



**TOWN COUNCIL MEETING
AGENDA
NOVEMBER 16, 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 October 19, 2023 Public Hearing.

Approval of the minutes of the October 19, 2023 Town Council Meeting.

Approval of the minutes of the October 27, 2023 Special Town Meeting.

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

VI. Special Presentation:

- 1. Presentation by Grace Mary Brady honoring George Owings, III.
- 2. Public Works Infrastructure Improvement Project Update: Saddle Repairs and Improvements

VII. Petitions and Communications

- A. Town Administrator's Report
- B. Town Treasurer's Report
- C. Town Engineer's Report
- D. Calvert County Sheriff's Office Twin Beaches Deputy's Report



E. North Beach Volunteer Fire Department

F. Mayor's Report

VIII. Resolutions & Ordinances

A. Introduce Ordinance O-23-24, an ordinance of the Town Council of Chesapeake Beach, Maryland, to amend the language of the zoning code regarding onsite cannabis consumption establishments. **Set public hearing.**

IX. Report of Officers, Boards and Committees

A. Planning & Zoning Commission

B. Board of Appeals – Continuation hearings were held on Case#2023-03- Rod-n-Reel Inc/Donovan Estates, LLC on October 30, and November 8, 2023.

C. Chesapeake Beach Oyster Cultivation Society

D. Climate Change Advisory Group

E. Economic Development Committee

F. Green Team

G. Kellam's Revitalization Committee

H. Twin Beaches Opioid Abuse Awareness Coalition

I. Walkable Community Advisory Group

X. Unfinished Business

XI. New Business



1. Town Council to consider the appointment of Victor F. Guido, Jr. to the Board of Elections to complete the term of Margaret P. Hartman which expires March 3, 2024. This term is to commence immediately and to initiate the four-year term for Victor F. Guido, Jr. on the Board of Elections that will commence on March 4, 2024.
2. Town Council to consider the reappointments of Randall Getman and Dominique Soroka to the Board of Elections for four-year terms to commence on March 4, 2024.
3. Town Council to consider authorizing the Town Administrator to expend funds not to exceed \$100,000 for the emergency repair of a leak at the Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) from the CBWRTP FY24 budget “repairs and maintenance” line item. A budget amendment to account for this emergency expenditure is forthcoming.
4. Town Council to consider authorizing the Mayor to expend \$365,000 in “American Rescue Plan Act (ARPA) funds” plus closing costs for the purchase of property at 3915 26th Street per resolution #R-23-3.

XII. Public Comment

XIII. Council Lightning Round

XIV. Adjournment



**TOWN COUNCIL
PUBLIC HEARING MINUTES
OCTOBER 19, 2023**

- I.** Patrick J. Mahoney, Mayor, called the public hearings to order at 6:56 p.m. In attendance were Valerie L. 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, James Berry, Public Works Manager, Josh Stinnett, WRTP Manager, and Wayne Newton, Town Engineer. Absent was Todd Pounds, Town Attorney,

The Mayor opened the public hearing and read into the record Ordinance O-23-22.

Ordinance O-23-22, an ordinance of the Town Council of Chesapeake Beach, Maryland regarding use of cannabis smoking or ingesting on Town property and in any business establishment in Town.

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

There being no further comments, the public hearing closed at 6:57 pm on a motion by Councilwoman Beaudin. Seconded by Councilman Hartman, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

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

(410) 257-2230 (301) 855-8398



**MINUTES OF THE
TOWN COUNCIL MEETING
OCTOBER 19, 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, 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, Brittany Moran, Town Treasurer, James Berry, Public Works Manager, Josh Stinnett, WRTP Manager, Wayne Newton, Town Engineer, and Sergeant Moran. Absent was Todd Pounds, Town Attorney.

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

The Mayor asked for a moment of silence in memory of Austin McCollum and Jeffrey Gibson.

III. Approve the Agenda.

MOTION: Councilman Fink moved to approve the October 19, 2023 Town meeting agenda. Seconded by Councilwoman Hartman, all in favor.

IV. Public comment on any item on the agenda. None received.

V. Approval of the minutes of the September 21, 2023 Public Hearing.

MOTION: Councilman Jaworski moved to approve the minutes of the September 21, 2023 Public Hearing. Seconded by Councilwoman Beaudin, all in favor.

Approval of the minutes of the September 21, 2023 Town Council Meeting.

MOTION: Councilman Pardieck moved to approve the minutes of the September 21, 2023 Town Council Meeting. Seconded by Councilman Morris, all in favor.

Approval of the minutes of the September 21, 2023 Closed Session.

MOTION: Councilman Pardieck moved to approve the minutes of the September 21, 2023 Closed Session. Seconded by Councilwoman Hartman, all in favor.

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(410) 257-2230

(301) 855-8398



Approval of the minutes of the October 3, 2023 Informational Work Session.

MOTION: Councilman Jaworski moved to approve the minutes of the October 3, 2023 Informational Work Session. Seconded by Councilman Fink, all in favor.

Approval of the minutes of the October 3, 2023 Closed Session.

MOTION: Councilwoman Beaudin moved to approve the minutes of the October 3, 2023 Closed Session. Seconded by Councilwoman Hartman, all in favor.

VI. Petitions and Communications –

- A. Town Administrator’s Report** – Ms. Wahl submitted the attached written report. Ms. Wahl briefed the Council on the status of the Safe Routes to School and the Kellam’s Field storm drain project. All required approvals for the project have been obtained and an RFP will soon be released. She reported the re-stripping efforts by State Highway are underway but not yet completed and announced that the Town was recertified as a Sustainable Maryland Designation. Mr. Stinnett was present to address questions from the Council regarding report items on the Water Reclamation Treatment Plant. The Council welcomed the new trainee, Greg Unkle.
- B. Town Treasurer’s Report** – Ms. Moran submitted the attached written report.
- C. Town Engineer Report** – Mr. Newton submitted the attached written report and addressed questions from the Council on report items.
- D. Calvert County Sheriff’s Office Twin Beaches Deputy’s Report** – Sergeant Moran submitted the attached written report and was present to give the report and address questions from the Council.
- E. North Beach Volunteer Fire Department** – The attached written report was submitted. Councilman Jaworski announced the annual Trunk or Treat will be Sunday, October 29th. Come dressed in your best costume and see you there!
- F. Mayor’s Report** – The Mayor commented that last Thursday the Town had the honor of hosting its volunteer recognition dinner. It was great being with the residents who selflessly donate their free time to the town they love with no expectation of recognition. On Friday, the Mayor attended the Beach Bucs pep rally and had the honor of presenting a town grant of \$5,000 to cover costs of the team’s end of season trophies for our local youth. More importantly, it was an opportunity for the town to recognize the entire Buccaneers family for their volunteerism, dedication to our

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(301) 855-8398



youth, and their continued partnership with the Town. The Mayor stated the Bay Net online news service and the Town recently recognized local photographer and community volunteer Bessie Hoskins for sharing the beauty of our Twin Beaches on social media, including Facebook. He ended his report with a message from Bessie to the town, “When you have a deep affection for your hometown, there are no boundaries to what you can achieve.” Thank you, Bessie.

VII. Resolutions & Ordinances:

- A. Vote on Ordinance O-23-22, an ordinance of the Town Council of Chesapeake Beach, Maryland regarding use of cannabis smoking or ingesting on Town property and in any business establishment in Town.

MOTION: Councilman Fink moved to approve Ordinance O-23-22.
Seconded by Councilwoman Hartman, all in favor.

- B. Introduce and vote on Resolution R-23-3, a resolution of the Town Council of Chesapeake Beach, Maryland regarding purchase of property at 3915 26th Street, Chesapeake Beach, Maryland.

MOTION: Councilman Jaworski moved to approve Resolution R-23-3. Seconded by Councilwoman Beaudin, all in favor.

VIII. Report of Officers, Boards and Committees:

- A. **Planning & Zoning Commission** – Ms. Berault submitted the attached written report.
- B. **Board of Appeals** – A Board of Appeals continuation hearing on Case#2023-03 will be held October 30, 2023.
- C. **Chesapeake Beach Oyster Cultivation Society** – Ms. Alexander submitted the attached written report.
- D. **Climate Change Advisory Committee** – Councilman Jaworski reported the Coastal Resiliency Steering Committee is moving forward with finalizing the Town’s Coastal Resiliency Plan. It has been sent to the Planning Commission for their comments and the Steering committee will meet on October 26th at town hall to consider those comments and any other public comments. Once finalized, the Plan will be forwarded to the Town Council for review and comment. Co-chair Pardieck wanted to re-emphasize the desire to see solar panels wherever possible in town.
- E. **Economic Development Committee** – Councilman Jaworski reported no meeting was held by the Calvert County Economic Development committee or the Economic Development Advisory Commission. He sadly reported the passing of the commission co-chair Tony

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DeStefano, stating he would be missed. He reported he and the Mayor attended the Maryland Municipal League Fall Conference earlier in the week and he and Councilman Morris attended a meeting last evening of the Naval Research Lab Resident Advisory Board. Lastly, he announced the following upcoming events, the Maryland Economic Development week is scheduled for October 23rd to October 27th, the Calvert Festival in North Beach is scheduled for Saturday, October 21st, the Town's annual Light up the Town is scheduled for November 26th, Holiday Lights Tour on December 9th, and the North Beach Christmas Parade on December 1st.

- F. Green Team Committee** – Councilwoman Beaudin reported the Paddle & Pathway pickup event had to be canceled due to the weather. On a brighter note, this past Sunday, trees, and scrubs were planted at 17th & B Street and Dark Star Lane. The Team wanted to thank boy scout troop 429, Billy Varner of public works, town's landscaper, the Master Gardner, and all the volunteers for having a part in this. The Team's next meeting will be scheduled for next week.

- G. Kellam's Revitalization Committee** – Councilman Fink stated no report of any significance but did want to say how great it is to see the Beach Bucs in full swing. He was away on a trip and regrettably was not able to attend the pep rally, but it is good to see the Team proceeding as scheduled.

- H. Twin Beaches Opioid Abuse Awareness Coalition** – Councilman Pardieck reported no meeting was held in October. He reported the Group has completed their brochure, thanking Randy George Miller for taking the lead and pulling it all together. Also wanted to thank Ms. Wahl for her artistic flare in designing the three-fold brochure and having it printed. The brochure will be handed out at future events. The next meeting is scheduled for November 9th.

- I. Walkable Community Advisory Group** – Councilwoman Hartman was pleased to see State Highway working on the stripping of 260 marking a wider walking path on the east side and a wider bike path on the west side between Seagate and Horizons. Ms. Hartman commented that the Group has been considering names for the new pocket parks and looks to put them before the Town Council in November for review and comment. On October 20th town staff and a few members of the walkable community will meet with an Asphalt Art vendor to discuss areas in town where asphalt art might be done which would highlight walking paths on the street. The Group's next meeting will be October 25th, 6:30 pm, at town hall. Co-chair Fink added, with the Kellams drain pipe project moving forward, the committee will begin to reinvestigate our revitalization, wherein the anchor for the walking trail will be.

IX. Unfinished Business: None.

X. New Business:

1. The Town Council to consider the reappointment of Paul Doherty to the Board of Appeals.

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(301) 855-8398



MOTION: Councilwoman Beaudin moved to approve the reappointment of Paul Doherty to the Board of Appeals. Seconded by Councilman Jaworski, all in favor.

