



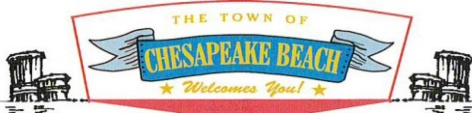
**TOWN COUNCIL
SPECIAL MEETING AGENDA
April 9, 2024
Starting at 6:00 PM**

- I. Call to Order and roll call.**
- II. Pledge of Allegiance**
- III. The Town Council to consider moving the April 18, 2024 Town Council meeting to May 7, 2024 at 6 pm.**
- IV. Adjournment**

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

(410) 257-2230

(301) 855-8398



**TOWN COUNCIL INFORMATIONAL
WORK SESSION AGENDA**

April 9, 2024

Starting at 6:05 immediately after the close of the Special Meeting

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Informational discussion on the following:

1. Ballot question discussion related to Town resident only attendance at Bayfront Park
2. Ballot question discussion related to expanded gaming activities
3. Refuse collection Request for Proposal (RFP)
4. Miller – Loveless Park at Kellam’s Field Play equipment Request for Proposal (RFP)
5. Financial audit Request for Proposal (RFP)
6. Hazard Mitigation Plan Adoption
7. Steps forward on the Town of Chesapeake Beach Aquatics Park Improvements
8. Coordination with Calvert County Government to facilitate Town of Chesapeake Beach led swim lessons for Town residents

IV. Council Lightning Round

V. Adjournment

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

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To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: 2024 Election, Ballot Questions

Date: April 5, 2024

I. BACKGROUND:

In May of 2020, the Town Council reviewed the potential for ballot questions to be added to the November 2020 Town of Chesapeake Beach election ballot. The questions shown in Figure 1 below were effectively added to the election ballot by the Town Council to ensure citizen responses were received on key issues before the Town's elected officials.

Figure 1: clip of the ballot questions included in the November 2020 Town of Chesapeake Beach ballot.

BALLOT QUESTIONS
Questions seek public opinion on expanded gaming in Chesapeake Beach
Vote Yes or No
Do you support the State of Maryland awarding full casino gambling licenses (table gaming, casino slots, etc.) to venue(s) in Chesapeake Beach?
<input type="radio"/> Yes
<input type="radio"/> No

Vote Yes or No
Do you support the State of Maryland awarding sports betting licenses (i.e. sports betting, off-track racing, etc.) to venue(s) in Chesapeake Beach?
<input type="radio"/> Yes
<input type="radio"/> No



The results of the 2020 ballot questions are that 985 of the 1272 (77.4%) votes received voted against the support of full casino gambling licenses in the Town of Chesapeake Beach (“Question 1”). Further 903 of the 1272 votes were opposed to awarding sports betting licenses in the Town of Chesapeake Beach (“Question 2”).

Figure 2 the 2020 Town election referendum results

Question 1	Polling Place Votes	Absentee Votes	Provisional by Hand Votes	Total
No	493	490	2	985
Yes	180	104	3	287

Question 2	Polling Place Votes	Absentee Votes	Provisional by Hand Votes	Total
No	452	449	2	903
Yes	221	145	3	369

The Town’s elected officials utilize these results when advocating for Town citizens’ desires to limit further gaming activity within the Town due to the burden it poses on Town citizens.

II. 2024 Town of Chesapeake Beach election

In preparation for the 2024 Town of Chesapeake Beach election, the following questions are proposed to be heard from Town voters on key issues of the Town.

The Proposed 2024 ballot questions:

Question 1 (Q1) “Do you support the State of Maryland permitting expanded gaming (i.e. additional electronic bingo machines, casino slots, table gaming) to venue(s) in the Town of Chesapeake Beach?”

