, Council VP

Valerie L. Beaudin, Councilwoman

L. Charles Fink, Councilman

Margaret P. Hartman, Councilwoman

Gregory J. Morris, Councilman

Keith L. Pardieck, Councilman

FY24 Budget
Treatment Plant Fund
 EXHIBIT A

		FY24 BUDGET
FIXED REVENUES		
300-430010	Anne Arundel - Fixed -10.44%	204,586
300-430020	Calvert County - Fixed - 21.81%	427,397
300-430030	Chesapeake Beach - Fixed - 49.66%	973,155
300-430040	North Beach - Fixed - 18.09%	354,498
VARIABLE REVENUES		
300-431010	Anne Arundel - Variable	119,976
300-431020	Calvert County / NB - Variable	369,926
300-431030	Chesapeake Beach - Variable	509,898
CAPITAL & OTHER REVENUE SOURCES		
300-432010	Capital - Anne Arundel	73,393
300-432020	Capital - Calvert County	153,324
300-432030	Capital - Chesapeake Beach	349,110
300-432040	Capital - North Beach	127,173
TOTAL REVENUES:		3,662,436
FIXED COST		
300-6975-601000	Salaries and Wages	496,425
300-6975-610500	Plant Benefits	334,795
300-6975-621000	Administration - TCB	75,929
300-6975-621401	Engineering & Professional Fees	52,000
300-6975-621500	Safety	16,000
300-6975-622000	Telephone	6,000
300-6975-623000	Lab Analysis & Supplies	80,000
300-6975-626000	Equipment Repairs & Maintenance	80,000
300-6975-628500	TP Office Expense	23,000
300-6975-780000	Insurance - Plant	63,000
VARIABLE COSTS		
300-6975-684601	Chemicals	315,000
300-6975-684701	Landfill Tipping Fees	295,000
300-6975-687501	Utilities	389,800
CAPITAL & OTHER		
300-6975-780000	Transfer Out - TP Reserves	732,487
300-6975-801000	Capital Projects	703,000
TOTAL EXPENSES:		3,662,436
SURPLUS/DEFICIT:		-



OFFICE OF THE PLANNING AND ZONING COMMISSION

To: Mayor and Town Council, Chesapeake Beach, MD

From: Cindy Greengold, Chair, Planning and Zoning Commission

Date: April 20, 2023

Re: Town Council Report

The Planning and Zoning Commission continued the required periodic review of the Town of Chesapeake Beach's Critical Area Program.

The goals of the Chesapeake Beach Critical Area Program include the following:

1. Minimize adverse impacts on water quality that result from pollutants that are discharged from structures or runoff from surrounding lands;
2. Conserve fish, wildlife, and plant habitat; and
3. Establish land use policies for development in the Critical Area, which accommodate growth as well as address the environmental impacts that the number, movement, and activities of people may have on the area.

These goals guide and assist the Commission through the process of reviewing and/or amending the previous development standards, as needed, within the three categories of the critical area map (an overlay district to the Town's zoning map). These categories, the Intensely Developed Area (IDA), Limited Development Area (LDA), and the Resource Conservation Area (RCA), are zones that have been identified by their proximity to the various environmentally sensitive areas located in the Town. The RCA zones are the most sensitive areas, and hence require the most restrictive development standards.

The Commission will hopefully complete the process of reviewing, deliberating, and amending the Critical Area Program at our April meeting.

Chesapeake Beach Oyster Cultivation Society Report

April 2023

Chesapeake Beach Town Council Meeting

The Calvert County 5th grade oyster studies program continues in the month of April with oyster reef ball builds. CBOCS has participated in 3 2-day builds at Sunderland, Mt Harmony and Plum Point elementary schools. Beach, Windy Hill and Huntingtown Elementary schools will be completed towards the end of April. To-date approximately 200 students have participated in these builds.

Sue Alexander and Melanie Crowder participated in the ACLT (American Chestnut Land Trust) annual one-day Water Quality Blitz on April 1. ACLT, in conjunction with the Chesapeake Biological Laboratory in Solomons Island, is sending out volunteers to obtain water samples in the non-tidal creeks of Calvert County. They collected water samples from three segments of Fishing Creek. The report on water quality should be final in early summer.

The Wetlands Overlook Park in North Beach is opening a Nature Center on April 22. The requirements for supporting live oysters and other living reef creatures in the aquarium. CBOCS is excited to participate, expanding our educational outreach to members of the community outside of the 5th grade arena. Center will be open to the public with displays of wildlife found in the area, informational materials and educational workshops for groups of all ages. CBOCS has contributed oyster shells, and a miniature oyster reef ball to one of the aquariums, as well as provided information about CBOCS and the importance of oysters in the bay. The Director of the Nature Center and Sue Alexander are also researching the

TOWN OF CHESAPEAKE BEACH
CLIMATE CHANGE ADVISORY GROUP
REPORT OF TOWN COUNCIL MEETING APRIL 20, 2023

- Work continues on our Town’s Coastal Resiliency Plan.
 - Next meeting of Coastal Resiliency Steering Committee scheduled for Thursday May 11 at 6:00pm in Town Hall.
 - Working on scheduling meeting of the Coastal Resiliency Task Force prior to meeting of the Steering Committee.
- Next meeting of the US EPA sponsored Climate Resilience Evaluation and Awareness Tool (CREAT) group is scheduled for Wednesday May 31 in Crownsville. The CREAT group includes the towns of Chesapeake Beach, Cambridge and Crisfield.
- Our neighbor town of North Beach has released its Compound Flood Action Plan. This plan includes specific projects the town intends to implement to address climate change issues. Our town’s Climate Change Advisory Group continues to work with the Town of North Beach to coordinate our respective climate change preparedness plans.

Co-Chair Keith Pardieck – Any additional comments??

TOWN OF CHESAPEAKE BEACH
ECONOMIC DEVELOPMENT COMMITTEE
REPORT OF TOWN COUNCIL MEETING APRIL 20, 2023

- Next meeting of the County Economic Development Authority scheduled for Monday April 17 at 8:00am at County Economic Development Department office in Prince Frederick.
- County Business Appreciation Day is scheduled for Tuesday May 9.
- Next meeting of the County Economic Development Advisory Commission (EDAC) is scheduled for Wednesday May 10 at 9:00am. Meeting will be held here in town at the Rod & Reel.
- Larry Jaworski was reappointed to another 3 year term on the EDAC.

Co-Chair Greg Morris – any additional comments?

Green Team Committee Meeting Minutes

March 22, 2023

The meeting was called to order at 6:30 pm

Attendees:

Valerie Beaudin

Madeleine Blake

Melanie Crowder

Linda Draper

Joanie Martin

Sue Alexander

Sheila Milleon

Upcoming Community Events

- April 22 – Town Cleanup (Earth Day event). Volunteers will meet at the Pavilions at 10:00. **Green Team members should plan on arriving at 9:30** . Gloves, grabbers, garbage bags and street vests will be provided. Sites include Fishing Creek Trail, Kellam's Field, area around Traders Restaurant, Cox Road, Seagate, and Route 260 dependent on volunteer turnout. Cancellation due to inclement weather will be announced by 4:00 pm Friday, if necessary.

Bayfront Park

- No action

Pollinator Garden and 17th St. Project

- On-going maintenance of this garden will be transferred to the town Landscaper.

Education and Outreach

- No action

Tree City USA

- Melanie, Sue, and Ken will meet with Holly to discuss several outstanding issues:
 - o Ordinance and 5-year plan response
 - o Use of Tree City money to remove and replace invasives around town hall
 - o Extending pollinator garden at 17th street
 - o Plant grasses at BFP to replace landscapers dump area

Other Items

- The Town Administration has instituted new requirements for committee meetings inside of Town Hall. Effective immediately, a town employee must be in the building whenever meetings are held. **Therefore, the Green Committee has to move our standing meeting to the fourth Wednesday of every month whenever the meetings are held indoors (Planning and Zoning meetings are held on this day - the Town Clerk is required to attend those meetings so Wednesday meetings of the Green Team will be in compliance with new requirements.)**. Once the weather starts to warm up, we will be able to meet at the Kellam's Pavilions. Those meetings can be held on Thursdays. It is acknowledged that not all team members can make Wednesday meetings and appreciate their patience with this new requirement.
- Committee budget for 22-23 is \$6,100; Tree City Budget for Tree City is \$17,800; Committee budget for 23-24 is \$7,000.
- Future project includes updating GT website page.
- Sue will re-stock pamphlets at Pollinator gardens and ensure there is sufficient supply for the future.

This meeting was adjourned at approximately 7:10 pm

The next meeting of the Green Team Committee will be at 6:30pm on Wednesday April 26th at the Town Hall

Green Committee/ Tree City meeting with Town Administrator

March 24, 2023

Sue Alexander

Melanie Crowder

Holly Wahl

1. Tree City Ordinance – The ordinance is with Chris Jakubiak (town engineer) who is editing it in a manner that will coordinate the ordinance with the town's 20-year plan. Holly is clarifying the mission statement to clearly state that the Tree Board is to act in an advisory/oversight role versus a direct working role of installation/maintenance etc. She confirmed the ordinance will be submitted to the Town Council at the April 20th meeting for review and approval.
2. Tree City Application Process – The last piece needed for the Tree City Application is the approval of the town ordinance. Once that is completed on April 20, Holly will submit official application to the Tree City organization. A short video will be prepared by the Green Committee announcing this process along with a press-release announcement as part of our Arbor Day celebration. Melanie and Sue confirmed that the Green Team would prepare the video and press release with Holly editing and refining by April 21.
3. Town Tree Board – Once the ordinance has been approved by the Town Council, Holly will schedule the first Tree Board meeting.
4. Arbor Day – Two events have been scheduled for Arbor Day celebration. 1 – Town cleanup as coordinated by Madeleine Blake; 2 – Press Release announcing approval of Town Ordinance and submission of Tree City application.
5. 5 year plan – Holly concurs with our 5-yr plan as submitted and has approved these projects to move forward:
 - a. Bayfront Boardwalk – planting of 5-10 trees at north end of the boardwalk, bay side.
 - b. Bayfront Park beach planting of grasses on/near area trampled by landscapers with their cleanup debris.
 - c. Replacement of invasives on town properties.
6. Confirmation that Burning Bush hedges in front of the Kellams Field Tot Lot – Holly will have Landscaper remove/replace these bushes as they are on town property.
7. 17th St Garden – On-going maintenance of the 17th St Garden planted by the Green Team will be transferred to Town Landscaper.
8. Attack of the Invasives speaker honorarium – Holly will confirm that charitable organization is a state-registered non-profit organization. If so, she will issue honorarium directly to organization.
9. DNR Survey – All of Brian's questions have been answered.
10. The specs for the Pocket Parks have been prepared and Holly wants the Green Team recommendations for plantings. Date for this submission needs to be clarified.
11. The Town is in the process of acquiring the tennis courts in front of Beach Elementary. Holly sees an opportunity for the Green Team to recommend gardens/landscaping around this area.
12. Seagate residents are in the planning stages of creating a biodiversity project in the marsh between their neighborhood and Horizons. They are working with college student group (University of

Maryland?) to design and implement. Holly wants the Green Team in the loop on this for potential advisory role.