XI. Public comment was received by: None received.

XII. Council Lightning Round:

1. Dr. Beaudin reminded all of the Halloween Family Fun Night on October 28th. She stated it was great hanging out with the scouts of Troop 429 on Sunday morning. The troops have expressed an interest in volunteering their services here in the community if the opportunity arises.
2. Mr. Fink commented he was away on a trip and regrettably had to miss two events, the Beach Bucs Pep Rally, and the Volunteer party at Baia. He took the opportunity to express his sincere appreciation to all our great volunteers for their time and dedication.
3. Mr. Jaworski commented that the Town is accepting pictures for the 2024 calendar so submit your photos and come out for Halloween Family Fun Night October 28th.
4. The Mayor wished all a Happy Halloween!
5. Mr. Morris wished everyone Happy Halloween too. On another note, Mr. Morris spoke briefly on the passing of Tony DeStefano. He was a great man and will be remembered for his volunteer work here in the county. He will be missed.
6. Mr. Pardieck noted the next meeting of the Group will be on November 9th, 6 pm at the Northeast Community Center. He wished everyone a Happy Halloween.
7. Ms. Hartman commented that she receives news snippets from the local news source that pop up on her feed and had to say that she is disheartened by the number of traffic accidents, and unfortunately in some cases, the loss of life. People need to slow down, be cautious and responsible. For those few seconds you try to save, could result in a lot lost. Be careful out there.

XII. Adjournment:

There being no further comments, the meeting adjourned at 8:09 pm on a motion by Councilman Jaworski. Seconded by Councilwoman Beaudin, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

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

(410) 257-2230 (301) 855-8398



**MINUTES OF THE
SPECIAL TOWN MEETING
OCTOBER 27, 2023**

- I.** Patrick J. Mahoney, Mayor, called the meeting to order at 4:02 p.m. In attendance were 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, Todd Pounds, Town Attorney, and Sharon L. Humm, Town Clerk. Absent was Valerie L. Beaudin, Council Member.
- II. Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. Public comment on any item on the agenda.**
1. Wes Donovan 2335 Golf Club Drive, Dunkirk MD, on behalf of the Rod n Reel, thanked the Mayor and Town Council for considering the extension of the public works agreement. He also thanked the Town for allowing the annual Butterfly Walk on the Railway Trail which raised \$13,000 for Calvert Hospice.
- IV.** Town Council to consider authorizing the Mayor to extend the Public Works Agreement #1 for the Rod N Reel project until December 1, 2023 to establish their letter of credit. Once received, the Mayor is authorized to extend the Public Works Agreement until September 21, 2025.

Ms. Wahl gave a brief overview relating to the public works agreement.

MOTION: Councilman Jaworski moved to authorize the Mayor to extend the Public Works Agreement #1 for the Rod n Reel project until December 1, 2023 to establish a letter of credit and upon receipt, authorize the Mayor to extend the Public Works Agreement until September 21, 2025. Seconded by Councilwoman Hartman, all in favor.

V. Adjournment:

There being no further comments, the meeting adjourned at 4:08 p.m. on a motion by Councilman Jaworski. Seconded by Councilwoman Hartman, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk

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

(410) 257-2230

(301) 855-8398



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
NOVEMBER 7, 2023**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were Dr. Valerie Beaudin, L. Charles Fink, Lawrence P. Jaworski, Keith Pardieck, and Gregory J. Morris, Council members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Brittany Moran, Town Treasurer, Todd Pounds, Town Attorney, James Berry, Public Works Manager, Wayne Newton, Town Engineer, and Josh Stinnett, Water Reclamation Treatment Plant Manager. Absent was Margaret Hartman, Council Member.

II. **Pledge of Allegiance** – The Mayor led the pledge of allegiance.

The Mayor took this time to fondly remember George Owings. Calvert County has lost an icon in Secretary George Owings. George was the MC for events held, was a good MC, and well loved. George was our State Delegate for many years and served as the Secretary of Veterans Affairs under three governors. So, with his passing, the Mayor asked for a moment of silence in remembrance of George Owings.

III. **Informational discussion on the following:**

1) Appointment of Vic Guido, Jr. to the Town of Chesapeake Beach

Board of Elections – The Mayor stated this appointment will be to fill the vacancy created by Peggy Hartman, which expires March 3, 2024. At the Town Council meeting, along with this appointment, he will be asking the Council to consider the reappointment of the entire Board of Elections; Randall Getman, Dominique Soroka, and Victor Guido Jr. to be effective March 4, 2024. The Mayor introduced Mr. Guido to the Council and gave the Council the opportunity to ask questions.

2) Appointment of Kathleen Berault, Jay Berry, and Wayne Newton to the

Town of Chesapeake Beach Board of Port Wardens – Ms. Wahl stated that under the Town Code, Article IX, section 290-33, the Town has to establish a Board of Port Wardens. A Board had previously been in place but has been inactive for a number of years. The Town Council will be asked to consider Ms. Berault, Jay Berry, and Mr. Newton as the three members for a term of three years. Rules and regulations will need to be established along with permit/license fees. The Town Engineer stated that this type of Board is typical for waterfront communities. The Town Attorney stated he would be working with staff to develop an application process and fees and bring them before the Council for consideration. Ms. Wahl addressed questions and concerns from the Council.

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3) Chesapeake Beach Aquatic Facility/Park Request for Qualifications (RFQ)

Ms. Wahl stated Town staff has worked in coordination with the Town Engineer to define a Request for Qualifications process to seek qualified firms to consider for the improvements necessary to the 29-year-old water park facility. The RFP is expected to be released on eMaryland Marketplace and the town website on November 9th. A mandatory pre-bid meeting will be held, and sealed proposals will be before the Town Council in an upcoming Council meeting for public view and comment. Ms. Wahl presented the scope of design-build services. The Council was pleased to see that a lazy river was one of the features included for consideration. Also mentioned was expanding the posting of the RFQ to possibly attract more firms.

4) Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP)

Leak Detection Status – Ms. Wahl stated that it has been determined that there is a leak at the Plant and steps have been taken to try and locate the area. The Council has been provided with a detailed memo that lays out all the steps that have been taken to locate and resolve this leak. Mr. Stinnett briefed the Council, stating they are confident the leak is on the main trunk of the line coming in around the clarifiers. This is an emergency repair and needs to be fixed as soon as possible. Ms. Wahl stated this repair will need a budget allocation in an amount not to exceed \$100,000.

5) Capital Improvement Discussion – Staff provided the Council with the capital improvement budget for all the Funds that was presented back during the FY24 budget planning process. Since the FY24 budget process, the Council has discussed a variety of potential projects and future planning across all funds. Town Staff is recommending that the Council revisit the five-year capital plan to address those changes. Ms. Wahl and Ms. Moran addressed questions from the Council.

IV. Council Lightning Round

1. Mr. Pardieck announced the Opioid Abuse Awareness Committee’s next meeting is scheduled for November 9th at the Northeast Community Center at 6 pm. Hope to see you there.
2. Mr. Morris stated that the Council will meet again before Thanksgiving but had to sing this one-liner “It’s the most wonderful time of the year!”
3. Mr. Jaworski announced the Town received a reply from State Highway regarding the proposed walkway between Horizons on the Bay and Seagate, which wasn’t very



favorable, so he's hoping the Walkable Committee will take this up at their next meeting. On a lighter note, Mr. Jaworski commented that "tomorrow will mark seven years since "Irish" was elected Mayor, and three of us were elected to the Council, with Ms. Beaudin being reelected again and last Thursday marked seven years since the Cubs won the World Series!"

4. Mr. Fink commented "the Board of Port Wardens has got to be the coolest volunteer title ever!" As for the most wonderful time of the year, he's hoping for some colder weather for the "Light up the Town" event which will feature a skating rink this year along with vendors, bonfires, and Santa, so we need those temperatures to drop between now and then.
5. Ms. Beaudin wanted to expand on the fond words spoken by the Mayor in remembering George Owings and the huge factor he was in the Town, Calvert County, and the State of Maryland. She remembers at any event he would be there with a hug and a smile. He was a remarkable individual, and may we all have a life of service like he had.

V. **Adjournment:**

There being no further comments the meeting adjourned at 7:23 p.m. on a motion by Councilman Jaworski. Seconded by Councilwoman Beaudin, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Jay Berry, Public Works Administrator

Subject: Special Presentation Infrastructure Improvements Saddle Repairs

Date: November 9, 2023

I. BACKGROUND:

In March of 2023 Public Works initiated the saddle replacement project in Richfield Station as approved by Town Council in the amount not to exceed \$750,000.00. The funds for this project were used through the cost savings provided to the Town from ARPA Funding as a priority infrastructure project. This project was prioritized due to the impact of emergency repairs when infrastructure projects are not resolved through planning and instead are required to be handled in emergency circumstances. When the saddles fail it results in asphalt heaving from the water pressure of a failed line. This failure creates a large irregular area that must be backfilled and patched once repairs are made. When this occurs, the soil becomes saturated with water creating possible cave ins, failing banks and unsafe trench conditions. Further, all the saturated material must be hauled off and new material brought in.

As project is now complete, the Public Works Administrator is reporting what was accomplished from this project and the indirect and direct cost savings provided to the Town citizens for operating in a proactive manner versus a reactive manner through the saddle replacement project.

The Town Administration commends the Public Works Administrator and his staff for proactively resolving infrastructure issues and summarizing the importance of planning repairs and the vital need to reduce the number of emergencies encountered. The Public Works Administrators' report puts into perspective the importance of ensuring proper funding is available for short-and-long term infrastructure projects to keep the faucets turning on and the toilets flushing. A utility that is often overlooked until it is not working.

II. PROJECT IMPORTANCE & COST SAVINGS:

Why is this project important? Public Works staff identified this project as a priority project due to the inundation of Public Works emergency calls by citizens from failures with failed infrastructure. These failures impact citizens through unplanned interruptions to water service and pose safety hazards to Town staff. When responding under an emergency scenario there is a direct cost of the repair and an indirect cost to the Town through the absorption of staff on projects while foregoing other projects. Safety implications to these emergency repairs include putting Town staff on roadways in the evening hours in failing conditions to make the necessary repairs under long hours and urgent situations.

What are the cost savings by planning this project versus reacting to emergencies?

To compare the cost of an emergency repair of the saddles versus a planned repair, this computes to a significant direct cost savings of \$1,978,000.00, a breakdown of the difference is:



Emergency repair cost for 248 failed saddle connections = \$2,728,000.00.

Planned repair cost for 248 failed saddle connections = \$750,000.00

Direct cost savings of planned repairs versus emergency repairs total \$1,978,000.00

In addition to these cost savings, the Town was able to benefit from indirect savings such as finding valves and blow offs, saving staff time to focus on other maintenance items, and the ability to install new gravel parking pads.

III. Summary of the Project Scope of Work:

The project began with work in Richfield Station on Deerfield Lane in March of 2023 and finished in Bayview Hills on Delores Court in September of 2023. Improvements were completed in Richfield Station on Woodland Terrace, Woodland Lane, Woodland Place, Deer Chase Lane, Greenleaf Terrace, Silver Fox Way, and Cardinal Way (see Figure 1).

During the completion of this work the Public Works staff confirmed that all saddles were in a failing state and in most cases the dirt around them was the only thing keeping the water lateral to the house from moving off the main. Over 40 of these saddles were found to be leaking underground already and 14 of them burst as crews started to dig down to them. Fortunately, in those cases crews were prepared with valve wrenches on the water main to shut off the line before any damage was done to the road.