Question 2 (Q2) “Do you support the Town of Chesapeake Beach to continue to limit attendance at Bayfront Park to Town residents and their guests”.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Refuse Collection Request for Proposals

Date: April 5, 2024

I. BACKGROUND:

A Request for Proposal (RFP) was released on March 22, 2024, on eMaryland Marketplace Advantage (eMMA) via bid number ([#BPM043156](#)). The solicitation was sent to 150 + bidders under the project cost code, was posted in print media and was posted on the Town website. A mandatory pre-bid meeting will be held on April 11th at 10 AM at the Chesapeake Beach Town Hall: 8200 Bayside Rd. Chesapeake Beach, MD. Sealed proposals are due April 29th at 9:00 AM. RFP information can be obtained through eMMA Marketplace Advantage Sourcing Project: Town of Chesapeake Beach Refuse Collection Services ([#BPM043156](#)) or by contacting Holly Wahl at hwahl@chesapeakebeachmd.gov.

II. SCOPE OF SERVICES:

The Request for Proposal (RFP) includes the collection of refuse of a total of 2,442 residential properties in Town (residences for collection per the schedule and Town Map). Of those residents 213 are collected through dumpster collection. In addition, the RFP includes dumpster collection services at the Chesapeake Beach Water Reclamation Treatment Plant, Bayfront Park, Public Works, Town Hall, and the Kellam's field and complex.

Weekly Collection Schedule: The scope of services includes.

- 1) trash and recycling collection once a week for Town residents on separate days depending on where residents live in Town.
- 2) bulk collection services

III. PRICING:

The Town is requesting two options for pricing scenarios:

Option 1: If the Town selects Option 1 the Contractor will transport and pay for all trash collection services under a lump sum arrangement. The Contractor will provide annual summaries of total trash and recycling collected from the Town. The Town will not pay for tipping tickets.

Option 2: (alternate pricing): If the Town selects (alternate pricing) Option #2, the following will occur:

a. All Household refuse and bulk trash shall be transported to and deposited in the Calvert County Landfill in Lusby, Maryland or another site agreed to by the Town & Contractor. Trash shall not be deposited and billed to the Town at any location other than the Calvert County Landfill, without prior written approval from the Town Administrator. Recycling will be deposited as a facility that accepts recyclable materials.



b. The Town will pay the tipping fee for the disposal of its household refuse by the Contractor on a ticket basis only. There will be no allowable upcharge by the Contractor for the disposal of trash or recycling. The Contractor's collection vehicles shall contain only household refuse from the Town when they are weighed at the Landfill. The Town Administrator shall be supplied with a list of all vehicles servicing the Town within the Town limits.

c. Dump tickets must have certified weight scales for each load received, that includes the following, but not limited to:

- Date and time of delivery
- Truck number
- Gross vehicle weight
- Ticket number

Container pricing: the Town is also requesting pricing for recycling and trash containers for the Town Council review. Under this pricing option the Contractor would provide containers to Town residents for a per month, per resident fee. The fee would be included in the trash contractor's monthly bill to the Town. The fee would include the cost of the container and the insurance to replace the container if it is damaged. The Town is reviewing this option to provide clean, reliable commercial containers to residents and to examine if there are cost efficiencies with the implementation of contractor-provided containers. Cost efficiencies would be expected to be generated with the increased ability to mechanically collect refuse rather than manually dump the containers; however, this will be determined through the bid proposal process.

IV. NEXT STEPS:

Proposals are expected to be before the Town Council in the May of 2024.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Miller-Loveless Park at Kellams field Request for Proposals (RFP)

Date: April 5, 2024

I. BACKGROUND:

A Request for Proposal (RFP) was released on March 27, 2024, on eMaryland Marketplace Advantage (eMMA) via bid number ([#BPM043241](#)). The solicitation was sent to 150 + bidders under the project cost code, posted in print media, posted on the Town website and sent directly to State of Maryland equipment providers. A mandatory pre-bid meeting will be held on April 10th at 9 AM at the Chesapeake Beach Town Hall: 8200 Bayside Rd. Chesapeake Beach, MD. Sealed proposals are due May 1st at 9:00 AM. RFP information can be obtained through eMMA Marketplace Advantage Sourcing Project: eMMA Marketplace Advantage Sourcing Project: Miller-Loveless Park at Kellams Field ([#BPM043241](#)) or by contacting Holly Wahl at hwahl@chesapeakebeachmd.gov.