13. The Sustainable Maryland renewal application is due in June. Holly has asked that the Green Team provide input on projects completed in the last 5 years and plans for the future.



To: The Honorable Mayor and Town Council
Subject: Richfield Station Saddle Replacements
Date: April 13, 2023

From: Holly Wahl, Town Administrator
Jay Berry, Public Works Administration

I. BACKGROUND:

Public works staff spends hundreds of hours every year repairing failed saddles in the Richfield Station community costing the Town both direct and indirect costs. These hours are never planned and are always an emergency response requiring an “*all hands-on deck*” response from Public Works. The repair is time intensive requiring repair of the failed line and removal of the wet material before the hole can be backfilled and then asphalt installed.

There are several reasons for the failures, some are caused by (i) stray currents, (ii) electrical panels inside the home grounded in some form to the copper water line, and (iii) a possible magnetic field around underground utilities that latches onto copper laterals. In all these cases the current travels along the copper (metal) water line to the main C-900 (plastic) water main. At that point the current can no longer travel and finds the weakest metal which is the saddle.

II. PROJECT GOALS:

Under the direction of the Public Works Administrator, the Town plans to move forward to phase 1b of the saddle replacements in Richfield station with (2) two contractors under a labor rate invoice agreement. The Town will purchase all materials needed at a tax-free rate with no mark-up and have each contractor complete (5) five days’ worth of saddle replacement work. A representative from BGE will be on site to check the “stray current” and the Public Works Administrator will be collecting soil samples at each saddle location to monitor the PH levels and other data. The project scope will be adjusted based on this evaluation period.

The phased testing period plan is determined to be the most cost-effective way to complete the work needed. Issuing an RFP with a lump sum of price per saddle would prompt any contractor to bid a worst-case scenario as there are many unknown variables contractors must account for. A phased-in approach with daily rates gives the town options and further information. In this approach, production will be monitored closely and as issues arise, we can always switch or get other bids when a new vender may come available.

III. RECOMMENDATION:

The Town Council to consider authorizing the Town Administrator to enter phase 1b of the Richfield Station saddle replacement project funding an additional \$150,000 for time and material costs. Funds for this Utility Fund project will come from American Rescue Plan Act (ARPA) funding.

IV. FISCAL IMPACT:

The total project cost is expected to be \$750,000 of which American Rescue Plan Act (ARPA) funds would be used. The Town Council approved authorizing the Town Administrator to initiate work not to exceed \$50,000 for Phase I of the project from the FY23 General Fund Capital Improvement line item. These funds were used



to replace 11 saddles on Deerfield Lane and 1 on Forest Ridge Terrace. Town staff is requesting another \$150,000 in funds as we work through making additional saddle repairs. In all predicted areas of derogation, it is confirmed by Public Works that the saddles do require full replacement.

Total project expected costs are \$750,000:

Phase 1a: \$50,000 approved and completed.

Phase 1b: \$150,000 additional request to complete by a time and material rate.

After Phase 1b is complete Public Works will report the total number of saddles replaced in phase 1a and 1b and will be able to better predict the total number of saddles moving forward.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator
Carla Richard, Operations Manager

Subject: CBWP Security Enhancement

Date: April 13, 2023

I. BACKGROUND:

Water park staff have the responsibility to ensure that all access points to the park are securely locked, especially when there is water in the pool. This is to protect our staff, patrons, and community, especially a child or a person that is unable to swim from wandering onto the premises to potentially fall four feet into an empty pool or drown. The water park staff does an exceptional job of making sure that doors are always locked at the end of the day (when water is in the pool), but multiple departments and staff entering and exiting at all times of the day leaves room for mistakes and communication malfunctions, resulting in access points being vulnerable. Keep in mind that 76% of our staff was under the age of eighteen for the 2022 season. The tampering of food and inventory sold to our guests is also the staff's responsibility directly associated with proper locking up of the park. The main office door lends access to park assets theft if not properly locked. Our current situation is securing the main office door with a dead bolt keyed lock and the three gates with uniquely coded padlocks.

The Chesapeake Beach Water Park welcomes many wonderful guests each season. With the nature of a theme park and the expected crowds, this welcomes hostile and sometimes unsafe guest interactions and situations. Previous instances include but are not limited to threatening staff at the front gates and admission window, patrons that are under the influence of drugs or alcohol in the park and in the parking lot, and fights between guests at the park. Authorities have had to be called for other emergencies in the past, mostly involving water-related injuries.

The water park is an outdoor facility in the heart of town which leaves it exposed to all kinds of security risks. With the recent events of the stolen car and high-speed chase that started in our parking lot, security is and will continue to be an issue. Sharing the parking lot with the Northeast Recreation Center exposes our access points to large amounts of people, most of those being children. Our staff, guests, and community are our main concern when it comes to safety.

II. PROJECT GOALS:

The goal is to purchase and install a two-part security system to work towards enhancing our staff, guests', and community members' safety. The first component is an electronic access control system that can only be accessed by those with specific fobs with unique credentials. The system will integrate with Town Hall's current system and is cloud based. The Operations Manager and Town Administrator will be able to check online to ensure that all access points are securely locked as well know who enters the park. In an emergency, this would allow the gates to be shut and locked automatically from the outside without having to quickly install a padlock. The reason(s) for this part of the project would be to (i) ensure access points are securely locked when unattended at all times, (ii) give staff or patrons the ability to shut and lock the gate via an electronic strike rather than a padlock, (iii) control access to managers and staff that have been designated a key fob, and (iv) integrate with the Town Hall existing system to be able to monitor who enters the park and when.



The second part of the security system would be to install one fixed and two remote panic buttons that tie into an alarm system that directly notifies authorities of an emergency. The fixed panic button would be installed underneath the admissions desk which is the first point of contact for most guests, and the two remotes would be distributed to the park manager and the staff at the side gate entrance. The reason(s) for this part of the project would be to (i) allow staff to protect themselves and guests from personal harm in a discrete manner, (ii) allow staff to quickly alert emergency professionals and authorities of an emergency dealing with water safety and our guests without having to wait on radios or cell phones, and (iii) provide staff with a sense of security to effectively perform their daily duties without concern of their safety.

III. SCOPE OF WORK:

The Chesapeake Beach Water Park seeks to install a two-part security enhancement system for the start of the 2023 operating season.

The Chesapeake Beach Water Park seeks to purchase:

- (1) Electronic access control system securing 3 exterior gates and 1 main office door that are all controlled by uniquely programmed key fobs which tie into a cloud-based system integrating with the existing Town Hall system.
- (2) Panic Button Alarm System with 1 fixed and 2 remote panic buttons that tie into an alarm system that directly alerts local authorities.

IV. RESULTS:

The Town of Chesapeake Beach currently uses **B.O.S.S.** for their cloud-based security system, so the Water Park would like to continue this working relationship and purchase the security system from **B.O.S.S.** Implementation time for this project would be within 3 weeks of the award. Exhibit "A" includes itemized pricing for the desired system and Exhibit "B" shows the desired locations.

See Exhibit "A" and "B" below.

V. RECOMMENDATION:

It is recommended that the Town Council authorize the Mayor to approve the purchase of the two-part security system from B.O.S.S. to be installed right away prior to the start of the season from the Chesapeake Beach Water Park FY23 budget. This project will take place in lieu of the cabana installation that was previously awarded by the Town Council. The cabana project requires additional timing for permit processes due to conditions under the Park. For this reason, staff expect the cabana project to start following the 2023 water park season.

The total amount needed for this purchase is broken down by the two parts:

- Part 1 – Electronic Access Control System
 - Invoiced amount: **\$15,789.71**
 - Monthly Cloud Service Fee (\$49.95) Billed Annually: **\$635.36**
- Part 2 – Panic Button Alarm System
 - Invoiced amount: **\$1,589.99**



- Monthly Cellular Monitoring Fee (\$39.95) Billed Annually: **\$479.40**
- Project Total: **\$17,379.70** with an annual fee of **\$1,114.76**

Exhibit “A” – Estimated Invoice for Project on the following page



P.O. Box 91
Owings, MD 20736

410-286-5555
bodmerowingsllc@gmail.com

Estimate

Date	Estimate #
2/15/2023	2489

Customer Name
Chesapeake Beach Water Park PO Box 400 Chesapeake Beach, MD 20732

Ship To
Chesapeake Beach Water Park 4079 Gordon Stinnett Avenue Chesapeake Beach, MD 20732

Description	Qty	Rate	Total
Water Park - Access Control System Estimate			
PDK Cloud Node Access Control System w/ Single iO Door Controller	1	979.95	979.95T
PDK 1-Door iO Door Controller	3	699.95	2,099.85T
PDK Proximity Card/Fob Reader	4	239.99	959.96T
Securitron Gate Lock w/ mounting Brackets	3	799.99	2,399.97T
HES 5000 Series Electronic Strike	1	299.99	299.99T
Access Control Cable	1	849.99	849.99T
Miscellaneous Equipment	1	1,250.00	1,250.00
Installation, programming and training	1	6,950.00	6,950.00
Monthly Cloud Service \$49.95 - Billed Annually \$635.36			
Note: This estimate is based on having a stable network connection inside the slide tower for the rear gate.			
Honeywell Alarm System for (3) Panic Buttons (1 fixed; 2 remote) Monthly Cellular Monitoring Fee: \$39.95 per month (Billed Annually)	1	1,589.99	1,589.99
Thank you for giving B.O.S.S. this opportunity!	Subtotal		\$17,379.70
	Sales Tax (0.0%)		\$0.00
	Total		\$17,379.70



Exhibit "B" – Location of Entryways to be Secured





To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Security Upgrades

Date: April 13, 2023

I. BACKGROUND:

The security of the network systems of the CBWRTP is paramount due to critical infrastructure risk. The servers currently used to manage the 24/7 Supervisory Control and Data Acquisition (SCADA) system for operations at the CBWRTP require an upgrade to ensure continued support. As these servers house the “brain” for the Plant, further postponing upgrading this hardware could result in significant issues should they fail. The software licensing for our Allen-Bradley Programmable Logic Controllers (PLCs) will need to be updated when the servers are upgraded, and the program will need to be migrated from the existing servers to the new servers.