While locating the mains and saddles for this project, crews found 5 blow offs that were never known to exist. These blow offs were below the asphalt and covered over and 2 of these blow offs were leaking. Crews also located and repaired 2 water main valves that were never known to exist. Locating and repairing these assets will greatly increase the efficiency of the Town's unidirectional water flushing program and save staff time.

The holes in the road have been backfilled and spot paved at this time. Crews will be milling out large sections in the Spring to overlay the uneven road surface. The team was able to reuse the cold patch and gravel from those temporary patches to create a much-needed parking pad at the Richfield station water tower and public works garage, so none of this material went to waste. By approaching each saddle proactively, we can saw cut a square much smaller hole in the asphalt, we can also salvage 90% of the material excavated and return it to the hole when the repairs are complete.

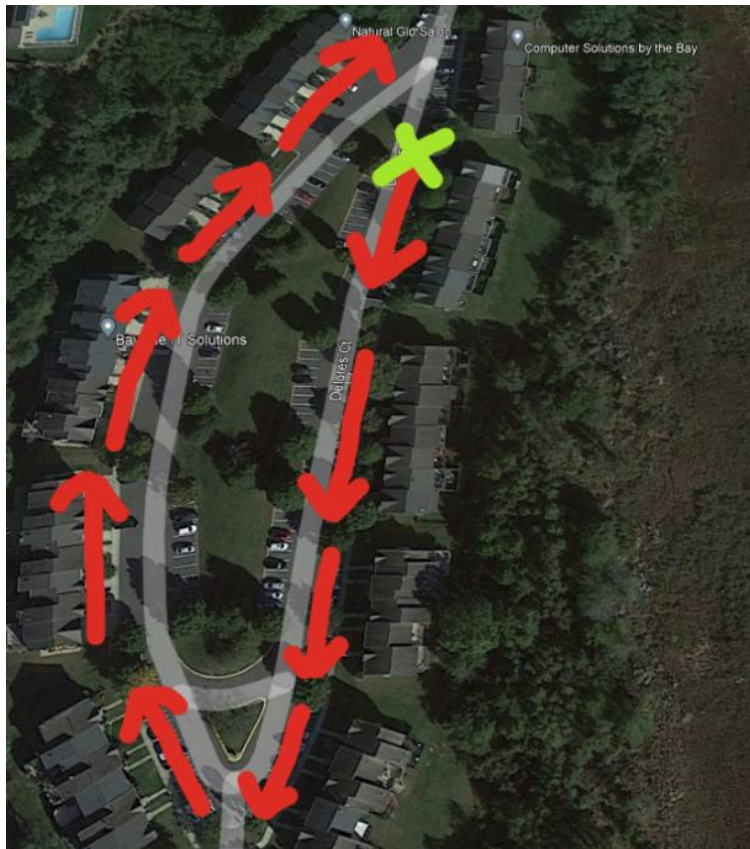


Figure 1: Locations of repairs

Deerfield Lane:

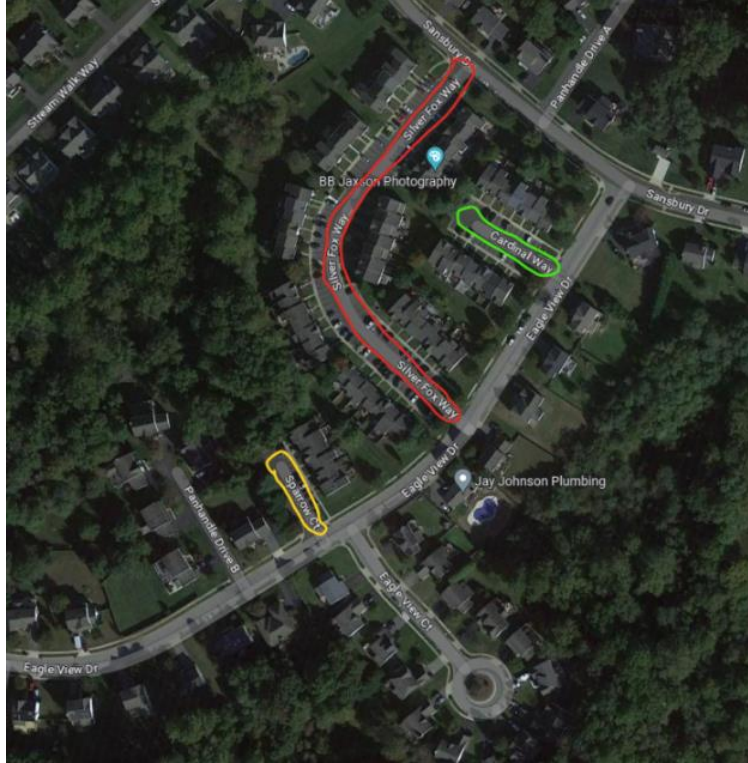


Work Map of Delores Court Improvements (Bayview Hills):





Silver Fox Way:



Deer Chase Lane:





Woodland Lane:



Greenleaf Terrace and Deer Chase Lane:





Figure 2: Proactive vs. Reactive Images

When a water main or saddle completely fail, the water takes the path of least resistance and can heave up the road as far as 100 feet away from the actual failure.



The pressure of the water not only compromises all the soil underneath the road but can also move material on top of the road which must be addressed and cleaned up before the fix can even begin.





Proactive versus reactive

This picture shows the proactive approach to fixing known areas that have failed saddles. When you can saw cut and excavate before a failure the holes are much smaller and 90% of the material is dry and can be replaced back in the ground on site and not hauled off. Saving not only time but also not having to purchase and haul in new fill.



We accumulated many failed saddles of different makes and models during this project.





Town Administrators Report – November 2023

I. **UPCOMING REQUESTS FOR PROPOSALS (RFP):** *All RFPs are posted on the Town website when they are released for public view.*

Chesapeake Beach Aquatics Park Request for Qualifications (RFQ): Town staff reviewed the pool elements that will be included in an RFQ/RFP for the Park at the November Town Council work session. Town staff is coordinating with the Town Engineer to release the RFP/RFQ in the coming weeks.

Safe Routes to School (SRTS) 100% design phase and construction drawing RFP: The Town Administrator and Town Engineer have coordinated with SHA over the last 4 months to make modifications to the RFP to obtain SHA approval. All documents and cost estimating for the project were supplied by the Town to SHA. SHA responded on November 8, 2023, requesting additional reformatting to adhere to a new RFP document. Revisions were sent back to the State on November 9, 2023, and the Town awaits final approval from SHA MDOT to release the RFP.

Kellam’s Field Storm Drain and the Miller Loveless Park Site Work: Our Town Engineer is finalizing the scope of work based on comments from Calvert County Governments permitting office, once complete the RFP will be released.

Public Works Water Tower Maintenance Contract: The Town is reviewing needs for water tower maintenance that will potentially result in the release of an RFP for tower maintenance or explore options to piggyback on another governmental contract for these services.

Town of Chesapeake Beach Annual Fireworks Display: The Town’s contract for the annual fireworks displays and barge contract expired in 2023; therefore, we expect to release an RFP for the 2024 display by November 15, 2023. The 2024 Town of Chesapeake Beach Fireworks display is planned to occur on July 3, 2024, with a rain date of July 6, 2024.

ONGOING WALKABILITY COORDINATION WITH SHA:

Project	Coordination with SHA MDOT
Safe Routes to School (SRTS)	The Town Council authorized the execution of the Safe Routes to School SRTS Memorandum of Understanding (MOU) to complete the 100% design and construction drawings for the sidewalk project extending sidewalks from Beach Elementary School to "F" street along Old Bayside Rd and South along RT 261 to Chesapeake Village Boulevard. The MOU provides that the State funds 80% of the design cost and the Town funds 20% of the design cost with the State determining the breakdown in costs. Awaiting approval by SHA MDOT of the RFP.



Town Administrators Report – November 2023

<p>Safe Walkway along RT 261 near the NBVFD</p>	<p>The Town Council authorized the Town Engineer to complete a feasibility study of this walkway for submission to the State in coordination of a new safe crossing connecting Chesapeake Beach and North Beach in a currently unsafe area. The feasibility study is the first step in starting the conversation with the State on the project. The Town completed the same study to initiate the SRTS project currently in the 100% design phase with SHA MDOT. The feasibility study is completed and submitted to SHA MDOT. The Town posted this document on the Town website under Walkable Community Committee Advisory Group for public view. Councilman Larry Jaworski reported in the November 7, 2023, Work Session that the State responded to the feasibility study and the response is not favorable to the project and requested further conversation on the topic.</p>
<p>Safety at existing intersections on State Highways in Town</p>	<p>In coordination with the Town’s Walkable Community Advisory Group, coordination with SHA MDOT has taken place on the following items:</p> <p><i>RT 261 & Mears - LPI Leading Pedestrian Interval at the intersection to give pedestrians time to cross. SHA updated the crosswalks to continental style to increase the appearance to pedestrians and updated the signage to notify turning cars of pedestrians in the crosswalk. INSTALLED</i></p> <p><i>RT 260 / RT 261 – SHA MDOT installed (sign dimensions 30x36) on horizontal traffic pole and is updating the crosswalk painting to continental. INSTALLED</i></p> <p><i>Crosswalk on RT 261 near the firehouse – the crosswalk will be upgraded to a continental crosswalk for improved visibility. INSTALLED</i></p> <p><i>The Town thanked SHA in a notice linked here.</i></p>



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II. SUSTAINABILITY:

a. Energy Audit

The University of Maryland Environmental Finance Center has worked with Town staff over the last 18 months to conduct an energy audit of the Town. This audit is provided to the Town free of charge as a Sustainable MD designated community.

III. CHESAPEAKE BEACH PUBLIC WORKS REPORT:

Update from Jay Berry, Public Works Administrator

Water leak- Since our last council meeting, we have repaired 2 water main leaks located at East end of Cox Road and on Fortier Lookout in Bayview Hills. We have also replaced 2 failed water main valves located at the intersections of B street and 14th, and the intersection of Old Bayside and 14th street.

Wet wells- We are currently replacing the outdoor panel at fishing Creek wet well to receive the new componentry to run this system the same as all our other wet wells. Once that is completed, we will change over to Mission controls to report to the SCADA system. I am currently ordering all replacement parts to rebuild this wet well.

Water meter/MXU- Meters still have not arrived. We have been told they should be in by December. No change to this update.

Flushing- We just completed the 3rd and last round of flushing for this year. Glad to report there were no water main breaks in Richfield Station this last round. This is due to the saddle replacement project for sure.

Ball fields – We are preparing to move forward with the storm drain installation and LED lighting change out.

Railway Trail – We are keeping up with leaves and branches, once again please pick up after your pets.

Water Park – is drained, Public Works will begin the winterization process next month.

PW Trainings- Next mandatory safety training is scheduled on October 4th. This training is now complete, I am working on scheduling the next one to have MDE certification hours.

Richfield Station water saddle replacement- See full report in Exhibit A.

Emergency calls – We received 3 calls for water main breaks and all other calls did not require an onsite visit.