II. SCOPE OF SERVICES:

As part of the recently awarded contract for storm water work at the Miller Loveless Park at Kellam's field, the Town Council accepted town staffs recommendations to seek pricing proposals for play equipment separately. For this reason, the Town released an RFP for play equipment at the park to include the surfacing and equipment desired per citizen feedback received (n=231). There are two areas of focus within the RFP. First, the children's play area, which shall provide a tot lot to accommodate ages 2-12 years. Second, a low impact exercise area for adults to include but not limited to stretching apparatus, pull-up and push-up station and other equipment to accommodate all adult age groups.

To view the Children's Play Area priorities *see Figure 1*. Priorities by importance are listed below with #1 being the most important to residents for low impact work out equipment.

- 1) Climbing features
- 2) Slides
- 3) Big Kid Swings
- 4) Balancing features
- 5) Baby Swings
- 6) Twisting / Turning features
- 7) Monkey bars.

To view the focus areas for Low Impact Work Out Equipment *see Figure 2*:

Priorities are listed below by importance with #1 being the most important to residents for low impact work out equipment.

- 1) Agility equipment
- 2) Accessible multi-gym



- 3) Balancing features
- 4) Rowing machine
- 5) Elliptical
- 6) Sit Up Board
- 7) Chest Press
- 8) Exercise Bike

Figure 1: Town citizens' responses on what type of equipment they would like to see in the tot lot or children's play area.

What type of equipment would you like to see in the tot lot, or children's play area?