Facchina Strategic Planning (the Town IT provider) and Industrial Monitoring and Control Systems (IMACS) have been working in tandem to source the needed hardware, software upgrades, and data migration support for this project. With the upgrade to the software, it will be necessary to replace two of the Human-Machine Interface (HMI) panels and replace them with Allen-Bradley panels. These two panels were installed in the ENR upgrade but were not matched to the others installed elsewhere in the Plant. IMACS provided pricing for the Rockwell software from Rexel Automation Solutions, allowing the Town to purchase directly from Rexel to reduce the cost of markup if IMACS purchased the software for the project. IMACS will provide all technical field service for the installation of the software, migration of the program to the new server(s), and installation/start-up of the HMI panels being replaced.

II. PROJECT GOALS:

- 1) Ensure continued technical operation at the plant to monitor all systems 24/7 *with Pro Support 4-hour mission critical response.*
- 2) Install 2 (two) new upgraded servers at the CBWRTP with full disaster recovery.

III. BREAK DOWN OF PROJECT COSTS:

	Qty	Rate	Total
Facchina Strategic Planning			
PowerEdge R750XS Server	2	\$9,524.60	\$19,049.20
Rexel			
Rockwell TechConnect Software Licensing	1	\$10,785.00	\$10,785.00
IMACS			
Field Service – Programming configuration of SCADA system upgrade to the newest version software license not included (Hourly Rate)	80	\$140.00	\$11,200.00
Technician Installation of HMI Screens	8	\$120.00	\$960.00
Investigation and transfer of missing software licenses and development of TechConnect with Rexel (Hourly Rate)	6	\$140.00	\$840.00
Replacement HMI Panels	2	\$3541.20	\$7,082.40
Sub Total			\$20,082.40
Project Total			\$49,916.60



IV. RECOMMENDATION:

The Town Council to consider authorizing the Mayor to upgrade the Chesapeake Beach Water Reclamation Treatment Plant (CWRTP) network systems to continually monitor critical infrastructure. Project costs include (i) \$19,049.20 for the purchase of two new PowerEdge Servers from Facchina Strategic Planning, (ii) \$10,785.00 in software licensing from Rexel, and \$20,082.40 in service-related fees to IMACS for integration to SCADA. Total costs of the upgrade project equal \$49,916.60 from the FY23 CWRTP budget.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Spare Pump Replacement

Date: April 14, 2023

I. BACKGROUND:

The Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) requires a spare pump to be purchased to ensure 24/7 back up operation at the plant.

II. PROJECT GOALS:

Ensure redundancy at the Plant for 24/7 operation.

III. RECOMMENDATION:

Town Council to consider authorizing the Mayor to purchase a spare pump in the amount of \$31,075.00 for the CBWRTP from Sherwood & Logan from the FY23 CBWRTP budget. This cost will be shared with the CBWRTP Partners.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Headworks Design

Date: April 13, 2023

I. BACKGROUND:

The Town released an RFP for the Water Reclamation Headworks Design project on February 21, 2023. A notice was placed in eMaryland Marketplace Advantage via Bid # **BPM035978** and sent to 35 contractors completing work in the State of Maryland under the Engineering and Design services for Treatment Plants. Engineers on the Town's bidding list also received the RFP.

The Town held a mandatory pre-bid meeting on March 9, 2023, at 9:00 AM in which two bidders were present.

II. PROJECT GOALS:

- Design an expanded headworks facility in the existing treatment plant.
- Design is in connection with the CWRTTP headworks improvement project to clean and repair the existing bar screen, install a new in-line grit removal equipment, upgrade existing pumps, replace existing pump discharge piping and fittings, increase the existing wet well capacity by removing concrete infill in the wet well, provide access ladder to the wet well landing, provide painting and install a bypass wet well at the Chesapeake Beach WRTP.

III. PRICING:

The price received for this project was \$163,242.50. After review from our Town Engineer, it is recommended that we break this project into two parts Phase I being design only and Phase II being bidding and construction services. Exhibit A shows adjustments to account for this breakdown of pricing.

IV. RECOMMENDATION:

The Town Council to consider authorizing the Mayor to enter into a contract with McCrone for Phase I of the Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Headworks Design for \$106,033.50 out of the FY24 CBWRTP budget with work starting on the design after July 1, 2023.



Exhibit A

BIDDER PRICING:

BASE BID LUMP SUM FOR The total value of the contract is \$_____.

Item 1: Lump Sum Cost- BIDDER agrees to provide all material and perform all work outlined within the contract documents for a lump sum amount of:

One hundred sixty three thousand and fifty / one hundred Cents/SY (in writing)
two hundred forty two dollars

\$ 163,242.50 (in figures)

Item 2: Breakdown of cost-

Attach a breakdown of all costs associated within Item 1

Phase 1 - Design = \$106,033.50

Phase 2 - Bidding and Construction Services = \$57,209.50

By this amendment to our proposal dated April 3, 2023, we acknowledge that this contract will only be for Phase 1 of the overall project and will include all work listed in the proposal for the Preliminary and Final Design. The Project Cost will be \$106,033.50. We also acknowledge that work on this project will commence on July 1, 2023 and our proposal and the related costs do not change based on this date.

Technical Proposal



Town of Chesapeake Beach

**Town of Chesapeake Beach Headworks
Improvement Project**

Prepared by:

Design Teams, Inc. / McCrone

20 Ridgely Ave

Annapolis, Maryland 21401

410.267.8621

April 3, 2023

McCRONE

ENGINEERS ■ SURVEYORS ■ PLANNERS

April 3, 2023

Town of Chesapeake Beach
8200 Bayside Road
P.O. Box 400
Chesapeake Beach, MD 20732
Attn. Brittany Moran, Treasurer

Reference: Town of Chesapeake Beach Headworks Improvement Project –
RFP # CBWRTP01

Ms. Moran:

McCrone is pleased to provide the Town of Chesapeake Beach with this response to the Request for Proposals for the Headworks Improvement Project. We hereby acknowledge Addendum 1.

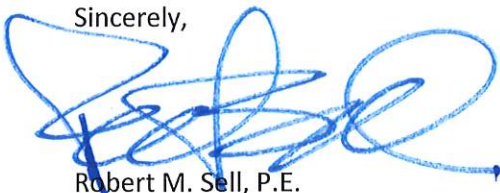
McCrone is interested in providing professional services from design through construction for this project because it is the type of project that McCrone and its team have direct experience with. That experience will lead to a project that helps the Town achieve its goals with minimal surprises. McCrone and its project team have familiarity with USDA as a funding source, as well as arsenic treatment systems, SCADA systems, water meter projects, new wells in the area, parallel water mains in existing service areas, and the permitting processes to get these projects approved by the applicable local and State agencies. Additionally, McCrone's staff are used to working on a project throughout all of its phases: from study to design/permitting to bidding to construction and through post-construction. The Town will see a consistent face from McCrone for a project; it won't change as the project moves from design to bidding to construction. This consistency results in an efficient project that runs smoothly during construction.

McCrone has put together this proposal to document its experience in key areas.

- I. Professional Qualifications
- II. Past Involvement with Similar Projects
- III. Proposed Work Plan
- IV. Fee Proposal (in separate sealed envelope)
- V. Authorized Person and Primary Contact Information for Proposal
- VI. Attachments

McCrone looks forward to working with the Town. Please contact me if you have any questions about this proposal. I can be reached at 410.267.8621 x1003 or rsell@mccrone-engineering.com.

Sincerely,



Robert M. Sell, P.E.
Principal

20 Ridgely Avenue • Suite 201 • Annapolis, MD • 21401
410.267.8621 • annapolis@mccrone-engineering.com
www.mccrone-engineering.com

I. Professional Qualifications

Introduction

McCrone is an incorporated, multi-disciplined engineering firm headquartered at 20 Ridgely Avenue, Suite 201, Annapolis, MD 21401 and licensed to do work in the State of Maryland. In addition to our Annapolis office, McCrone has offices in Centreville, Salisbury, and Elkton, Maryland. We offer a full range of engineering services including water and wastewater utility design, residential / commercial / industrial land development design and land surveying. In October of 2020, McCrone acquired Hartwell Engineering, Inc., to be a part of our team and provide complete electrical and mechanical engineering support. McCrone and Hartwell have teamed together for hundreds of projects over the last 25 years and are excited to now be on the same team. Hartwell Engineering is also located in our Annapolis office.

While all of the work on this project is scheduled to be done in our Annapolis office, where our water and wastewater group is located, we do have the capability to bring in engineers from our other offices if needed. Our Annapolis and other offices also provide survey services, which could be utilized on the project.

To assist McCrone with structural analysis and design, we will be teaming with Columbia Engineering, Inc., an incorporated engineering firm licensed to do work in the State of Maryland. They are headquartered at 6210 Old Dobbin Lane, Suite 150, Columbia, MD 21045.