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IV. CHESAPEAKE BEACH WATER RECLAMATION TREATMENT PLANT (CBWRTP):

Technical Report of activity at the CBWRTP by Josh Stinnett, CBWRTP Superintendent

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

WRTP Staff performed monthly inspections of the Plant Combination Air Valves, which are critical to ensure the proper operation of pumped/suction lines throughout the Plant. Staff performed semi-annual inspections of the press feed pump gear reducers. Routine safety inspections were conducted for the Plant eyewash stations and on-site monthly fire extinguisher inspections.

Seasonal checks were begun for the Plant building unit heaters, and installation of heating blankets on the Filter Air Scour valves and Non-Potable Water pumps, in preparation for the winter months. End-of-season inspections were performed for all building exhaust fans.

WRTP Staff performed monthly inspections of the Denitrification Filter cells as per the O&M manual. This involved observing the filter units during a backwash cycle, to assess the sequence of events and timing for the process to ensure that the program operates 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 indications of insubstantial cleaning were observed. This could be caused by the excessive application of chemicals or algae accumulation. It was noted that visual observations of filter appearance indicated that the filter media looked to be in better condition, and this can likely be attributed to the installation of covers on the clarifiers, reducing algae growth and wash out to the filter cells.

Following the completion of the Filter Cover project, WRTP Staff resumed the 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 scheduled maintenance for lubrication of Aeration Blower #2 blower bearings, Influent Channel Bar Screen bearings, and Clarifiers #1 and #2 Worm Gear Sub-Assemblies. Quarterly



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lubrication and inspection of the 11 Plant Davit cranes. Semi-annual lubrication of the Belt Filter Press roller bearings. The quarterly cleaning of the UV Banks was started on October 30th and completed on November 3rd.

WRTP Staff performed corrective maintenance to replace faulty UV bulb (x1) and UV Ballast (x1) for UV Bank #1.

On October 19th, 2023, at 07:10 a.m., a fault in our methanol pump system that feeds our denitrification filters was identified. The pump was found to be running at 100% speed, with no apparent reason for this condition. The pump system was placed out of service while the pump was inspected. No apparent issues were identified with the pump itself. The pump was placed back in service, with the speed immediately returning to 100% under automatic control. The pump was placed into a manual control with a pump speed of 10% based on the most recent recorded average speed. Troubleshooting was started, and it was determined that the PLC analog output module which controlled the pump VFDs had failed causing the pumps to run at maximum speed. The component was replaced, and the pumps were returned to normal automatic operation. The pump malfunction is confirmed to have lasted no longer than 80 minutes, based on observations of the Plant Superintendent at the time of his arrival at 05:50 a.m. where the speed was observed to be normal, and the identification of the fault by Staff at 07:10 a.m. IMACS has been consulted to implement an alarm that will monitor pump speed and provide an alarm if the speed exceeds expected normal levels.

WRTP Staff have been working to determine if there is a means by which we can reduce our utility costs at the Plant. This involved the assessment of power usage and water usage, as these can be improved through changes in operation. Maryland Rural Water Association (MRWA) was consulted to aid with leak detection and energy assessment.

The Plant's water usage since the completion of the ENR upgrade has consistently been high. A review of the consumption history did not seem to fit with the assumed consumption for the Plant. WRTP Staff began investigative work to identify whether there was a possible leak in the water system in the Plant. Investigative work determined that there is a leak of at least 1 gallon per minute.

MRWA was on site on four occasions to attempt to locate the water mains in the Plant and conduct acoustic leak detection. Locating the lines was ineffective due to loss of signal and poor quality as-built plans from the ENR upgrade. Leak detection was inconclusive, with no discernible leak noise detected.

Taylor Utilities has been contracted to assist with the installation of valves and repair of the leak once located. Valves have been installed to allow for the isolation of sections of the mainline, and a line segment of approximately 160' has been identified to be the location of the leak. A pricing proposal has been received for the work needed to replace this section of the mainline.

WRTP Staff are currently recording power usage by means of the power monitors installed in June. MRWA aided with the analysis of our power usage, utilizing the data available from the power monitors and our monthly electric bills. MRWA was on-site on October 5th, for a follow-up site visit to obtain further



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information regarding Plant operations and perform a walk-through of the Plant. Preliminary assessment is that the Plant has performed what it can for modifications to operational performance, while still maintaining proper process control in the Plant. Modifications to the control system for the aeration blowers are planned and were considered as part of these operational changes. The only remaining recommendation was to address the Plant lighting. Currently, the Plant has 60 100W high-pressure sodium lighting fixtures (12 on 15-20' tall pole lights, 17 on 8' tall pole lights, and 31 wall-mounted fixtures). Installation of LED exterior lighting would reduce the power consumption for the Plant lighting. All lights inside the buildings are LED and should not require an upgrade. A rough scope of work is being developed for the replacement of these fixtures for use in an RFP.

The Plant Superintendent had a meeting with a representative from Standard Solar to investigate the feasibility of the installation of solar panels to help reduce the power consumption at the Plant. Standard Solar assists in projects for installations of solar arrays and provide the work to install, maintain, and monitor the installed arrays. They provided information regarding options for installations such as:

- On-site solar array(s) which are installed within the footprint of the Plant. Either ground-mounted or roof-mounted. Considered to be behind the meter and provides power only to Plant.
- Aggregate solar array(s) which would be installed on Town-owned properties. Would be connected to the power grid in the Town. The power generated would be applied against Town properties we intended for this project.
- Virtual solar array(s) which would use power generated from solar projects elsewhere in the State on the BGE grid. The Town would purchase interest in a portion of the power generated from these array(s).

Initially, it was estimated that the Plant would need ~100,000 sq ft of open roof, or 4-5 acres of open ground, for an on-site array based on estimated power demand for the Plant. As the Plant does not have this amount of space, the next option would likely be an aggregate solar array. They stated that there are several ways this could be done, including the installation of panels in a carport style over parking lots. Once proposals are finalized with the Town Administrator and Town Treasurer following any procurement guidelines specified in the Town code, it is expected that they will be before the Town Council for review.

The Plant Superintendent and Johnston Construction Project Superintendent conducted a final walkthrough of the Filter-Clarifier Cover project on October 13th, and all punch list items have been addressed. Project close-out is in progress, with a maintenance band planned to be posted for the retainage.

The Shellfish Protection Tank was not utilized during this period.

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

The WRTP had no SSO spills or Filter Bypass to report for this month's meeting. Due to the fault in the Methanol system, the Plant did experience an exceedance of the Maximum Weekly Average for Biological Oxygen Demand (BOD). The permit limit is set at 15 mg/L. The average discharge for the week of October



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15th through October 21st was calculated as 28 mg/L. MDE has been notified. The partners have been notified of this exceedance.

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.

V. TOWN ASSETS:

- **Kellam's Field:** The field has been active this month with the Town's Halloween Family Fun night many games, practices, a pep rally, homecoming and now added activities through playoffs. The Town implemented a process to permit food trucks at the field during activities, similar to the CCPR process. The food trucks donate a portion of the funds back to the youth sports teams. We continue to review opportunities to expand community recreation at the center of Town.
- **Bayfront Park:** Bayfront Park remains closed to the public and open to Town residents, NBVFD, and the Twin Beach Deputies.
- **Chesapeake Beach Water Park:** Town staff briefed the Town Council during the October 3, 2023, [work session](#) regarding the status of the existing 29 year old Chesapeake Beach Water Park and released a [Quick Facts](#) document to answer questions regarding the current status. The Town met with Chesapeake Beach Water Park seasonal staff in October to discuss plans for renovations of the Water Park. Approximately 13 seasonal staff members attended the informational session and provided open conversation and questions related to the plans moving forward. Several seasonal staff members have made recommendations on how to increase recreational amenities during the reconstruction period at the park. These opportunities include a cars and coffee event at Kellams, pop up farmers markets and agricultural swaps, summer concert series, partnerships with CCPR on athletic camps on Kellam's, and recreational opportunities at Bayfront Park such as offering kayaks for Town residents use at the beach to name a few. Town staff is working on the feasibility of these additional events, partnerships that would be needed to consider them and any budget request for Town Council.

VI. GRANTS:

1. **Pocket Park funding for \$150,000 with \$0 match for three pocket parks:** The pocket parks are complete at three locations, i) the B Street overlook, ii) the Kellams northern access point, and iii) the 29th street waterfront park. All parks are ADA accessible and have received positive feedback



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from neighboring property owners. The viewing posts will be placed as soon as they arrive and are expected this month and a formal ribbon cutting is being discussed, more updates to follow.

2. **Parks and Playgrounds Infrastructure Grant for the Miller Loveless Park at Kellam’s field at \$150,000 with \$0 match:** The grant covers the installation of new and improved play equipment at the park and will start when the grading work is completed. Site plans are defined for this work and the scope of the work is being finalized by the Town Engineer for the release of the RFP.

3. **Safe Routes to School SRTS 100% design:** Funded at 80% SHA MDOT and 20% the Town for design work only as Phase II of the project. The Town has budgeted all funding necessary for this project with the expectation that 80% of the costs will be reimbursed by the State.

4. **Coastal Resiliency Grant:** The Town held multiple public engagement sessions to engage citizens on the impacts of coastal resiliency through a grant funded by Maryland Department of Natural Resources through grant funds provided in the amount of \$75,000. The Coastal Resiliency Steering Committee held a meeting on November 2, 2023, to discuss edits to the plan and will hold a meeting to review the final plans on November 30, 2023 at 6 PM at the Chesapeake Beach Town Hall. To view the Draft Plan please click [here](#). To view public comment received on the Coastal Resiliency plan please click [here](#).

VII. TOWN PERMIT ACTIVITY:

<i>Permit #</i>	<i>Address</i>	<i>Improvement</i>
2023-72	2285 Sansbury Dr	Walkway stoop & pavers
2023-73	8728 Bayside Rd	Car storage building/shed
2023-74	7616 Donerail Ct	14 x 14 deck with steps
2023-75	4008 27th St	Install 4 intellijacks & 16LF main beam
2023-76	4008 Old Bayside Rd.	After the fact retaining wall
2023-77	2315 Sparrow Ct	Solar panels
2023-78	8150 Bayview Hills Rd	Solar panels
Pending Review	8226 Elm Lane	Accessory dwelling
Pending Review	3811 28 th Street	Shed & Fence