Answered: 39 Skipped: 1

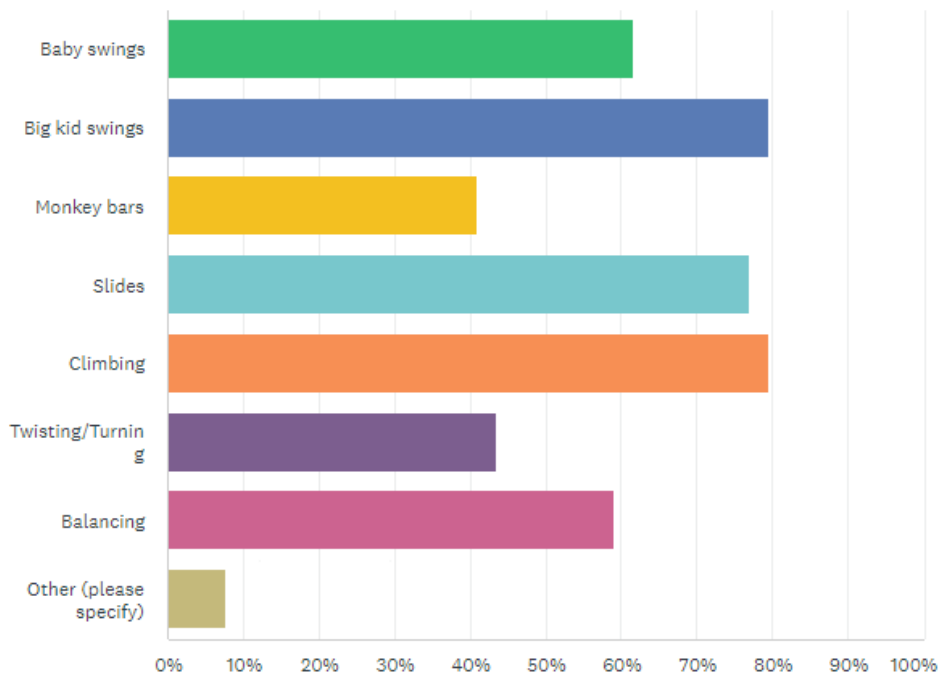
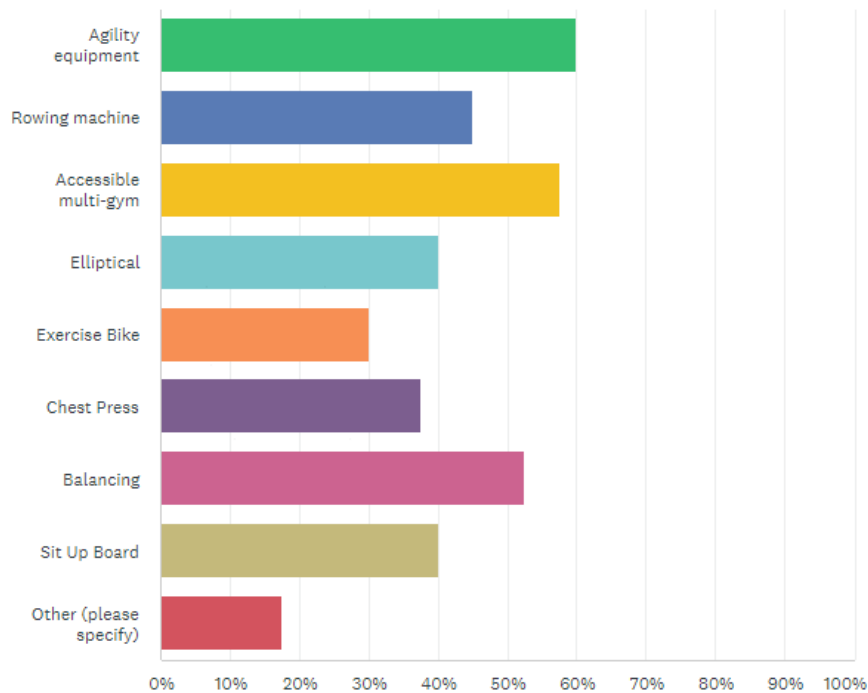




Figure 2: Town citizens’ responses on what type of low impact work out equipment they would like to see in the adult activity area.

What type of low impact equipment would you like to see in the adult activity area?

Answered: 40 Skipped: 0



III. NEXT STEPS:

Town staff expects to have proposals before Town Council in May, 2024.



To: The Honorable Mayor and Town Council

From: Brittany Moran, Town Treasurer

Subject: Audit Financial Services Request for Proposals (RFP)

Date: April 5, 2024

I. BACKGROUND:

A Request for Proposals (RFP) for Audit Financial Services for the fiscal years ending June 30, 2024, 2025 and 2026 with the option of extending the contract for two additional fiscal years through 2028, was released on March 28, 2024, on eMaryland Marketplace Advantage (eMMA) via bid number (#BPM043261). The solicitation was sent to bidders under the project cost code, posted in print media, posted on the Town website and sent directly to numerous accounting firms in the State of Maryland. A mandatory pre-bid meeting will be held on April 22nd at 10 AM at the Chesapeake Beach Town Hall: 8200 Bayside Road. Chesapeake Beach, MD. Sealed proposals are due May 13th at 9 AM. RFP information can be obtained through eMMA Marketplace Advantage Sourcing Project: Audit Financial Services (#BPM043261) or by contacting Holly Wahl at hwahl@chesapeakebeachmd.gov.