McCrone is managed by three Principal Engineers, with a combined service time of over 100 years with McCrone. Each of the Principals is also a project manager and is involved not only in the day-to-day operation of the company, but also in every aspect of the projects that they manage as well as other projects within the company. One of the Principals, Robert Sell, will be the Project Manager for this project.

The key staff for this project will be as follows:

- Robert M. Sell, PE – Principal/Project Manager
- Natalia S. Dunlap, PE – Senior Project Engineer
- Delaney Tedtsen – Design Engineer
- Nicholas Zelinske – Electrical Project Engineer

All of the Key Staff work in our Annapolis office. A brief description of their expected duties is provided below. Resumes for each person are provided at the end of this section.

Robert M. Sell, P.E. – Principal/Project Manager

Mr. Sell will serve as the Project Manager for this Wastewater Treatment Plant Headworks design project. Rob has been with McCrone for over 37 years and one of the first major projects that he worked on was the design of the BNR upgrade for the Town of Chesapeake Beach where we upgraded the existing 0.5 mgd activated sludge facility to a 1 mgd plant. In addition to the Chesapeake Beach plant, Rob has been involved in treatment plant projects for Cobb Island, Ridgely, Chestertown, and is currently working on the upgrade of the Town of La Plata treatment plant. In addition to working on the Chesapeake Beach Treatment plant in the 1980's, Rob, along with our Senior Project Engineer, Natalia Dunlap, is currently working on the Clarifier project for the Town. The design for that project was completed in 2022 and is currently under construction. For this project we have been working closely with the plant superintendent, Josh Stinnett.

As Project Manager, Rob will oversee the day-to-day activities of the project engineers on the project team and any subconsultants. Rob will be responsible for keeping the project on schedule and budget and will keep the Town updated on project progress and will be the Town's point of contact for project specific questions or concerns.

DESIGN TEAMS, INC. family of companies:

Natalia S. Dunlap, P.E. – Senior Project Engineer

Ms. Dunlap will be the Senior Project Engineer from design through construction for this Wastewater Treatment Plant Headworks design project. Natalia has 19 years of experience and for over 16 of those years she has worked directly with Mr. Sell on multiple wastewater projects throughout Maryland. She is currently the Project Engineer for the Town of La Plata Wastewater Treatment Plant project as well as the Clarifier project for the Town of Chesapeake Beach.

As Project Engineer, Natalia will prepare construction drawings, technical specifications, layout equipment, coordinate with equipment vendors, attend meetings with the Town, provide technical information and design criteria to project subconsultants, and prepare submittals to local and State agencies for the necessary approvals.

During bidding and construction, Natalia will attend the pre-bid meeting and assist the Town Engineer to prepare any necessary Addenda and provide input on the bids if requested by the Town. During construction, Natalia will attend the pre-construction and monthly progress meetings, review submittals, respond to RFIs and assist the Town's Engineer with issuing Field Orders, among other duties requested by the Town.

Delaney Tedtsen – Design Engineer

Ms. Tedtsen, a lifetime resident of Chesapeake Beach, joined McCrone after her graduation from Worcester Polytechnic Institute in 2022 and in her short time at McCrone, she has worked on several pumping station projects which will help her in her role as a Design Engineer helping Mr. Sell and Ms. Dunlap on this project. Delaney living in Chesapeake Beach will be a huge benefit to our team. In any retrofit project, where you must inventory what is there, its condition and what needs to be replaced, you have to go to the site to make detailed measurements, because no matter how complete the as-builts may be, they never have every dimension you need. As the design progresses and we need additional information, Delaney can easily stop at the plant to take pictures and measurements that we need herself rather than having to distract the operators from their busy schedule to take a picture for us.

Nicholas Zelinske – Electrical/Mechanical Engineer

Electrical engineering for this project will be completed by our sister company, Hartwell Engineering. Mr. Zelinske will serve as the Electrical/Mechanical Engineer for this project and will provide an electrical/mechanical evaluation of the existing headworks and provide complete design for any upgrades to the existing system and all new work. Nick has 8 years of experience with the type of work that would be covered under this contract.

Columbia Engineering - Structural Engineering

To assist McCrone with the evaluation of the existing headworks, specifically the concrete slope, we will work with Columbia Engineering to do the core samples and analyze what is out there and what needs to be done to be able to complete the design of the new headwork structure. Columbia will not only determine the makeup of the slope, but they will advise us of the best way to remove the slope without damaging the rest of the structure that can hopefully be salvaged and used as part of the new structure. They will help us prepare details and construction notes to guide the Contractor through the demolition process.

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Columbia Engineering, Inc. (CEI)

6210 Old Dobbin Lane

Suite 150

Columbia, Maryland 21045

www.columbiaengineering.com

Rodrigo Chacon, PE - President

410-992-9970 ext. 101 (phone) 410-992-0627 (fax)

rchacon@columbiaengineering.com

CEI was founded in 1995 and is a full-service structural engineering firm located in Howard County, MD. CEI is a certified MBE firm in Maryland (MDOT #98-013), the City of Baltimore (#10-357905), and the State of Virginia (SWaM #806853). The firm's Dun & Bradstreet Number is 09-238-9873. CEI currently has 17 employees, including 11 registered Professional Engineers who are registered in various states including the State of Maryland. CEI produces construction documents and provides construction administration services as well as providing structural analyses and structural engineering reports. CEI performs all engineering designs and analyses with state-of-the-art computer hardware and software, and produces design documents using current versions of AutoCAD and Revit. CEI prides itself on preparing economical and practical designs and on meeting time schedules. CEI works closely not only with other consultants, but also with contractors to produce a satisfactory end product for all concerned.

CEI has been working with McCrone for over 20 years and has completed approximately 40 projects together, including:

- LaPlata WWTP Baffle Wall Modifications
- LaPlata Clarifier Tank Support
- Chesapeake Beach Water Reclamation Tank Covers
- Monrovia Tank #2
- Estuary at Two Rivers SPS
- Tanyard Shores SPS
- Mattawoman Pipe Support
- Marley Neck Sewage Pumping Station
- Magnolia Creek Pumping Station
- White Rock Water Treatment Plant
- Eugene Avenue Pumping Station
- Four Seasons Pump Station
- Galena Water Treatment Plant Upgrade
- Aspen North WBPS
- Anne Arundel County Generator Support
- Fahrney Keedy Home & Village
- Six Flags Fireball Walkways
- Triton Beach Cast-in-Place Tank

P. 410-992-9970 | F. 410-992-0627

6210 Old Dobbin Lane, Suite 150, Columbia, Maryland 21045

www.columbiaengineering.com

Robert M. Sell, P.E.

— Principal / Project Manager

Background

Rob is responsible for the management of water distribution, wastewater conveyance, and large septic design projects. His many years of experience have given McCrone a solid reputation for onsite sewage treatment and subsurface disposal. Rob's expertise in water and wastewater treatment plant design includes observation of construction activity.

Project Experience

Southwest Quadrant Wastewater Upgrades La Plata, MD.

Project Manager for design, bidding, and construction management services for the modification of the existing Module #1 from the existing MLE process to the proposed simultaneous nitrification/denitrification (SNDN) process for the purpose of a full-scale Pilot Plant operation. The modifications include cleaning, painting, and structural modifications of the existing Module #1, installation of new aeration system and blower, installation of new instrumentation and controls, and connection to the existing SCADA system.

1,500,000 Gallon Equalization Tank, La Plata, MD.

Project Manager for the design, permitting, and preparation of construction drawings and specifications for a 1.5 Million Gallon Equalization Tank at the Town of La Plata Wastewater Treatment Plant. The tank was needed to mitigate peak influent flowrates during inclement weather days caused by Inflow and Infiltration in the aging Town infrastructure. The peak flows would flush out biomass from the treatment reactors, which would upset the treatment system and require reseeding the reactors. The equalization tank can shave off these peak flows and the control valve vault would slowly discharge stored wastewater from the EQ tank to the headworks during night hours or low influent flowrate.

Ridgely Wastewater Treatment Plant, Ridgely, MD

Project Manager for the design of a 200,000 gpd spray irrigation and wastewater treatment facility for the Commissioners of Ridgely. The spray irrigation facility was designed to replace the existing extended aeration plant. A new 450 gallon per minute raw sewage pumping station with a manually cleaned bar screen pumps raw wastewater from the old treatment plant site to the new sewage lagoons. The sewage is pumped 5850 feet through an 8-inch force main. The two lagoons at the new treatment and spray irrigation facility are sized to contain a volume equal to 60 days for biological treatment and 90 days for storage of treated effluent for those periods throughout the year when the spray fields are frozen or too wet to receive more lagoon effluent. Treated effluent from the lagoons is chlorinated and applied to 60 acres of spray fields



Education

1985 Lehigh University
B.S. Civil Engineering

Registrations

1990 Professional Engineer
Maryland #17737
American Water Works Association
Maryland Onsite Wastewater
Professionals Association

Primary Competencies

- Division Manager
- Project Manager
- Water/Wastewater

Years of Experience

38 years

Years with McCrone

38 years

Natalia S. Dunlap, P.E., LEED AP BD+C

—Project Engineer (Water & Wastewater)

Background

Natalia is adept at engineering research and consulting in water treatment and wastewater facilities. Her experience includes preparation of water and wastewater studies, hydraulic modeling of water distribution systems, designing water and wastewater treatment facilities and conveyance systems, preparing construction and bidding documentation, reviewing submittals during construction, and providing inspection services.

Project Experience

Galena WWTP ENR Upgrade, Kent County, MD.

Lead Project Engineer for the design and construction of a 110,000 GPD ENR WWTP facility that utilizes the Aqua Aerobics SBR treatment system. Assisted with the generation of construction drawings and technical specifications, specifically with regards to the denitrification filters, grit removal system, and screening facilities. Responsible for submittal review, field orders, RFIs, and change order review, during the construction phase.

Southwest Quadrant Wastewater Upgrades La Plata, MD.