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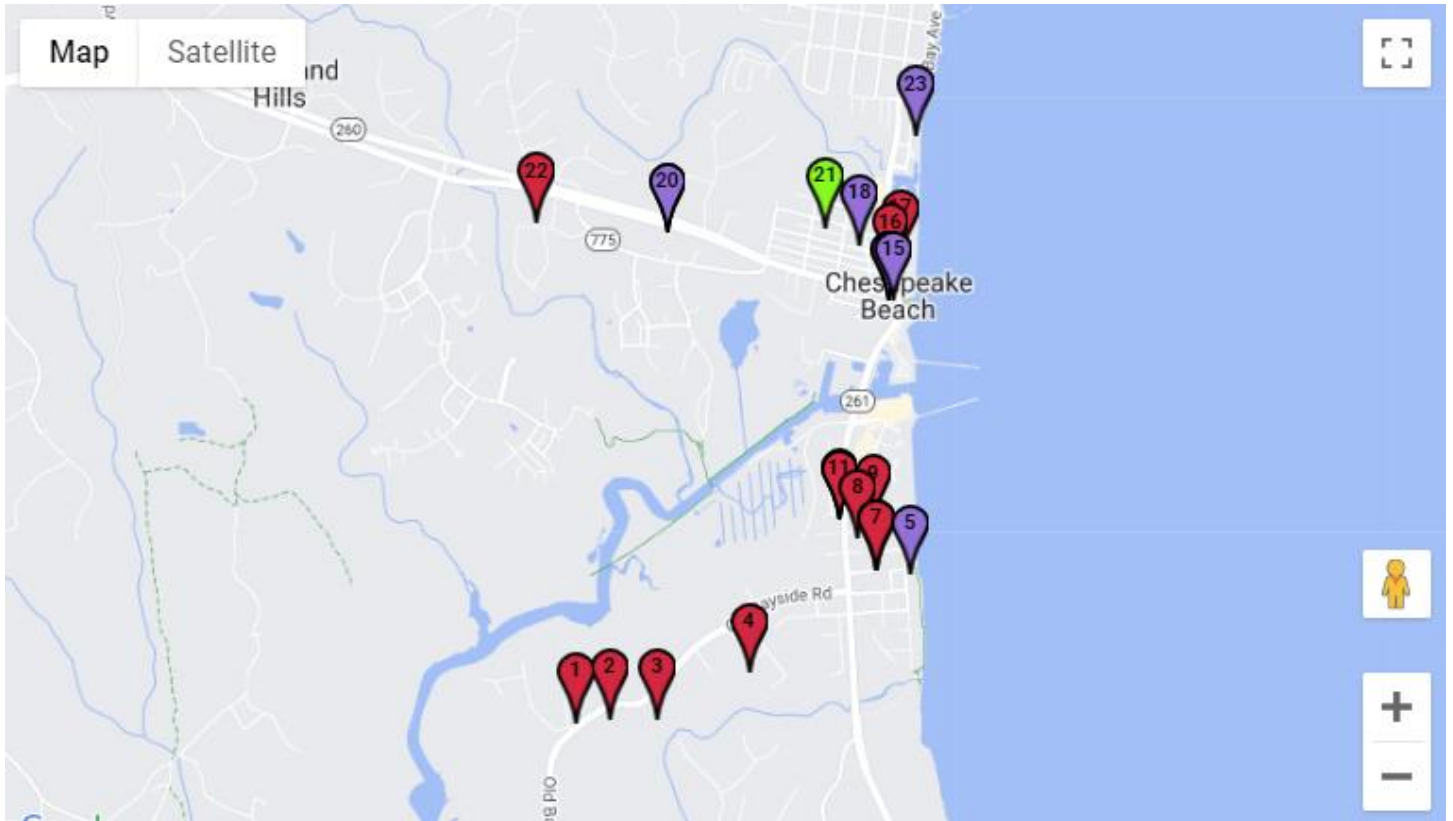
<i>Permit #</i>	<i>Address</i>	<i>Improvement</i>
Pending Review	8316 Legacy Circle	Fence
Pending Review	8649 Bay Walk Square	Patio
Pending Review	7786 Dentzell Court	Addition / covered porch, project unclear
Pending Review	2723 Oak Ridge Drive	Fence
Pending Review	3612 27 th Street	Screened Porch
Pending Review	8005 Addison Bridge Pl.	Remove tree & shrub
Pending Review	3615 11 th Street	After the fact decking
Pending Review	8014 Forest Ridge Rd.	10x13 deck with landing and stairs
Pending Review	2549 Crest View Lane	12x19 deck with privacy panels
Pending Review	4003 Band Shell	Replace & add new deck



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VIII. CODE ENFORCEMENT ACTIVITY:

All Open Code Enforcement Cases Mapped:



Follow Up Date

- 30+ days past due (15 cases)
- 15-29 days past due (1 cases)
- 4-14 days past due
- 1-3 days past due
- Due Today
- 1-3 days away
- More than 4 days away
- No follow up date (6 cases)



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All Open Code Enforcement Cases by location and violation

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. CE23-4	01/23/2023	3605 12TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License
5. CE23-30	08/08/2023	7517 B St CHESAPEAKE BEACH, MD 20732	Verbal Warning Given	Operating a short term rental
6. CE23-24	05/04/2023	7524 C St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License
7. CE19-91	11/14/2019	7524 C St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	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. CE23-23	05/04/2023	7634 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License
11. CE23-29	08/08/2023	7634 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Property Maintenance - Minimum Maintenance Requirements , Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris, Property Maintenance - Sanitary Maintenance - Grass, Exterior Structure - Lack of minimum general maintenance, Failure to Obtain a Rental License
12. CE18-10	05/18/2018	7636 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Nuisance, Health or Fire Hazard, Property Maintenance - Minimum Maintenance Requirements (B), 200-6 Violations and penalties for Property Maintenance, Property Maintenance - Sanitary Maintenance - Grass, 115-3 Dangerous Buildings - Failure to Comply, Foreclosure, 115-3 Dangerous Buildings - Failure to Comply
13. CE22-54	06/28/2022	3919 E CHESAPEAKE BEACH Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Failure to Obtain a Rental License, Property Maintenance - Minimum Maintenance Requirements , 115-3 Dangerous Buildings - Failure to Comply, 115-3 Dangerous Buildings - Failure to Comply



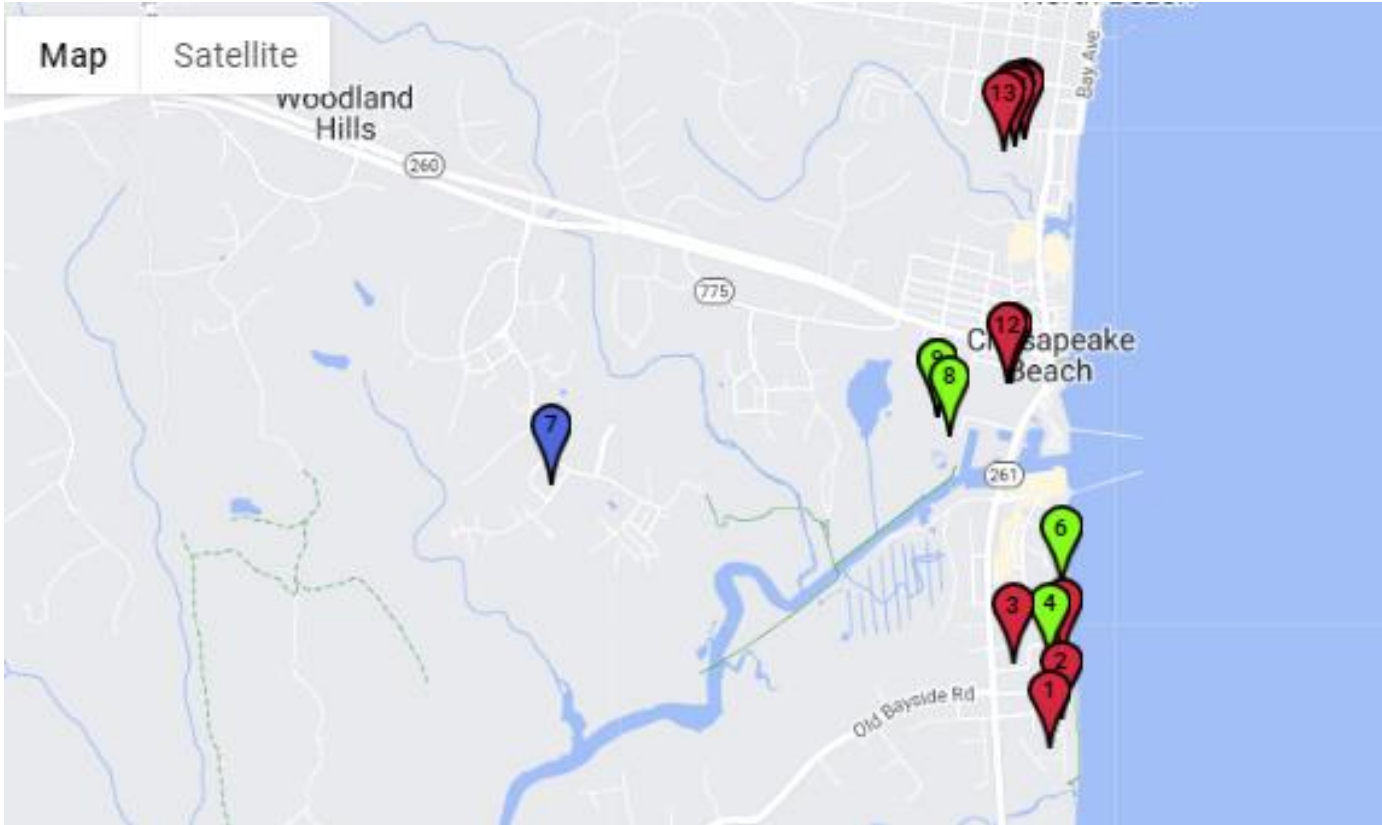
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14.	CE23-37	08/15/2023	3919 E CHESAPEAKE BEACH Rd CHESAPEAKE BEACH, MD 20732	Complaint Filed	Constructing an Improvement within Town Rights-of-Way
15.	CE23-36	08/15/2023	8220 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Complaint Filed	Constructing an Improvement within Town Rights-of-Way
16.	CE23-16	03/20/2023	3915 27TH St CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Property Maintenance - Sanitary Maintenance - Garbage, Trash & Debris
17.	CE23-28	08/07/2023	8309 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Notice of Violation Given	Exterior Structure - Lack of minimum general maintenance, Zoning Infraction
18.	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
19.	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)
20.	CE23-27	07/14/2023	3325 E CHESAPEAKE BEACH Rd CHESAPEAKE	Notice of Violation Given	115-3 Dangerous Buildings - Failure to Comply
21.	CE23-38	10/12/2023	3705 29TH St CHESAPEAKE BEACH, MD 20732	Door Hanger	Inoperable Vehicle
22.	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
23.	CE23-31	08/08/2023	8709 C St CHESAPEAKE BEACH, MD 20732	Complaint Filed	Operating a short term rental



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Housing & Livability Rental Registry, 12 Inspections are Currently in Progress



14 cases found

Follow Up Date

- 30+ days past due (3 cases)
- 15-29 days past due
- 4-14 days past due (1 cases)
- 1-3 days past due (6 cases)
- Due Today (1 cases)
- 1-3 days away
- More than 4 days away (3 cases)
- No follow up date