II. SCOPE OF SERVICES:

- a. Reports & Opinions – The auditor shall prepare and express an opinion on the fair presentation of the Town’s financial statements, in conformity with generally accepted accounting principles. The auditor shall prepare and submit a report to the Mayor and Town Council that summaries certain matters required by professional standards to be communicated to them given their oversight responsibility for the Town’s financial reporting process. The report should include an opinion on the system of internal control as well as a management letter which includes any recommendations for improving accounting operations of the Town.
- b. Annual State Uniform Financial Report (UFR) – The auditor will prepare the UFR prior to its submission to the State Department on Legislative Services.
- c. Scheduling and Procedures – The auditor shall develop a time schedule and procedures to be observed during the audit and prior to the beginning of each audit by June 15th. The audit will begin after September 1st of each year. The audit will be submitted to the State within the deadline required without a request for an extension unless approved in writing and jointly signed by the Town Treasurer and Town Administrator. The audit must be substantially complete on or before October 10th and draft statements must be available for the Town’s review and comment by October 20th. The audit and all financial statements and reports must be 100% complete and a final digital version received by the Town by October 30th. The auditor shall be responsible for ensuring that the Department of Legislative Services receives a complete and



final copy of the Town's audited financial statements by October 31st and ten bound copies within the first week of November.

III. NEXT STEPS:

Town staff expects to have proposals before Town Council in May, 2024.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Hazard Mitigation Plan Adoption

Date: April 5, 2024

I. BACKGROUND:

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Hazard mitigation focuses attention and resources on county and municipal policies and actions that will produce successive benefits over time. State and local governments engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural as well as human caused hazards. The purpose of the plan is to develop long-term strategies for protecting people and property from future hazard events. Mitigation plans are key to breaking the cycle of disaster damage, reconstruction, and repeated damage.

The planning process for the 2023 Calvert County Hazard Mitigation Plan Update consisted of the following:

- Identification and prioritization of the hazards that may affect the county and its municipalities.
- Assessment of the county's and municipalities' vulnerability to these hazards.
- Identification of the mitigation actions and projects that can reduce that vulnerability.
- Development of a strategy for implementing the actions and projects, including identifying the agency(ies) responsible for that implementation.

The Calvert County Hazard Mitigation plan represents the work of citizens, elected and appointed government officials, business leaders, and volunteer and nonprofit groups to protect community assets, preserve the economic viability of the community, and save lives. The Town of Chesapeake Beach participated in the process of the plan through the participation of the Town Administrator, Public Works Administrator and Chesapeake Beach Water Reclamation Treatment Plant Superintendent. Participation included feedback from the Town staff on risk levels of hazards experienced in the Town, and an assessment of the Town's current capabilities. The plan was successfully updated in accordance with the requirements set forth by MDEM and FEMA.

The following hazards are separated into natural and human-caused hazards and listed out alphabetically. All of these hazards were identified by the local planning team as presenting the highest risk to the county and its municipalities:

Natural hazards:

- Coastal Erosion
- Drought
- Earthquake
- Flooding, Flash Flooding, Ice Jam Flooding
- Hail
- Hurricane and Tropical Storm
- Invasive Species



- Landslide
- Pandemic, Epidemic, Endemic, and Infectious Disease
- Radon Exposure
- Subsidence/Sinkhole
- Tornado/Windstorm
- Wildfire
- Winter Storm

Human-caused hazards:

- Civil Disturbance
- Dam Failure
- Emergency Services Shortages
- Environmental Hazards / Hazardous Materials
- Nuclear Incident
- Opioid Epidemic
- Terrorism/Cyberterrorism Incidents
- Transportation Accidents
- Utility Interruption

A total of twenty-three hazards have been identified in the 2023 Calvert County Hazard Mitigation Plan. A total of thirteen identified hazards were listed in the previous 2017 plan update. The new hazards include Coastal Erosion, Flash Flooding, Invasive Species, Landslide, Pandemic, Epidemic, Endemic, and Infectious Disease, Radon Exposure, Wildfire, Civil Disturbance, Dam Failure, Emergency Services, Nuclear Incident, Opioid Epidemic, Transportation Accidents, and Utility Interruptions.