Project Manager for design, bidding, and construction management services for the modification of the existing Module #1 from the existing MLE process to the proposed simultaneous nitrification/denitrification (SNDN) process for the purpose of a full-scale Pilot Plant operation. The modifications include cleaning, painting, and structural modifications of the existing Module #1, installation of new aeration system and blower, installation of new instrumentation and controls, and connection to the existing SCADA system.

Worton WWTP ENR and Effluent Land Application System, Kent County, MD.

Project Engineer during construction of a 250,000 gallon per day WWTP utilizing membrane bioreactor technology capable of discharging to surface water or a center pivot land application system. Assisted with construction management via review of submittals, contractor coordination, and responding to contractor questions.

Willow Lane Pump Station and Sanitary Sewer Upgrade, Charles County, MD.

Lead Project Engineer for design and construction services for the 2.5 MGD Pumping Station, including installation of 2,700 linear feet of 12-inch force main, 165 feet of which was directionally drilled, and installation of 3,500 linear feet of gravity sewer ranging from 8 inches to 24 inches.



Education

2003 The Johns Hopkins University
M.S. Environmental Engineering
2001 Moscow State University of
Railway Communications
B.S. Environmental Engineering

Registrations

2011 Professional Engineer
Maryland #35251
2007 LEED Accredited Professional
Building Design & Construction
Water Environment Federation
Maryland Onsite Wastewater
Professionals Association

Primary Competencies

- Water/Wastewater
- Quality Control Review
- Report Preparation
- Construction Documents

Years of Experience

19 years

Years with McCrone

19 years

Delaney R. Tedtsen

— Project Engineer

Background

Delaney is a recent graduate of Worcester Polytechnic Institute, and provides civil engineering study and design support for water and wastewater projects. Her experience includes adequate public facilities studies, water system studies, hydraulic modeling, and field flow testing of hydrants.

Project Experience

Oxford Properties Adequate Public Facilities Ordinance, Frederick, MD.

Project engineer for the study to determine if there was adequate capacity in the existing City of Frederick water and sewer systems for three 160,000 SF 2-story buildings. Calculated existing and proposed demands, analyzed storage in the City of Frederick's 462 pressure zone, calibrated and used a hydraulic model to determine pressures at peak demand and fire flow scenarios, determined the capacity of the existing gravity collection system, and authored a report including text, tables, and graphics.

Westridge Sewage Pump Station Design, Frederick County, MD.

Project engineer during the design of a 380 GPM sewage pump station. Primarily worked on calculations to determine possible force main materials as well as pump station calculations for sizing the wet well.

Wheatlands Sewage Pump Station Design, Queen Anne's County, MD.

Project engineer during the design of a 233 GPM sewage pump station. Primarily worked on pump station calculations, creating contract drawings, and coordinating with vendors to determine possible pumps and other equipment that will be used on the project.

Lewistown Wastewater Collection Design, Frederick County, MD.

Project engineer during the design phase of a low-pressure sewer collection system. The new wastewater collection system provided E-one Grinder Pumps and necessary electrical components to participating homeowners in the Lewistown area that connected to a 2" to 3" low pressure force main. Delaney primarily worked on the design of the force main and the placement of electrical components and grinder pumps on the homeowner's property.



Education

2022 Worcester Polytechnic Institute
B.S. Environmental Engineering

Primary Competencies

- Project Engineer
- Water/Wastewater

Years of Experience

~1 year

Years with McCrone

~1 year

A member of the **DESIGN TEAMS, INC.** family of companies.

Nicholas J. Zelinske

—Senior Project Engineer (HVAC/Plumbing)

Background

Nick has 8 years of experience as a Project Engineer for the design, application, construction, installation, and startup for electrical, HVAC and control systems in municipal environments. Experience includes design and installation of electrical power distribution, emergency generation, Supervisory Control and Data Acquisitions (SCADA) Systems, field instrumentation, lighting, HVAC, variable frequency drives and motor controls.

Project Experience

SPS Upgrades, Multiple Projects, Anne Arundel County, MD.

The projects consisted of A/E design services for upgrading the electrical and control systems at the facilities to meet current County standards, NEC requirements and the County standard documents and guidelines. Design of new power distribution system, emergency generation, motor controls, and variable frequency drive applications are included with most projects. Implementation and design of updated control system including PLC based operation, level control systems, and network and wireless communications to the County wide SCADA system are included in the I&C designs.

Patuxent WRF Expansion Project. Anne Arundel County, MD.

The project consisted of A/E construction services associated with the construction of all necessary modifications to upgrade water reclamation facility (WRF) to achieve enhanced nutrient removal (ENR). Project engineer responsible for the electrical and control system design for the \$50 million project. The design includes upgrade of the two Oxidation Ditches to provide more oxidation zones, installation of two new turbine blowers, new headworks with influent pump station, effluent pump station, replacement of existing UV system with new UV system, and one new Denitrification filter facility. The design includes integration of the new equipment in the existing PCS and the modification of the existing Control Description to meet the process requirements.

SPS Generator Upgrades Task 1 through 9. Anne Arundel County, MD.

The projects consisted A/E design services associated with the construction of all necessary modifications to over 50 sewage pump stations for implementation of emergency power. The scope of work includes evaluation of NFPA 820 and a load analysis for each facility. Mr. Zelinske was responsible as the lead electrical and HVAC engineer for the upgrades to each facility. The design includes power modifications, control modification, heating, and ventilation modifications for all facilities.

Broad Creek WTP II and Wells 6, 7, & 8. Anne Arundel County, MD.

Project consisted of A/E design services associated with the construction of all necessary modifications to expand water treatment plant from 4mgd to 8 mgd, to construct three new test and production wells, and to construct a new transmission main from the new wells to Broad Creek II WTP. Project engineer responsible of the power and Instrumentation/Control design to provide water from wells 6, 7, & 8 to the plant. The design includes all power, instrumentation, and control for the installation of three pumps. The design also includes new SCADA controls between the well pumps and the WTP.



Education

2014 University of South Florida
B.S. Electrical Engineering

Years of Experience

8 years



Rodrigo Chacon, PE

President – Columbia Engineering, Inc. (CEI)

ROLE:

Structural Engineer

EDUCATION:

BS, Civil Engineering,
University of Maryland, 1979

PROFESSIONAL REGISTRATIONS:

Professional Engineer –
Maryland #14479

Virginia #0402016430

Pennsylvania #PE-036041R

YEARS OF EXPERIENCE:

Total: 43 With CEI: 43

Mr. Chacon is a Maryland licensed Professional Engineer and has been involved in the design of steel, concrete, masonry, and timber structures since 1979. Among the many types of structures he has designed are water and wastewater facilities, educational facilities, hospitals and medical facilities, laboratory buildings, research and development buildings, fire stations, housing, office buildings, parking garages, museums, theaters, warehouses, shopping centers, industrial buildings, and power plants. Mr. Chacon has supervised the production of contract structural drawings and specifications, directed coordination with other disciplines, and is responsible for quality control. He has also performed numerous field inspections and structural surveys. His project experience includes:

Galena Wastewater Treatment Plant, Kent County, MD: Structural Engineer for the design of a concrete vault for two Denite Filters, aluminum grating work platform, safety railing, and access stairs. A wood framed pavilion was added at a later date to cover the vault area.

Mattawoman Pipe Support, Charles County, MD: Structural Engineer for the design of supports for a temporary pipe bypass at the Mattawoman WRF to allow repairs to the reclaimed water piping to proceed. The bypass piping was elevated approximately 7 feet above grade as it exited the building and the supports needed to resist a thrust of the 16" diameter as it turned down into the ground.

Hill Road Pump Station, Prince George's County, MD: Structural Engineer for the preparation of construction drawings and construction administration services associated with the renovation and upgrade of an existing pumping station building. The scope of work included structural survey and analysis of the existing building, design of equipment pads, elevated platforms, underground vaults, beam and thrust blocks for water mains support for a crane and pipe supports.

Suitland Water Storage Facility, Suitland, MD: Structural Engineer for the preparation of performance type drawings and construction administration services for a 2.5-million-gallon elevated water storage facility. The project's scope also included structural design for a large community gathering room and associated support spaces that were built inside the skirt of the water tank, as well as the design of pipe supports, underground vaults, equipment pads, and thrust blocks.

Orems Road Pumping Station Improvements, Baltimore County, MD: Structural Engineer for the design of support of the pipe thrust, as well as piping valve supports and motor support pads.

Four Seasons Pump Station, Queen Anne's County, MD: Structural Engineer for the design of a transfer grade beam to support a building wall located above the wet well for the building.

Heritage Green Pump Station, LaPlata, MD: Structural Engineer for the design of concrete mat foundation, concrete foundation walls, and elevated structural slab of the pump station. An intermediate level of concrete strut beams were used to brace the foundation walls due to the 40' depth below grade of the wet and dry wells.

II. Past Involvement with Similar Projects

Over the 35 years that Mr. Sell has been with McCrone, we have worked on many municipal and private wastewater treatment plants, the most recent two are the Town of Galena Wastewater Treatment Plant and the Town of La Plata Wastewater Treatment.

The work for the Galena Wastewater Treatment Plant included designing a treatment process that included the headworks which consisted of a self-cleaning ¼" influent screen, automated grit removal system and a 350 GPM influent pump station. The treatment process included a dual-basin sequencing batch reactor (SBR – Aqua Aerobics), a post-equalization basin, a pair of upflow denitrification sand filters, open channel UV disinfection, chemical feed system, and a mechanical post-aeration basin. This project was designed in 2015 and construction was completed in 2018.