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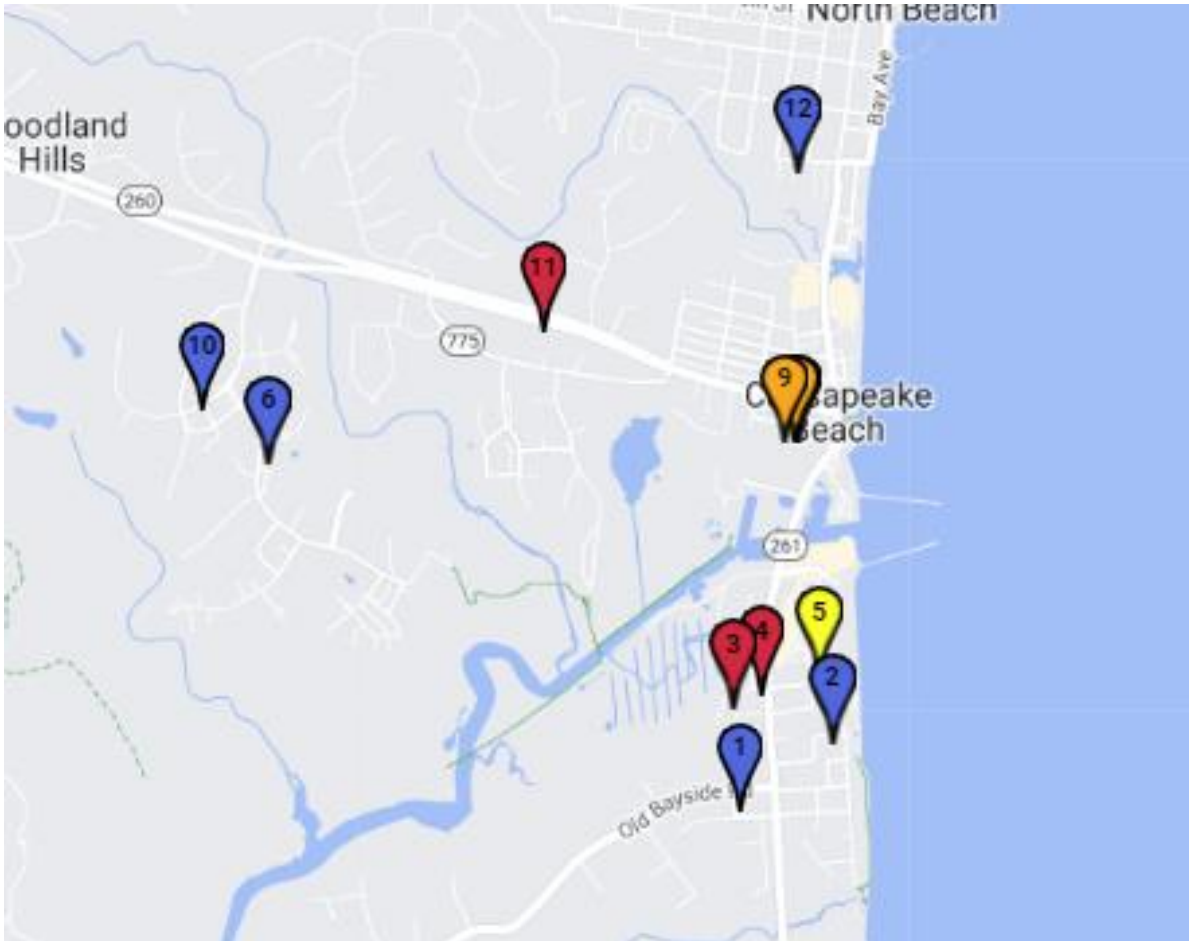
Housing & Livability Rental Registry address of rental applications received

	Case #	Location	Status
1.	RR23-72	7411 13TH St CHESAPEAKE BEACH, MD 20732	Inspections in progress
2.	RR23-29	4017 15TH St CHESAPEAKE BEACH, MD 20732	Inspections in progress
3.	RR23-48	3802 16TH St B CHESAPEAKE BEACH, MD 20732	Inspections in progress
4.	RR20-2	7634 BAYSIDE Rd CHESAPEAKE BEACH, MD 20732	Inspections in progress
5.	RR23-76	4002 17TH St CHESAPEAKE BEACH, MD 20732	Inspections in progress
6.	RR23-77	2479 GREEN LEAF Ter CHESAPEAKE BEACH, MD 20732	Inspections in progress
7.	RR23-45	8197 D St CHESAPEAKE BEACH, MD 20732	Inspections in progress
8.	RR23-44	8195 D St CHESAPEAKE BEACH, MD 20732	Inspections in progress
9.	RR23-40	8185 D St CHESAPEAKE BEACH, MD 20732	Inspections in progress
10.	RR23-85	2548 DEERFIELD CHESAPEAKE BEACH, MD 20732	Inspections in progress
11.	RR22-37	3325 E CHESAPEAKE BEACH Rd CHESAPEAKE BEACH, MD 20732	Inspections in progress
12.	RR23-38	8729 DAVID CHESAPEAKE BEACH, MD 20732	Inspections in progress



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Housing & Livability Rental Registry Locations of Rental Properties with Inspections in Progress



14 cases found

Follow Up Date

- 30+ days past due (3 cases)
- 15-29 days past due
- 4-14 days past due (1 cases)
- 1-3 days past due (6 cases)
- Due Today (1 cases)
- 1-3 days away
- More than 4 days away (3 cases)
- No follow up date



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Housing & Livability Rental Registry address of rental properties inspections in progress

	Case #	Location	Status
1.	RR23-78	4013 12TH St CHESAPEAKE BEACH, MD 20732	Application received
2.	RR23-31	4019 13TH St CHESAPEAKE BEACH, MD 20732	Application received
3.	RR23-28	3912 14TH St CHESAPEAKE BEACH, MD 20732	Application received
4.	RR23-82	4012 14TH St CHESAPEAKE BEACH, MD 20732	Application received
5.	RR23-30	7527 B St CHESAPEAKE BEACH, MD 20732	Application received
6.	RR23-93	4032 17TH St CHESAPEAKE BEACH, MD 20732	Application received
7.	RR23-92	2304 CARDINAL Way CHESAPEAKE BEACH, MD 20732	Application received
8.	RR23-66	3945 GORDON STINNETT Blvd 108 CHESAPEAKE BEACH, MD 20732	Application received
9.	RR23-61	3925 GORDON STINNETT Ave 129 CHESAPEAKE BEACH, MD 20732	Application received
9.	RR23-62	3925 GORDON STINNETT Ave 128 CHESAPEAKE BEACH, MD 20732	Application received
10.	RR23-42	8191 D St CHESAPEAKE BEACH, MD 20732	Application received
11.	RR23-43	8193 D St CHESAPEAKE BEACH, MD 20732	Application received
12.	RR23-41	8189 D St CHESAPEAKE BEACH, MD 20732	Application received
13.	RR23-34	8724 DAVID CHESAPEAKE BEACH, MD 20732	Application received
14.	RR23-36	8725 DAVID CHESAPEAKE BEACH, MD 20732	Application received
15.	RR23-33	8732 D St CHESAPEAKE BEACH, MD 20732	Application received
16.	RR23-39	8731 DAVID CHESAPEAKE BEACH, MD 20732	Application received
17.	RR23-32	8734 D St CHESAPEAKE BEACH, MD 20732	Application received



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IX. TOWN EVENTS:

Light up the Town: The annual light up the Town event will be held at the Town Hall on November 26, 2023. This event marks the beginning of the Lighting of the Town where the Mayor, Santa, residents, and their guests count down and switch ON the lights to the Town. Arrive early for ice skating starting at 3 PM. The Light up the Town and Christmas Market will be open from 4:00 - 6:30 PM with activities taking place at the Town Hall and the Kellams Complex Parking area. The Light Up the Town event kicks off with live performances by the Beach Elementary School String Orchestra and leads to an evening filled with the sounds of Christmas carolers, visits with Santa, a live 360-holiday photo booth, ice skating, sweet treats from local bakeries, and a Christmas market filled with greenery, wreaths, and gifts from local businesses.

THE TOWN OF
CHESAPEAKE BEACH
★ Welcomes You ★

LIGHT UP THE *and* CHRISTMAS MARKET

town

NOV. 26TH 4-6:30 PM AT TOWN HALL

Visit with Santa
Shop Local Businesses
Skate on our Ice Rink, Skates Provided
Enjoy Sweet Treats & Holiday Activities
Hear performances by Beach Elementary School & Carolers



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Barbara “Jo” Finch Brightest Beacon on the Bay: The Town will be releasing a form for Brightest Beacon on the Bay submissions in the coming weeks. Citizens will be able to vote on the displays virtually and in person on the Town’s Holiday Lighting Tour on December 9th, 2023.

Holiday Lights Tour: The Town’s annual Holiday Lights Tour will take place on December 9th, 2023.

Join the Town of Chesapeake Beach for our Annual
Holiday Lights Tour
Take a Tour around Town with us
to View & Vote on your favorites for the
Barbara “Jo” Finch’s Brightest Beacon on the Bay Contest!
DECEMBER 9, 2023
5:00 PM TO 8:00 PM
STARTING AT KELLAM’S FIELD

The graphic features a background of colorful bokeh lights in shades of blue, green, and red. The text is centered and uses a mix of serif and cursive fonts. A smaller version of the town logo is located in the bottom left corner of the graphic.



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

Current Activities:

- FY23 annual audit is complete and final reports are in process. Results will be discussed in December, distributed to Town Council and posted publicly on the Town website.
 - Similar to prior years, FY23 budget amendments will be brought forward to Town Council in December to account for audit results and ending balance true-ups.
- FY24 1st Quarter utility bills were distributed 10/13/23, with payment due 11/13/23. Penalties were applied to outstanding accounts on 11/14/23 and late notices were mailed.
 - New fixed sewer charge - \$50 per EDU was implemented and bills are reflective. Additional information on changes to the Town's FY24 Utility Rates can be found at bit.ly/cbsewerrates.

ARPA Funding Status:

Reconciliation of Funds Allocated from ARPA Reimbursement

5,943,338	Total funds awarded
(200,000)	Food insecurities & food pantry services - GF
(100,000)	Calvert Library Foundation - GF
(92,186)	Storm Drain Replacement - GF
(750,000)	Saddle Replacements - UF
(500,000)	Meter Replacement - UF
(350,000)	Fishing Creek Wet Well - UF
3,951,152	Remaining Funds
392,186	Total - General Fund
1,600,000	Total - Utility Fund

Note: costs do not include all projects discussed with Town Council, only allocated projects.



Interfund Balances as of June 30, 2023

- Concluding the FY23 audit, below is a summary of interfund balances (assets/liabilities between the Town's funds):

<u>Due to (from) General Fund - As of 6/30/23:</u>	
2,851,684	Treatment Plant
1,251,083	Utility Fund
3,198,802	Water Park Fund
7,301,569	Due to GF

- Interfund receivables or liabilities are eliminated through transfer of assets between funds. The probability of total recovery and elimination is dependent on net position of the fund and current assets. A transfer of assets to the General Fund would take place, with any remaining deficit absorbed through the General Fund's unassigned fund balance.
- The fund structure of the Water Park has not been determined at this time. Any changes will vary greatly based on future funding and operational decisions made by Town Council.



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

Town of Chesapeake Beach

Engineer's Report 11-9-23

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:

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. Waiting for additional approvals from SHA to proceed with the RFP. 100% design RFP prepared and sent to SHA for review. NEPA approval is complete. 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. M&A revised the 100% CD design estimate in accordance with SHA requested format. Waiting for SHA authorization to proceed.

Heritage:

Action: M&A working with the developer to process all public right of way and easement conveyance documents. Once received we will work with the Town attorney to confirm the documents are acceptable and process the release.

Kellams Field:

Action: M&A is working with Calvert County to gain approval of the Grading Permit. Final bid documents for RFP release for the tot lot and storm drain are complete. The Pocket Park/Pathway project has been split out and included as a part of the pocket Parks bid. MDE is ready to issue the wetlands license and approval once the County issues the grading permit.

WRTP UV Protection RFP

Action: Project complete and in operation. M&A providing support through the warranty period.

Water Park

Action: M&A working on preparing an RFQ to request statements of qualifications from design/build firms who specialize in aquatic design.



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Pocket Parks

Action: Supporting the construction effort as needed

Water Reclamation Plant Headworks

Action: M&A working with McCrone in reference to wet well design options due to inconclusive concrete core testing. The design draft is delayed by the need to find additional storage volume. Anticipate December resolution.