To mitigate against the effects of these hazards, the local planning team identified the following goals for hazard mitigation over the next five years:

- Reduce potential injury/death and damage to existing community assets due to floods, flash floods, and ice jams.
- Reduce potential injury/death and damage to community assets due to all hazards.
- Promote disaster-resistant future development.
- Promote hazard mitigation as a public value in recognition of its importance to the health, safety, and welfare of the population.
- Improve response and recovery capabilities.
- Protect critical infrastructure.

The Calvert County Board of County Commissioners voted unanimously to adopt the Calvert County 2023 Hazard Mitigation Plan. As a participating jurisdiction, the Town of Chesapeake Beach may now choose to adopt the Calvert County HMP as its plan, as well.



The complete plan, its appendices, and Calvert County's signed resolution can be found on the Hazard Mitigation SharePoint at [Final HMP](#).

II. RECOMMENDATION FOR ADOPTION OF THE HAZARD MITIGATION PLAN:

To qualify for disaster funding the Town of Chesapeake Beach is required to adopt a Hazard Mitigation Plan. It is recommended that the Town Council consider adopting the Calvert County Hazard Mitigation Plan as a comprehensive plan that addresses hazards associated with natural and human caused disasters at the Town and County level. Adopting the plan confirms the Town Council's commitment to plan for and to mitigate *to the best of their ability* the potential hazards faced by residents and businesses of the Town of Chesapeake Beach.

Once the Town Council adopts the County Hazard Mitigation Plan by resolution, the resolution will be shared with Calvert County Office of Emergency Management who will also notify FEMA.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Aquatics Park Improvements, Steps Forward

Date: April 5, 2024

I. BACKGROUND:

The Town of Chesapeake Beach released a community opinion survey requesting input on the Chesapeake Beach Water Park with a focus on fiscal responsibility to taxpayers and to seek input from Town businesses on the economic input of the Water Park. The survey was conducted over a span of 4 weeks, was sent to town residents through post card mailing, electronic news blasts and social media posts for the Town and the Chesapeake Beach Water Park. The Town received 1,870 responses. To view the survey report please click [here](#).

The Town released a Request for Proposal (RFP) on January 19, 2024, which was posted on eMMA directly to 150+ firms that complete work within the cost code classification and sent to vendors in addition to vendors associated with the World Waterpark Association. A mandatory pre-bid meeting was held on February 8, 2024, at 9:00 AM (virtual and in person) where eleven attendees were in attendance from eight firms and one subcontracting firm to include, Scheibel Construction, Century Engineering, Lamar Johnson Collaborative, KCI Technologies, ARRO Consulting, Icon Leisure Services, OSO Consulting and Aggtrans. Clarifications were issued on March 1, 2024. Sealed proposals were due to the Town on March 15th at 9 AM; however, no proposals were received.

Town staff contacted each bidder to understand why a proposal was not offered on the project. In summary, the reasoning provided included:

- Increased risk to the Design / Build (D/B) firm related to soil conditions and existing piles.
- An unrealistic timeline taking into consideration the length of time required for permitting with the condensed project schedule increasing the costs of the significantly.
- Unclear budget parameters.
- Unclear concrete project concept.

Suggestions offered by prospective D/B firms moving forward on the project, are:

- Consider starting the improvement project with a feasibility study to establish a clear budget for the project that accounts for the costs associated with the existing conditions, schedule constraints, permitting requirements, and other limitations.
- Consider starting the improvement project with survey and geo-technical investigation so bidders fully understand the constraints and then move forward with design / program concepts, validation, and budgeting.



II. STEPS FORWARD:

Considering the lack of proposals received from a D/B firm to complete the Design Build improvements at the Park and the feedback received from potential D/B firms, it is recommended that the Town Engineer engage a team of aquatic facility professionals to explore moving further along on feasibility to provide the clarity necessary to bidders. During this process further outreach will occur to fully understand what is necessary to improve the facility to accomplish the recreational amenities desired by Town residents.