McCrone is currently working on the Town of La Plata WWTP Upgrade; the capacity after the upgrade will increase from 1.5 MGD to 2.0 MGD. The first phase of the project added a 1,500,000 gallon equalization tank and control vault to the headworks of the plant. The tank was needed to mitigate peak influent flowrates during inclement weather days caused by Inflow and Infiltration in the aging Town infrastructure. The peak flows would flush out biomass from the treatment reactors, which would upset the treatment system and require reseeding the reactors. The equalization tank can shave off these peak flows and the control valve vault would slowly discharge stored wastewater from the EQ tank to the headworks during night hours or low influent flowrate. Phase 2 of the treatment plant upgrade, the treatment module structures need to be refurbished. McCrone specified the cleaning of the modules, preparation of the surface and coating of the existing concrete and metal in the existing module structure. McCrone just went through the review process of the coating systems with the Contractor for this project. If McCrone is selected as a successful candidate for the Town of Chesapeake Beach WWTP Headworks Upgrade, we will have the application of coating completed at the Town of La Plata and will have the latest updates and lessons learned fresh in our memory.

In addition to these projects, our Senior Project Engineer, Natalia Dunlap, is registered to attend a Headworks Academy at the end of April. While originally Natalia was enrolled in this as a part of McCrone's continuing education program, the knowledge she gains from this class will prove very helpful for the design of the Chesapeake Beach headworks. The timing will work very well, and Natalia can share the information she gathered at the class with Josh Stinnett, the plant's superintendent and together we can determine the best solution to meet the Town's project goals.

More detailed descriptions of these two projects are included at the end of this section.

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Galena Wastewater Treatment Plant

— Kent County, Maryland

Location and Description

McCrone provided study, design, bidding, and construction management services for a 110,000 GPD enhanced nutrient removal (ENR) wastewater treatment plant (WWTP) for the Town of Galena, in Kent County, MD. The project is a joint effort by the Town of Galena and Kent County and is funded by a combination of USDA loan/grant and MDE Bay Restoration Fund (BRF) money.

The project was initiated when McCrone was awarded the study phase services which involved a Preliminary Engineering Report and Environmental Report (PER/ER). The PER/ER conformed to USDA-RD requirements and was also used to secure MDE funding. The PER/ER determined a viable solution to service new areas of the County and upgrade the existing aerated lagoon treatment system.

The project services the existing incorporated limits of the Town of Galena and provides service to County areas adjacent to the Town. The Town flows make up approximately 80,000 GPD and the County Service area is projected to generate approximately 30,000 GPD.

The treatment process utilizes a self-cleaning ¼" influent screen, automated grit removal system, a 350 GPM influent pump station, a dual-basin sequencing batch reactor (SBR – Aqua Aerobics), a post-equalization basin, a pair of upflow denitrification sand filters, open channel UV disinfection, chemical feed system, and a mechanical post-aeration basin.

A solids treatment train is also included in the design. The solids train includes an aerobic digester, a screwpress type dewatering device, and a conveyor to an onsite dump truck.

Ancillary equipment/facilities include a chemical room to store a carbon source, an alkalinity source, a metal salt for phosphorus precipitation; an administrative/lab/electrical building; an operations building to house the UV equipment, chemical room, dewatering room, and denitrification filter accessory equipment; a storage building; two maintenance buildings, and a non-potable water system used throughout the site.



Galena WWTP, Town of Galena, Kent County, MD.

The discharge limits are 4.0 mg/L for Total Nitrogen and 0.3 mg/L of total phosphorus. The design discharge limits were 3.0 mg/L for TN and 0.3 mg/L for TP.

Client / Owner

Town of Galena
P.O. Box 279
101 South Main Street
Galena, Maryland 21635
Mr. John Carroll, Mayor
410.684.5151

Kent County Department of Water & Wastewater Services
709 Morgnec Road
Suite 104
Chestertown, Maryland 21620
Mr. Greg Swartz
410.778.3287

Completion Date

December 2012 Study
November 2015 Design
August 2018 Construction

Cost

\$1,000,000 Engineering
\$ 7,460,000 Construction

Southwest Quadrant Wastewater Upgrades

— Charles County, Maryland

Location and Description

McCrone prepared a Preliminary Engineering Report (PER) and Environmental Report (ER) for this USDA funded project that will upgrade the town's wastewater system to serve the Southwest quadrant of the Town. The project will ultimately upgrade the existing wastewater treatment plant to 2.0 MGD, provide a 1.8 MGD pumping station to convey wastewater from the southwest quadrant to the treatment plant through over 2,000 linear feet of 24-inch gravity sewer. The project was broken down into several projects and the first two are currently under construction.

Phase 1 - Wastewater Treatment Plant Upgrade

McCrone provided design, bidding, and construction management services for the modification of the existing Module #1 from the existing MLE process to the proposed simultaneous nitrification/denitrification (SNDN) process for the purpose of a full-scale Pilot Plant operation. The modifications include cleaning, painting, and structural modifications of the existing Module #1, installation of new aeration system and blower, installation of new instrumentation and controls, and connection to the existing SCADA system.

Phase 2 - Pump Station

McCrone provided design, bidding, and construction management services for the construction of a 1,271-gpm submersible pumping station including a wet well, valve vault, odor control system and associated electrical equipment and emergency power generator. This also includes installing a doghouse manhole, connecting to an existing force main with a tapping sleeve and valve, installing over 2,000 linear feet of 24-inch gravity sewer and demolishing an existing pump station.

Client / Owner

Town of La Plata
305 Queen Anne Street,
P.O. Box 2268,
La Plata, MD 20646
Mr. Robert F Stahl, Jr.,
Director of Operations
301.934.8421

Completion Date

2024 Construction Phase 1 and 2

Cost

\$ 12,000,000 Construction



La Plata WWTP, Charles County, MD

III. Proposed Work Plan

Work Plan

McCrone's program of work was designed especially for this project to complete the Scope of Work presented to us in the RFP and clarified at the pre-proposal meeting, and to accomplish the Town's project goals, as we understand them today. Certainly, as we begin to work more closely with the Town and the Plant Superintendent, Josh Stinnett, and further define the project goals we will revise our work plan as necessary. The work plan is a detailed breakdown of the program of work presented as a list of tasks. Manhours by discipline and job classification are assigned to each task in the work plan. The job classifications are identical to the job titles discussed above. This way the Town knows exactly who is doing what. The list of tasks and manhours is included in the Price Proposal package.

McCrone's management approach hinges on keeping the client informed of a project's status at all times. As the headworks project progresses, it will be under day-to-day management of Mr. Sell. He will be responsible for coordinating the work of the McCrone staff and our subconsultant, and will be the Town's primary contact. While Mr. Sell will be the main point of contact, we believe that it is very important that we keep Mr. Stinnett very involved in the design since it is his plant and ultimately, he needs to be comfortable with the end product. Working together on the Town's Clarifier project, Mr. Stinnett and Ms. Dunlap have established a good working relationship and that will prove valuable during this design. During the initial part of the project, where we will be selecting manufacturers to provide the equipment, we will present options and recommendations to Mr. Stinnett, ultimately, the final decision should come from the Town.

McCrone's work plan is based on the information provided in the Scope of Work, which was provided in the RFP and discussed at the pre-proposal meeting. Immediately upon receiving a Notice to Proceed from the Town, McCrone will schedule a kick-off meeting with the Town. Calendar dates will be added to the tasks provided in this section of the proposal based on the Notice to Proceed date and agreements reached at the kick-off meeting. We will continue to utilize that schedule throughout the course of the project to ensure that the project is proceeding according to schedule. Below are some of our key features of McCrone's work plan for this project.

Timeliness – The staff of McCrone prides itself on the ability to meet project schedules and deadlines. Our management plan, which is outlined earlier in this proposal, is designed to help ensure timeliness by emphasizing communication and effective project planning. The Town of Chesapeake Beach WTP Headworks project should be completed in a timely manner in order for it to proceed to the next step and actually get constructed. Our diligent project team has the ability to perform their duties in a timely manner thereby ensuring that we meet the stated project schedule.

Availability of Resources – We routinely conduct estimates of our current and projected backlog. We have selected a project team who will be available to perform the services required for this project. In addition, our large staff depth facilitates meeting project schedules for many concurrent projects.

Cost Savings – One of the primary reasons that an owner should select an engineer, is that the engineer selected will save the owner time and money--through proper planning, project designs that meet the needs today and tomorrow, and verification of quality workmanship so projects are constructed in the manner designed. The cost savings from this project will not come from new technology or innovative approaches, but from hard work and careful investigations. Plans that accurately reflect what is actually underground and provide the contractor with no surprises will lower overall project costs.

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Sincerity and Interest – McCrone has been successfully completing sewer projects for many years. This practice has been sustained with a philosophy of service and quality that has always been the underlying theme at McCrone. Even though technology and regulations in the industry are in a constant state of flux, we have kept up with these changes and challenges. The only throw-back to the "good old days" is the concept of personalized service and timeliness. There are many talented consulting firms available to the Town of Chesapeake Beach, but where we set ourselves apart from the normal consulting practice is our professional, yet personal service.

The team assembled by McCrone has presented a proven project approach to this project. Our project approach has been successfully utilized on many similar projects. While it is very likely that many engineering firms may indicate a similar project approach, it is our experience and our ability to hit the deadlines that separates us from all other firms.

Project Understanding

Based on the RFP and the pre-bid meeting, McCrone believes that we have a good understanding of the scope of work involved.

As a synopsis, the Town of Chesapeake Beach currently owns and operates a 1.5 MGD wastewater treatment plant that serves not only the Town of Chesapeake Beach, but also the Town of North Beach and the Holland Point and Rose Haven communities in Anne Arundel County. The treatment plant was upgraded to ENR in 2011, but this did not include an upgrade of the headworks of the plant. The current headworks configuration is undersized which creates a continuous demand on the system pumps. The Town also has limited emergency flow volume in the headworks of the plant. The purpose of this project is to provide analysis and design services to increase the capacity of the headworks, create emergencies and bypass volume as described in the RFP. The project will include the creation of contract documents for the successful bidding and construction of the improvements.

The headworks equipment currently includes one vertical bar screen and three pumps in the existing influent pumping station wet well. Two of the pumps are on VFD controls to maintain constant level and rated to discharge 1,570 gpm (each) into the WWTP treatment process. These pumps are undersized for the 1.5 MGD rated WWTP and are therefore constantly running. The Plant treatment equipment can effectively process up to 2,200 gpm, which is the limiting criteria for the upgraded pump flow rate. The third pump conveys raw wastewater to the WWTP's Shellfish Storage Tank at about 700-750 gpm flow rate. This pump and associated discharge pipe will need to be upgraded to match the flow from the other two pumps. This third pump discharges into the same piping and valving assembly as the two primary pumps, therefore, matching its discharge flow rate will provide extra safety factor.