Messick, Holly & Josh Stinnett met with MDE staff and Moonshot Missions to review funding options.

Route 261 Pedestrian Path

Action: Messick is completing the 30% design documents for SHA review and request for funding.

Old Bayside Water Tower

Messick performing intermittent settlement analysis of the tower footings. October re-testing found no apparent settlement

Water Reclamation Plant Pump Replacement

Messick is working with plant staff to review RAS pump replacement requirements. Initial pump manufacturer demo completed using high speed/volume pumps. Second pump demonstration for low speed tolerance and performance being scheduled prior to pump selection. Pump demonstrations occurring.



CALVERT COUNTY SHERIFF'S OFFICE

TWIN BEACHES PATROL

Date: November 2, 2023
To: Sharon Humm
From: Sergeant Stephen Moran
Re: Sheriff's Office Report-Chesapeake Beach

In October of 2023, the Sheriff's Office handled 198 calls for service in Chesapeake Beach. This is down from 231 calls in September of 2023.

Twin Beach deputies had 805 self-initiated (patrol checks = 737, follow-up investigations = 1, traffic stops = 61)

Twin Beach deputies received 198 calls for service by other means (citizens, alarm companies, etc)

Call Breakdown for the 231 calls, we handled:

- **Destruction of Property**
- **Trespassing**
 - 10/25/2023 – Bayside Rd – Subject trespassing in building – 1 arrest.
- **DUI/DWI**
 - 10/19/2023 – 261/27th St – Traffic complaint – DUI – 1 arrest.
- **Assault**
 - 10/11/2023 – Domestic – E Street – Family members assaulted one another – 2 arrests
 - 10/16/2023 – Domestic – Smith's Retreat – Family member assaulted – 1 arrest
 - 10/23/2023 – Check Welfare – D St – one resident assaulted another – 1 arrest
 - 10/25/2023 – Domestic – Gordon Stinnett Ave, 208 – Family members assaulted one another – 2 arrests
- **Theft**
 - 10/26/2023 – Fastop – Cash possibly lost or stolen, Investigation ongoing.
 - 10/30/2023- E. Chesapeake Beach Rd – Vehicle Stolen from in front of residence – Under Investigation

- **Miscellaneous**

- 10/6/2023 – Runaway – Forest Ridge Dr – subject located, closed.
- 10/11/2023 – Disorderly Conduct – Valley View Dr – Three juveniles on bicycles banged on residence door. No suspects located.
- 10/21/2023 – Child pornography – Stream Walk Way – ongoing investigation.
- 10/24/2023 - Mental Subject – Clear Spring Drive, emergency petition.

October 2023 Calls for Service Chesapeake Beach

Call Type	Month	Year	Call Type	Month	Year	Call Type	Month	Year
911 Hang Up	17	287	Firearms Complaint	0	3	Relay	0	9
Abandoned Vehicle	0	6	Fireworks Complaint	0	0	Robbery	0	1
Accident	5	77	Found Property	1	12	Search Warrant	1	3
Alarm	7	63	Fraud	0	14	Sexual Assault	0	2
Alcohol Violation	0	0	Harassment	0	14	Sex Offender Registry	0	0
Animal Complaint	0	24	Illegal Dumping	0	0	Special Assignment	8	43
Assault	0	13	Industrial Accident	1	2	Stalking	0	0
Assist Motorist	11	64	Indecent Exposure	0	1	Stolen Vehicle	1	2
Assist Other Dept	2	27	Intoxicated Person	0	1	Summons Service	5	60
Assist Sick/Injured	5	39	Kidnapping/Abduction	0	0	Suspicious Person	1	35
Attempt to Locate	12	153	Loitering	0	1	Suspicious Vehicle	1	33
Burglary	0	5	Lost Property	0	0	Tampering with MV	0	0
CDS Violation	0	3	Loud Party/ Music	0	9	Telephone Misuse	0	0
Check Welfare	10	96	Mental Subject	3	13	Theft	4	31
Conservor of Peace	2	14	Missing Person	3	10	Traffic Complaint	9	70
Destruction of Property	1	27	Neighborhood Dispute	0	5	Traffic Control	41	187
Death Investigation	0	4	Notification	2	3	Traffic Enforcement	2	33
Disorderly	5	72	Parking Complaint	5	52	Trespassing	8	34
Domestic	9	71	Person with Weapon	0	0	Unauthorized Use MV	0	0
Escort	0	1	Police Information	9	108	Unknown Problem	1	5
Eviction	1	6	Protective/Peace Order	3	19	Violation Protective Order	0	3
Fight	2	10	Prowler	0	0	Warrant Service	0	10
			Total Calls			198 1887		
DUI Arrest	1	9	CDS Arrest	0	6	Other Arrest	7	52
Civil Marijuana Citations	0	4	Non Fatal Overdose	1	5	Fatal Overdose	0	0
Patrol Checks	737	6009	Traffic Stops	61	610	Follow Ups	7	72

**** Notes ****

Deputies assigned to the Twin Beach Patrol handled 105 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.)

October 2023 Calls for Service North Beach

Call Type	Month	Year	Call Type	Month	Year	Call Type	Month	Year
911 Hang Up	4	120	Firearms Complaint	0	1	Relay	2	14
Abandoned Vehicle	1	3	Fireworks Complaint	0	0	Robbery	0	0
Accident	4	27	Found Property	0	12	Search Warrant	0	0
Alarm	3	24	Fraud	1	3	Sexual Assault	0	0
Alcohol Violation	0	1	Harassment	4	9	Sex Offender Registry	0	0
Animal Complaint	0	19	Illegal Dumping	1	10	Special Assignment	4	31
Assault	0	4	Industrial Accident	0	0	Stalking	0	0
Assist Motorist	2	26	Indecent Exposure	0	1	Stolen Vehicle	1	1
Assist Other Dept	0	3	Intoxicated Person	0	4	Summons Service	3	38
Assist Sick/Injured	4	23	Kidnapping/Abduction	0	0	Suspicious Person	3	20
Attempt to Locate	4	66	Loitering	0	3	Suspicious Vehicle	2	9
Burglary	0	1	Lost Property	0	3	Tampering with MV	0	0
CDS Violation	0	1	Loud Party/ Music	0	4	Telephone Misuse	0	0
Check Welfare	9	60	Mental Subject	3	5	Theft	2	16
Conservor of Peace	1	5	Missing Person	0	6	Traffic Complaint	3	18
Destruction of Property	1	15	Neighborhood Dispute	0	4	Traffic Control	0	1
Death Investigation	0	4	Notification	0	0	Traffic Enforcement	17	57
Disorderly	2	36	Parking Complaint	2	19	Trespassing	5	20
Domestic	6	46	Person with Weapon	0	2	Unauthorized Use MV	0	0
Escort	0	4	Police Information	2	52	Unknown Problem	0	4
Eviction	1	6	Protective/Peace Order	0	9	Violation Protective Order	0	2
Fight	0	2	Prowler	0	0	Warrant Service	0	3
Total Calls								
97 876								
Month	Year	Month	Year	Month	Year	Month	Year	Month
DUI Arrest	0	2	CDS Arrest	1	2	Other Arrest	1	26
Civil Marijuana Citations	0	2	Non Fatal Overdose	1	2	Fatal Overdose	0	0
Patrol Checks	252	2452	Traffic Stops	91	302	Follow Ups	6	34

**** Notes ****



October 2023

Fire = 54

AFA = 7

Brush = 0

EMS Assist = 14

Working Fire = 3

(Chimney, House, Barn, vehicle, ETC)

Hazmat = 1

Investigation = 5

MVA = 2

Helicopter Landing = 2

Service = 17

Water Rescue = 3

Fire Calls dispatched in the Town of Chesapeake Beach = 42

Fire Calls dispatched in the Town of NB = 12

March Fire Drill: Water Supply

Fundraising: Bingo

Community Events: Open House, Trunk or Treat



EMS = 88

Chest Pains = 6

Diabetic Emergency = 0

Fire Standby = 3

Motor Vehicle Accident = 3

Traumatic Injury (Non-MVA) = 23

Overdose = 2

Psychiatric = 2

Abdominal/GI = 7

Respiratory Distress = 13

Seizures = 4

Stroke (CVA) = 3

Unconscious Subject = 9

Other Non-Emergent = 13

EMS Calls dispatched in the Town of Chesapeake Beach = 52

EMS Calls dispatched in the Town of NB = 36

December EMS Drill: Documentation, PCR Reports, and Soft Billing

Passed:
Effective:

ORDINANCE O-23-24

AN ORDINANCE
OF THE TOWN COUNCIL OF CHESAPEAKE BEACH, MARYLAND,
TO AMEND THE LANGUAGE OF THE ZONING CODE RESTRICTING ONSITE CANNABIS
CONSUMPTION ESTABLISHMENTS

WHEREAS, Chesapeake Beach, Maryland (the “Town”) is a municipal corporation of the State of Maryland, organized and operating under a Charter adopted in 1963, in accordance with Article XI-E of the Constitution of Maryland and the Local Government Article of the Annotated Code of Maryland; and

WHEREAS, The Town has a Zoning Code that has adopted zoning regulations since 1972 into its Town Code; and

WHEREAS, The Town Council desires to amend the Zoning Code as it relates to stores that sell or distribute Cannabis.

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

The zoning code for Chesapeake Beach is amended to specify that no business may operate an onsite cannabis consumption business within the Town limits of Chesapeake Beach.

Adopted this _____ day of _____, 2023.

CHESAPEAKE BEACH, MARYLAND

Patrick J. Mahoney, Mayor

L. Charles Fink, Council Vice-President

Passed:
Effective:

Valerie L. Beaudin, Councilwoman

Margaret P. Hartman, Councilwoman

Lawrence P. Jaworski, Councilman

Gregory J. Morris, Councilman

Keith L. Pardieck, Councilman



OFFICE OF THE PLANNING COMMISSION

TO: Mayor and Town Council

FROM: Kathleen Berault, Chair, Planning and Zoning Commission

DATE: November 16, 2023

RE: Planning and Zoning Meeting Report

Chair Berault made a brief statement on the Coastal Resiliency Plan regarding its inception, funding, meeting mandates and gave the opportunity for final comments by the Commissioners. These comments on the Plan were accepted either verbally or in writing for the record. The Coastal Resiliency Steering committee is in the final stages of reviewing the draft plan. Commissioner Blackwelder spoke as a private citizen. She read her written comments relating to the Coastal Resiliency Plan into the record and is requesting they be made part of the record of this meeting. Other Commissioners submitted their written comments to the Steering Committee.

The Town Planner provided the Commission with an updated critical area ordinance that incorporated revisions from the Commission's last meeting. Additionally, Ms. Franklin gave a memo regarding a comparison of COMAR 27.01.02.03 and 27.01.02.04 as it relates to allowable uses in the Intensely Developed Areas (IDA) and the Limited Development Areas (LDA) from a Commissioner's request.

Briefly, the Commission discussed fines associated with critical area violations. These are provided under Section 290-30 of the zoning ordinance. The Commission agreed they would revisit this topic at a later date. The Commission finished reviewing the Critical Area and has forwarded the document to the Town Planner for edification and then provide the Commission with a clean copy to the Commission for a final review at November's meeting.