It is expected that this process will take approximately 6 months and will cover two main areas of focus. First, the feasibility study will explore further the pool elements desired, and the associated costs based on the conditions of the site. Second, this further exploration will provide the information needed to award a contract to a firm to complete the improvements as approved by Town Council.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Calvert County Government Coordination to Facilitate Continued Life Saving Swim Lessons

Date: April 5, 2024

I. BACKGROUND:

Over the course of the last couple of months town staff have contacted several private pools and the Calvert County Government to find ways to continue the Town's swim lessons, an offering that are paramount to water safety. The Town is in conversations with Calvert County Government to offer a continuation of Town of Chesapeake Beach swim lessons utilizing Calvert County Parks and Recreation facilities. The partnership will require final County approval and the execution of a Memorandum of Understanding (MOU) between the Town Council and County Commissioners; however, considering the quick movement it will require to make the program happen, Town staff seeks to update the Town Council on progress.

Since 2021, over 500 children have completed the Swim Lesson program offered by the Town, and the program has garnered rave reviews from residents. Here is some of the feedback we have received:

"My son learned several swim skills and enjoyed the experience because of the talented, patient, fun, respectful and kind instructors".

"The instructors are so helpful, smart and kind".

"We loved the lessons. The kids made a ton of progress!"

II. Town of Chesapeake Beach Swim Lesson Season on Tour!

Calvert County Parks and Recreation offers an extensive swim lesson program, and the intent is not to compete in any way with the County program offerings. The Town is seeking opportunities to continue to engage our trained seasonal staff to maintain our life safety program while continuing a recreational component of the Town. The Town would be required to rent lanes at the aquatics center, which would be offered to the Town at the County rental rate of \$13 per lane, per hour and the Town would staff the lifeguards necessary to conduct the swim lessons at the County facility. Additionally, there may be other requirements the County determines would be necessary to use their facilities.

The current proposed offerings based on the information available at this time, are:

Location: Edward T. Hall Aquatics Center, Prince Frederick

Day/Time: Sundays, 8am to 11am

Duration: 6 weeks (June 16 through July 26, 2024)

3 levels of classes could be offered:

Tadpoles (ages 3 to 5) – 8am to 8:45am

Water exploration – children learn basics of swimming: bobbing, flutter kicks, front/back float, blowing bubbles, etc.

Jelly Fish (ages 5 to 7) – 9am to 9:45am



Swimmers will enhance their skills and develop new techniques: alternating arms, front/back glide, arms & legs together, submerging face.

Sting Rays (ages 7 to 10) – 10am to 10:45am

Swimmers enhance their skills and develop new techniques: rhythmic breathing, front/back crawl, treading water, breaststroke, elementary backstroke, butterfly, sidestroke.

The Town's swim lesson curriculum was re-designed before the 2023 season, with a focus on water safety awareness in any environment. Lesson plans facilitate an age-appropriate introduction to swimming and development of skills while also encouraging a love and respect for the water.

With the option of holding one class at a time, we would be able to increase class size from 10 to 15 children in each level. We have 9 staff members from the Aquatics Management Team that are willing to return from last season. To teach swim lessons at the County pools the lifeguards would be required to obtain a Red Cross Water Safety Instructor license and the Town would be required to enter into a service provider agreement with Red Cross as this is the firm that provides services to Calvert County Government for their aquatic facilities.

Fiscal Impact: Town staff are reviewing the costs of providing swimming lessons and will bring forward numbers for the Town Council to consider under two scenarios. First, employing Town lifeguards to offer free swim lessons at the Calvert County Aquatics Center at no cost to Town residents. Second, employing Town lifeguards to offer swim lessons at the Calvert County Aquatics Center for Town residents at a reduced rate.

Next steps: The Town Administrator is scheduled to meet with County staff on April 15, 2024, to discuss logistics of the MOU further. Additional information and projected cost scenarios will be provided to the Town Council after this meeting.