In addition to upgrades in the headworks structure, the Town is also requesting the design of a new bypass pumping station to be permanently installed in front of the headworks, which will allow for future cleaning and maintenance of the new headworks.

Project Approach

McCrone is using this section to identify and briefly discuss the critical steps for this project.

As mentioned in the RFP, there are three parts to the project:

1. Evaluate the existing headworks system, the existing bar screen, the wet well structure to determine its

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structural integrity for wet well enlargement and all associated piping. This work will include a structural analysis of the existing structure, specifically the concrete infill to determine how it was constructed and how best to remove it to increase the capacity of the wet well while maintaining structural integrity of the wet well. The structural investigation will include both non-destructive methods and coring of the concrete. Non-destructive method (GPR) will allow to determine the existing reinforcement in the infill, which will allow the Structural Engineer on our team to develop an adequate demolition plan for the infill. Concrete coring will allow us to determine the material of the infill, thickness, and whether there is a bottom slab underneath the infill. This information will be used by the Structural Engineer on the team to develop design drawings for structural upgrade, if needed. We will also investigate options for replacing the existing bar screen and will provide recommendations to the Town for a replacement. We will provide the Town with a technical memorandum describing in detail the structural work and the bar screen recommendations. The memorandum will include a preliminary cost estimate.

2. Evaluate the bypass wet well proposed location to determine constructability and space requirements. We will also include design of a primary screen assembly upstream of the proposed bypass wet well. The bypass wet well will be designed to use during construction of this project, but also to remain in use for emergency operations once the existing wet well is upgraded. This work will include researching bypass wet well configurations and screening options and providing recommendations for each. We will also provide a preliminary site plan for the new wet well and screen and a detailed plan for temporarily diverting all influent pipes from the existing wet well to the proposed bypass wet well.
3. Prepare construction documents for both the work on the headworks and the bypass wet well and screen. This will also include obtaining the required MDE Construction Permit.

Once design is complete, we will assist the Town with both Bidding Services and Construction Services. Our Bidding Services will include attending the Pre-Bid meeting, addressing questions from bidders and assisting the Town Engineer with preparing any necessary Addendum.

Construction services will include:

- Attend the Pre-Construction meeting (Town Engineer will run the meetings and prepare minutes)
- Attend six (6) monthly progress meetings (Town Engineer will run the meetings and prepare minutes)
- Review shop drawings, distribute McCrone's comments to Town Engineer for additional review/comments and return shop drawings with final comments to the Contractor. All shop drawings will be distributed to all parties electronically.
- Assist Town with addressing Contractor's Requests For Information (RFI) and Field Orders.
- Review Draft (at 50% of the project) and Final Operation and Maintenance Manuals.
- Be available for 24 hours' worth of start-up.
- After the construction is complete, we will prepare as-built drawings based on records kept by the Contractor and the Inspector.

The amount of work for each of these items can widely vary and our effort is estimated based on the following assumptions:

- This effort for progress meetings is based on 4 hours per meeting for the Project Engineer to update the logs prior to the meeting for distribution at the meeting and attend each meeting.

DESIGN TEAMS, INC. family of companies:

- This effort for shop drawing review is based on receiving 50 shop drawings, and the Project Engineer (Civil and Electrical) spending 2.5 hours for each shop drawing logging it in, reviewing the shop drawing, collecting the comments from the Town, and combining the comments to return to the Contractor. Based on experience with similar jobs, we are also assuming that 20 of these submittals are going to be resubmitted and we will spend 1.5 hours doing the same for each of these resubmittals. We also assume that the Project Manager will spend an average of 12 hours on all submittals.
- This effort for addressing RFI and Field Orders is based on the Project Engineer spending 4 hours generating and issuing the estimated 10 RFI, and spending 4 hours addressing each of the estimated 5 Field Orders
- The effort for reviewing the O&M Manuals is based on 24 hours reviewing and re-reviewing the O & M Manuals
- The effort for Consultation during construction is 76 hours (3.5 hour per week for an estimated 6 month construction duration) of general consultation with the Town and Contractor.

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IV. Fee Proposal

Fee Proposal provided in separate sealed envelope, as required.

DESIGN TEAMS, INC. family of companies:



Page 1 of 1



Powering Your Projects

V. Authorized Person and Primary Contact Information for Proposal

Authorized Person and Primary Contact Name: Robert M. Sell, P.E., Principal
Address: 20 Ridgely Ave, Suite 201, Annapolis, MD 21401
Phone Number: 410.267.8621 x1003
Email: rsell@mccrone-engineering.com

DESIGN TEAMS, INC. family of companies:

VI. Attachments

Please see the following pages.

DESIGN TEAMS, INC. family of companies:



Page 1 of 1



BID FORM
CONTRACTOR'S BID
FOR
CHESAPEAKE BEACH, MARYLAND

Water Reclamation Treatment Plant (WRTP) Headworks Design RFP

THIS BID IS SUBMITTED TO: THE TOWN OF CHESAPEAKE
BEACH (OWNER) 8200 BAYSIDE ROAD POST OFFICE BOX 400
CHESAPEAKE BEACH, MARYLAND 20732

BY: BIDDER'S NAME AND ADDRESS:

Name: Design Teams, Inc. t/a McCrone

Address: 20 Ridgely Ave Suite 201

Annapolis, MD 21401

Telephone: 410.267.8621

Email: rsell@mccrone-engineering.com

Date: April 3, 2023

1 .01 The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the

times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 BIDDER accepts all the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

3.01 In submitting this Bid, BIDDER represents, as set forth in the Agreement, that:

- A. BIDDER has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all, which is hereby acknowledged:

Addendum No.	Addendum Date
<u>1</u>	<u>3/16/2023</u>

BID PROPOSAL

- B. BIDDER has visited each Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. BIDDER is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- E. BIDDER is aware of the general nature of Work to be performed by OWNER and others at each Site, if any that relates to the Work as indicated in the Bidding Documents.
- F. The Bidding Documents are generally sufficient to indicate and convey an understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 BIDDER further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any individual or entity to refrain from bidding, and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

- A. BIDDER acknowledges that BIDDER's price(s) constitutes BIDDER's sole compensation for performing all Work required by the Contract Documents, and if a particular part of the Work is not listed in the Bid Item Descriptions, BIDDER has included that part of the Work in the Bid Item Description which it most logically belongs.

5.01 Schedule of Bid Items:

TOWN OF CHESAPEAKE BEACH, MARYLAND

CONTRACTOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

See Project Understanding and Approach and Professional Qualifications

2. List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

PNC Bank, 303 Sail Place, Annapolis, MD 21401

3. Have you ever refused to sign a contract at your original bid price? Yes No

4. Have you ever defaulted on a contract? Yes No

Federal I.D. #
52-1329554

Name of Contractor: Design Teams, Inc. t/a McCrone

Address: 20 Ridgely Ave Suite 201
Annapolis, MD 21401

Telephone #:
410.267.8621

By: 
Signature

Robert M. Sell, PE, Principal

Typed Name and Title

REFERENCE LIST

Bidder shall submit information on this sheet indicating construction experience on similar work. Failure to complete this sheet may be cause for rejection of bid.

1. Type of Structure n/a
Year Constructed n/a
Owner Town of Galena
Location (City, State) Galena, MD
Owner's Contact Person John Carroll, Mayor
Owner's Telephone No. [REDACTED]
Owner's Email Address [REDACTED]

2. Type of Structure n/a
Year Constructed n/a
Owner Town of La Plata
Location (City, State) La Plata, MD
Owner's Contact Person Robert (Bobby) Stahl, Director of Operations
Owner's Telephone No. [REDACTED]
Owner's Email Address [REDACTED]

3. Type of Structure _____
Year Constructed _____
Owner _____
Location (City, State) _____
Owner's Contact Person _____
Owner's Telephone No. _____
Owner's Email Address _____

4. Type of Structure _____
Year Constructed _____
Owner _____
Location (City, State) _____
Owner's Contact Person _____
Owner's Telephone No. _____
Owner's Email Address _____

5. Type of Structure _____
Year Constructed _____
Owner _____
Location (City, State) _____
Owner's Contact Person _____
Owner's Telephone No. _____
Owner's Email Address _____
Owner's Telephone No. _____

TOWN OF CHESAPEAKE BEACH, MARYLAND

Equal Opportunity Employer
And
Drug Free Workplace Certification

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, NATIONAL ORIGIN OR ETHNICITY, SEX, PREGNANCY, GENDER IDENTITY, OR FAMILY STATUS, CREED OR RELIGION, OR DISABILITY.

I HEREBY ARRIM THAT THIS COMPANY COMPLIES WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND POLICIES AND PROGRAMS REGARDING DRUG, ALCOHOL AND A SMOKE-FREE WORK PLACES.