A draft of Rules of Procedure was discussed by the Commission as currently it does not have operating procedures in place. Amendments offered by Commissioner Brown were reviewed for consideration and inclusion. Due to time constraints, the Commission will continue discussion on the Rules of Procedure at its next meeting scheduled for November 15, 2023 at 6 PM.

Chesapeake Beach Oyster Cultivation Society Report

October 2023

Chesapeake Beach Town Council Meeting

- The CCPS 5th grade field trips to Fishing Creek finished with rousing success this year. The Dept of Natural Resources in conjunction with CCPS Chespax program and CBOCS educated a total of 146 students, 60 teachers and 206 parents/chaperones participated in this engaging program to learn about Oysters, their habitat, and their tremendous benefit to our beloved Chesapeake Bay. CBOCS members volunteered 206 hours of time in support of this effort. For the first time in recent memory, only two days were lost to bad weather – Mother Nature was hugely cooperative in providing us with many wonderful, refreshing days out on the trail. A huge thank you also goes out to Jay Berry, his DPW staff and the Chesapeake Beach staff overseeing the Kellams Field building who all provided additional support of our equipment and physical requirements for the season.
- A Thank You luncheon to the CBOCS volunteers will be provided at a future date.
- Sue Alexander, Director of CBOCS, along with Mayor Pat Mahoney, attended the annual Chesapeake Oyster Alliance Science Symposium for two days in Cambridge, MD. This was an exciting event that promoted All Things Oyster. There were 24 speakers covering a range of topics including Increasing Returns in Restoration and Aquaculture; Presentations from Emerging Scientists – 4 students from area colleges and one high school student; New Developments in Monitoring Oyster Reefs and Hatcheries; New World Advances in Oyster Technology; and Forecasting the Future of Oyster Restoration and Aquaculture. The highlight of the trip for Sue was a chance to sail a Skipjack on the Choptank River. Many connections were made to provide future opportunities for CBOCS to promote Oyster growth and restoration.
- CBOCS is developing plans to man a table at the Light Up The Town event for attendees of all ages to decorate oyster shells for Christmas and Holiday celebrations.
- The Calvert Library has contacted CBOCS to partner with them in a project to present informational sessions on environmental conservation and the history of the Chesapeake Bay where participants can create tiles to be used in a mural within the new North Beach Library, similar to the mural in the Prince Frederick Library.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Appointment of the Town of Chesapeake Beach Board of Elections

Date: November 9, 2023

I. BACKGROUND:

Per Subtitle 6 “Registration, Nominations, and Elections” of the Town Code, there shall be a Board of Elections, consisting of three members who shall be appointed by the Mayor with the approval of the Council on or before the first Monday in March in every fourth even numbered year.

II. APPOINTMENT:

It is recommended that the Town Council consider confirming the Mayors re-appointment of Randy Getman to the Town of Chesapeake Beach Board of Elections.

It is recommended that the Town Council consider confirming the Mayors re-appointment of Dominique Soroka to the Town of Chesapeake Beach Board of Elections.

It is recommended that the Town Council consider confirming the Mayors appointment of Vic Guido, Jr. for appointment to the Town of Chesapeake Beach Board of Elections as a prior election judge and Town resident who is willing to serve in this capacity for the Town.

Thank you to our Town volunteers for continuing to step up and take on these very important responsibilities for the Town of Chesapeake Beach.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator
Josh Stinnett, CBWRTP Superintendent

Subject: Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Leak Detection Status

Date: November 9, 2023

I. BACKGROUND:

CBWRTP Staff has worked to identify a leak in the water system at the Plant. The Plant staff have engaged the CBWRTP partners in the process, which have provided assistance in providing the tools necessary to assist in isolating the leak.

II. LEAK ISOLATION:

The Town followed several steps to isolate the leak:

LB Water Meter Consumption Review: In coordination with the Town of Chesapeake Beach public works staff, LB Water was contacted to assist with collecting meter consumption data. LB Water was onsite on August 2nd and was able to pull logged meter consumption data from the meter. This data showed a leak of approximately 1 gallon per minute. Further work was performed to isolate the leak identified through the data pulled from the meter by LB Water on August 2nd. The water fed to all buildings in the Plant was isolated overnight on August 17th, with Public Works pulling the meter data the following day. Data collection re-confirmed water consumption during the period that the buildings were isolated. A second test to confirm meter operation was performed on August 23rd, where the water supply through the meter was isolated, along with all buildings. Upon collection of meter data for the period the meter was isolated, there was no identified water usage, as expected.

Maryland Rural Water Association Assistance (MRWA): MRWA was on site on August 1st, September 12th, and October 5th to attempt to locate the water mains in the Plant and conduct acoustic leak detection and leak correlation. Locating the lines was ineffective due to loss of signal. Leak detection was inconclusive, with no discernible leak noise detected.

Historical Plan Review: Town staff reviewed plans available, to include previous projects over the years. Through this review, it was determined that the line that feeds the Administration Building and Headworks had been moved a minimum of two separate times due to planned work.

Contracted Time and Material Emergency Assistance: Taylor Utilities was contacted to investigate the possibility of installation of valving on the three branches in the main line to allow isolation of the lines and determination of which branch(es) have leak(s). Piping around the water main was located by WRTP Staff, and it was determined that due to the number of pipes in conflict with the area where multiple valves were intended to be installed, the longest line would be exposed for installation of a water valve, in hopes that this may be the branch where the leak is located. On October 23rd Public Works aided with saw cutting of the roadway. Upon excavation of the line, it was determined that the water main consisted of 4" SCH 40 PVC pipe with glue fittings. This is a non-typical installation and may be a contributing factor to an increased likelihood of pipe leakage, and the inability of MRWA to locate this line effectively. Due to this being a non-typical pipe



installation, work was delayed by one day to allow for the acquisition of appropriate fittings to install a valve. Once the pipe was cut, Public Works assisted with the use of their pipe camera to visually observe the interior of the pipe in hopes of identifying likely points of leakage. As this camera has a built-in signal transmitter (sonde) that can be located using Public Works line locating equipment, the location and depth of the line and location of fittings were marked along the run of pipe for approximately 150', when it became impossible to continue pushing the camera. During this work, a coupling/sleeve was identified as questionable due to the separation of the piping in the fitting.

Valve Installation: Upon completion of the tracing work, a valve was installed, and pressure testing was performed by WRTP Staff. A pressure gauge was installed on the water line feeding the Headworks, downstream of the newly installed valve. Line pressure was identified to be ~88 psi. At this time, the valve was turned off and an immediate loss of pressure was observed. This indicated that a leak was present on this section of the main downstream of the installed valve. Overnight, the valve was turned off and meter data was collected the following day showing that with the valve off, there was no leakage on the main line. This shows that the leak is isolated to only the section of the main line downstream of this valve and is located at no other point in the Plant.

Leak Detection Devices Loaned to the Town by Calvert County: Staff contacted Calvert County Water and Sewerage Division to request the use of their leak detector and leak correlation equipment. The WRTP Superintendent had extensive experience with this equipment during his prior employment with Calvert County, having been the sole operator of the leak detection and correlation equipment during his employment. A survey of the site using the leak detector provided possible leak noise at several locations along the water main identified to have a leak. MRWA was contacted to provide secondary confirmation of this assertion of possible leak location, and on October 30th they performed a secondary survey. MRWA concurred with the likely leak noise at one location in question, and correlation equipment was deployed in this area to attempt to pinpoint the leak location. This equipment utilizes GPS location coupled with GIS mapping data (for this instance manually entered by WRTP Superintendent resulting in some offset in aerial mapping) to identify the distance of leak noise (a frequency of ~500 Hz on PVC pipe) between two correlators. Through the deployment of four correlators, one correlation of leak noise in the expected frequency range was identified, providing distances from the correlator to the source of leak noise. Taking the provided distance information, measurements were made from the location of the correlators, and coincided with the location identified by MRWA and the WRTP Superintendent. It should be noted that this location was also the same as the questionable fitting identified during previous work by Taylor Utilities.

Following this three-point leak detection and coinciding with the location of the questionable fitting, Taylor Utilities was contacted to excavate this location to attempt to locate the identified leak noise. On October 31st, Public Works aided with saw cutting of the roadway, and upon removal of the asphalt over this area and some excavation of the CR6 layer underneath, the fill material was found to be heavily saturated. It was assumed due to the quantity of water, that this was likely the leak location. Further excavation exposed the main line, though now there was no further water, and the line was found to not be leaking. With the excavation of the line, the fittings in question could be observed. At this point, the previously identified SCH 40 PVC was found to have a glue coupling connecting to SCH 80 PVC with a mechanical joint (MJ) sleeve with mega-lug restraints. Again, this is a non-typical installation for the water main line. As there was no indication as to a reasonable direction to excavate to trace the leak, a second valve was installed at this location to allow determination as to the direction of the leak (upstream or downstream). When the MJ sleeve was removed, it was observed that inappropriately sized gaskets had been used and that the fitting had been tightened excessively severely deforming the gaskets. This is assumed to be an attempt to get the improper fitting to seal on the SCH 80 PVC pipe at the time of installation. A pressure test of the line downstream of this newly installed valve showed that



the leak was still downstream. An overnight test with this valve isolated showed no leakage on the upstream side of the valve, showing this work has further isolated the location of the leak.

Through this investigation a couple areas were identified as an issue within one line:

- a. **A valve feeding a hydrant in front of the Administration building.** Public Works again assisted with locating the valve box and hydrant using a metal detector. The location of the valve was excavated by WRTP Staff and found to be buried under ~4” of asphalt and 2-3” of CR6. The valve box was full of additional CR6 and stone and was cleared using a shop vac. Leak detection was performed to listen for leak noise on the valve. Due to the proximity of multiple lines in the Plant that are unable to shut down, leak noise was hard to discern. Correlation equipment was deployed and provided inconclusive data.
- b. **A yard hydrant adjacent to the chemical storage pit.** The hydrant was last worked on over 10 years ago and from records at the plant it does not appear that work has taken place around the hydrant after the 2005-2007 shellfish collection facility installation.

Through this review, it has been identified that replacement of the line is required to ensure the leak is resolved.

III. EMERGENCY REQUEST FOR FUNDING:

The Town staff is requesting authorization to repair this emergency issue and to resolve the leak at the CBWRTP in an amount not to exceed \$100,000 to complete the repair. The costs for this emergency expense would come from the FY24 CBWRTP budget and will be shared with the CBWRTP partners.



Figure 1: CBWRTP leak detection activities on site





To: The Honorable Mayor and Town Council
Subject: Allocation of funding Acquisition of Property
Date: November 9, 2023

From: Holly Wahl, Town Administrator

I. BACKGROUND:

During the October 2023 Town Council meeting, the Town Council passed Resolution R-23-3 authorizing the Mayor to purchase real property located at 3915 26th Street Chesapeake Beach, MD legal description: LTS 8-11 BLK F MIDDLE SUB in the amount of \$365,000. The four parcels of land adjoin the Town Hall and provide the opportunity for future public governmental operations at a higher ground.

Figure 1: the four parcels of land for acquisition





Figure 2: an aerial image of the collective of four parcels of land adjoining Town Hall (in red). The Town’s existing property is shown in purple.



II. RECOMMENDATION

It is recommended that the Town Council consider authorizing the Mayor to expend \$365,000 in “American Rescue Plan Act (ARPA) funds” plus closing costs for the purchase of property at 3915 26th Street per the approved resolution #R-23-3 from the FY24 General Fund budget.