Bidder: Design Teams, Inc. t/a McCrone
Type/Print Name of Firm

Address: 20 Ridgely Ave Suite 201

City/State: Annapolis, MD 21401
Zip Code

By: 
Signature of Person Authorized to Sign Bid

Robert M. Sell, P.E., Principal

Type/Print Name and Title of Person Authorized to Sign Bid

TOWN OF CHESAPEAKE BEACH, MARYLAND

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

- (1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or
(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.
(4) the Contractor warrants and represents that non of its officers or key personnel are related to any Town elected or appointed official by blood or marriage within two degrees of consanguinity.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

[Handwritten signature] By:

Design Teams, Inc. t/a McCrone
Name of Bidder-Type/Print

[Handwritten signature] Signature of Person Authorized to Sign

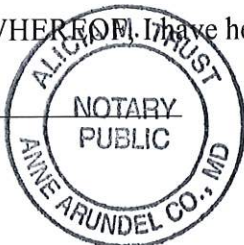
Robert M. Sell, P.E., Principal
Name and Title of Signatory (Type or Print)

STATE OF Maryland
COUNTY OF Anne Arundel, TO WIT:

On this 3rd day of April 2023, before the undersigned officer, personally appeared Robert M. Sell, P.E., known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

[Handwritten signature] Notary Public



My Commission Expires: 10/3/2023

Short Form Certificate for Acknowledgment

State of Maryland

County of _____

This record was acknowledged before me on the _____ day of _____, 20__ by

(name of the person making the acknowledgment)

[affix notary stamp]

Signature of notarial officer
Notary Public
My commission expires: _____

State of Maryland

County of Anne Arundel

This record was acknowledged before me on the 3rd day of April, 2023 by

Robert M. Sell, P.E. as
(name of the person making the acknowledgment)

Principal of
(type of authority, such as officer or trustee)

Design Teams, Inc. Ha McCrone
(name of party, such as company or other individual, on behalf of whom record was executed)



Alicia M. Trust

Signature of notarial officer
Notary Public
My commission expires: 10/3/2023

Fee Proposal



Town of Chesapeake Beach

**Town of Chesapeake Beach Headworks
Improvement Project**

Prepared by:

Design Teams, Inc. / McCrone

20 Ridgely Ave

Annapolis, Maryland 21401

410.267.8621

April 3, 2023

IV. Fee Proposal

Fee Proposal provided in separate sealed envelope, as required. Please see the following pages.

DESIGN TEAMS, INC. family of companies:



BIDDER PRICING:

BASE BID LUMP SUM FOR The total value of the contract is \$ _____.

Item 1: Lump Sum Cost- BIDDER agrees to provide all material and perform all work outlined within the contract documents for a lump sum amount of:

_____ One hundred sixty three thousand and fifty / one hundred Cents/SY (in writing)
_____ two hundred forty two dollars

\$ 163,242.50 (in figures)

Item 2: Breakdown of cost-

Attach a breakdown of all costs associated within Item 1

**ENGINEERING SERVICES
FOR
TOWN OF CHEASAPEAKE BEACH
WASTEWATER TREATMENT PLANT HEADWORKS DESIGN**

MANHOUR BREAKDOWN - McCRONE

TASK	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ELECTRICAL ENGINEER	DESIGN ENGINEER
Preliminary Design Phase				
Kick-Off Meeting	4	4	4	
Structural Engineer to prepare and execute a plan for core-drill sampling of the wet well floor. This will be basis for the demolition and expanded wet well design.		2		
Review options for replacing the existing barscreen and make recommendations	2	12		
Review existing wet well design, core-drill sampling results and prepare a structural plan to remove concrete infill to enlarge the existing wet well	4	12		
Include an evaluation section with feasible alternatives for the existing wet well bypass	2	8		
Select new pumps (3) for the existing wet well with increased wet well operating volume	1	6		
Prepare recommended control elevations for the new pumps with upgraded capacity; include discussion on the wet well emergency storage volume		2		
Prepare a hydraulic evaluation of a primary screen assembly and bypass wet well.	2	12		
Include an evaluation section with feasible alternatives for new primary screen assembly upstream of the new bypass wet well	1	8		
Propose a pump control system and include a float backup redundancy for all control and alarm levels in the existing and bypass pumping stations	1	4		
Conduct an evaluation of the existing Motor Control Center and prepare an upgrade plan to accommodate the proposed equipment	2		20	36
Propose a plan for wet well concrete cleaning, rehabilitation and coating		4		
Prepare a Preliminary Design Report (30% design drawings and specifications table of contents) to include all findings and recommendations	4	36	8	16
Prepare Engineer's Opinion of Probable Construction Cost (EOPCC)	2	8	4	
Subtotal Design Phase	25	118	36	52

**ENGINEERING SERVICES
FOR
TOWN OF CHEASAPEAKE BEACH
WASTEWATER TREATMENT PLANT HEADWORKS DESIGN**

MANHOUR BREAKDOWN - McCRONE

TASK	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ELECTRICAL ENGINEER	DESIGN ENGINEER
DESIGN				
Create existing conditions drawings	2	16		
Prepare detailed design drawings and specifications for upgrading the existing wet well station and bar screen.	6	24		16
Prepare details for new pump installations and modified float settings		4		
Prepare design drawings and specifications for the primary screen assembly.	4			
Prepare design drawings and specifications for the bypass wet well.	4	16		4
Prepare a detailed plan for temporarily diverting all influent pipes from the existing wet well to the proposed bypass wet well.	2	8		
Prepare general materials specifications	2	8		8
Prepare specifications for new pumps	2	8		
Submit 60% Drawings to the Town and Messick		2		
Address comments and finalize plans and specifications	6	24		8
Submit 90% Design to the Town and Messick		2		
Submit MDE construction permit application package to MDE		2		
Prepare Response Letter		2		
Finalize Drawings	2	8		
Finalize Specifications	2	4		4
Submit 100% Design		2		
Prepare Engineer's Opinion of Probable Construction Cost (EOPCC) and preliminary schedule.	2	16		
ELECTRICAL				
Electrical Site Plan			1	2
Coordinate with Electric Company			4	
Single Line Diagram/Power Riser			4	12
Electrical Details/Schematics			4	12
Control System Details and Riser			4	12
Panel & Conduit/Wire Schedules			24	12
Prepare Drawings			8	24
Specifications			16	
Quality Review/Quality Assurance	16			
Submit 90% Design				2
Finalize Drawings			8	16
Finalize Specifications			2	8
Prepare Response Letter			2	
Subtotal Design Phase	50	146	77	140

**ENGINEERING SERVICES
FOR
TOWN OF CHEASAPEAKE BEACH
WASTEWATER TREATMENT PLANT HEADWORKS DESIGN**

MANHOUR BREAKDOWN - McCRONE

TASK	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ELECTRICAL ENGINEER	DESIGN ENGINEER
BIDDING				
Attend Pre-Bid Meeting	4			
Address Questions from Contractors	2	6	2	
Assist Town Engineer with Preparing Addendum		4		
Subtotal Design Phase	6	10	2	0

TASK	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ELECTRICAL ENGINEER	DESIGN ENGINEER
CONSTRUCTION SERVICES				
Attend Pre-Construction Meeting	4	4		
Attend Progress Meetings (6)		24		
Review Shop Drawings	12	80	15	60
Address RFIs	2	16	12	12
Address Field Orders	2	16	4	
Consultation	12	52	18	6
Review O&M Manuals	2	12	2	8
Attend Start-Up		8	8	8
Subtotal Design Phase	34	212	59	94

**ENGINEERING SERVICES
FOR THE
TOWN OF CHEASAPEAKE BEACH
WASTEWATER TREATMENT PLANT HEADWORKS DESIGN**

PROJECT COST - McCRONE, INC.

PRELIMINARY DESIGN

	HOURS	LABOR COST		EXTENDED COST
LABOR COSTS				
PROJECT MANAGER	25	\$180.00		\$4,500.00
SENIOR PROJECT ENGINEER	118	\$135.00		\$15,930.00
ELECTRICAL ENGINEER	36	\$135.00		\$4,860.00
DESIGN ENGINEER	52	\$120.00		\$6,240.00
				\$31,530.00
SUBTOTAL LABOR				
DIRECT COSTS				
MILEAGE	160	MILES @	\$0.66 /MILE	\$104.80
STRUCTURAL ENGINEER				\$10,560.00
NON-DESTRUCTIVE TESTING				\$1,512.50
CONCRETE CORE SAMPLING				\$5,893.80
PRINTING				\$100.00
PHONE/FAX/POSTAGE				\$25.00
SUBTOTAL DIRECT COSTS				\$18,196.10
TOTAL TASK COST				\$49,726.10

DESIGN

	HOURS	LABOR COST		EXTENDED COST
LABOR COSTS				
PROJECT MANAGER	50	\$180.00		\$9,000.00
SENIOR PROJECT ENGINEER	146	\$135.00		\$19,710.00
ELECTRICAL ENGINEER	77	\$135.00		\$10,395.00
DESIGN ENGINEER	140	\$120.00		\$16,800.00
				\$55,905.00
SUBTOTAL LABOR				
DIRECT COSTS				
MILEAGE	80	MILES @	\$0.66 /MILE	\$52.40
PRINTING				\$250.00
PHONE/FAX/POSTAGE				\$100.00
SUBTOTAL DIRECT COSTS				\$402.40
TOTAL TASK COST				\$56,307.40

**ENGINEERING SERVICES
FOR THE
TOWN OF CHEASAPEAKE BEACH
WASTEWATER TREATMENT PLANT HEADWORKS DESIGN**

PROJECT COST - McCRONE, INC.

BIDDING

	HOURS	LABOR COST		EXTENDED COST
LABOR COSTS				
PROJECT MANAGER	6	\$180.00		\$1,080.00
SENIOR PROJECT ENGINEER	10	\$135.00		\$1,350.00
ELECTRICAL ENGINEER	2	\$135.00		\$270.00
DESIGN ENGINEER	0	\$120.00		\$0.00
				\$2,700.00
SUBTOTAL LABOR				
DIRECT COSTS				
MILEAGE	0	MILES @	\$0.66 /MILE	\$0.00
PRINTING				\$0.00
SUBTOTAL DIRECT COSTS				
				\$0.00
TOTAL TASK COST				
				\$2,700.00

CONSTRUCTION SERVICES

	HOURS	LABOR COST		EXTENDED COST
LABOR COSTS				
PROJECT MANAGER	34	\$180.00		\$6,120.00
SENIOR PROJECT ENGINEER	212	\$135.00		\$28,620.00
ELECTRICAL ENGINEER	59	\$135.00		\$7,965.00
DESIGN ENGINEER	94	\$120.00		\$11,280.00
				\$53,985.00
SUBTOTAL LABOR				
DIRECT COSTS				
MILEAGE	800	MILES @	\$0.66 /MILE	\$524.00
PRINTING				\$0.00
SUBTOTAL DIRECT COSTS				
				\$524.00
TOTAL TASK COST				
				\$54,509.00
TOTAL PROJECT COST =				\$163,242.50