



**TOWN COUNCIL INFORMATIONAL  
WORK SESSION AGENDA  
November 7, 2023  
Starting at 6:00 PM**

**I. Call to Order and Roll Call**

**II. Pledge of Allegiance**

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

- 1) Appointment of Vic Guido, Jr. to the Town of Chesapeake Beach Board of Elections
- 2) Appointment of Kathleen Berault, Jay Berry and Wayne Newton to the Town of Chesapeake Beach Board of Port Wardens
- 3) Chesapeake Beach Aquatic Facility/Park Request for Qualifications (RFQ)
- 4) Chesapeake Beach Water Reclamation Treatment Plant (CBWRTP) Leak Detection Status
- 5) Capital Improvement Discussion

**IV. Council Lightning Round**

**V. Adjournment**



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Appointment of Vic Guido, Jr to the Town of Chesapeake Beach Board of Elections

**Date: November 3, 2023**

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**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. The Board of Elections has one vacancy that needs to be filled in preparation for the 2024 Town Election.

**II. APPOINTMENT:**

It is recommended that the Town Council consider confirming 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.

SUBTITLE 6  
**Registration, Nominations, and Elections**

**Section C-601. Qualifications of voters.**

Every person who, (1) is a citizen of the United States, (2) is at least eighteen years of age, (3) is a resident of the Town, and (4) is registered in accordance with the provisions of this Charter, shall be a qualified voter of the Town. Every qualified voter of the Town shall be entitled to vote at any or all Town elections. (Res., March, 1963, sec. 23; Res. September 24, 1971; Res. June 23, 1972; Res. 6-90, October 5, 1990; P.L.L. 1963, sec. 27.)

**Section C-602. Board of Elections.**

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. At the time of appointment, the mayor shall designate one member as chairman. The terms of members of the board of elections shall begin on the first Monday in March in the year in which they are appointed and shall run for four years. Members of the board of elections shall be qualified voters of the town and shall not hold or be candidates for any elective office during their term of office. Vacancies on the board of elections shall be filled by the mayor with the approval of the council for the remainder of the unexpired term. The compensation of the members of the board of elections shall be determined by ordinance or resolution of the council. (Res., March, 1963, sec. 24; Res. January 26, 1968; P.L.L. 1963, sec. 28; Res. R-07-3, 5-4-2007.)

**Section C-603. Removal of members.**

Any member of the board of elections may be removed for good cause, by a resolution of the town council. The council shall provide the member to be removed with a written statement of the reasons for removal and inform him of his right to a public hearing. The member to be removed may request that the council conduct a public hearing on the issue of removal, by making a written request for hearing and delivering it to the town clerk within five days after his receipt of the written statement of reasons for removal. Upon receiving a request for a hearing, the council shall schedule a public hearing within 30 days. At the hearing, the council shall allow the member and the public to be heard on the issue of removal and may either reconsider its earlier resolution of removal or sustain the removal. (Res., March, 1963, sec. 25; P.L.L. 1963, sec. 29; Res. R-07-4, 5-4-2007.)

**Section C-604. General duties and powers of Board of Elections.**

The board of elections shall be responsible for the administration of all town elections, including the registration of voters, qualifying declarations of candidacy, canvassing the votes, declaring and certifying the results of elections, validation of petitions for referendum, preparing and supervising voter education programs, conducting recounts, adjudicating challenges and election contests, and enforcing the provisions of Subtitle 6 of the Charter and the election ordinances of the Town Council. The board may appoint election clerks or other employees to assist it in any of its duties. (Res., March, 1963,

sec. 26; P.L.L. 1963, sec. 30; Res. R-07-5, 5-4-2007; Res. CAR-19-2, 2-7-2020.)

**Section C-605. Notice of registration days and elections.**

The board of elections shall give at least two weeks notice of every registration day and every election by an advertisement published in at least one newspaper of general circulation in the town and by posting a notice thereof in some public place or places in the town, and such other places as they may deem necessary. (Res., March, 1963, sec. 27; P.L.L. 1963, sec. 31; Res. R-07-6, 5-4-2007.)

**Section C-606. Registration.**

No person shall be entitled to vote in town elections unless he or she is registered as a Chesapeake Beach voter. Application for registration shall be available through the Maryland universal registration system or through direct application to the Town. It shall be the duty of the board of elections to keep the Town supplemental voter list up to date by striking from the list the names of persons known to have died or who otherwise no longer meet the qualifications to vote. Additionally, voters who are registered on both the universal registration list and the Town supplemental voter list will be removed from the Town supplemental voter list by the board. The council is hereby authorized to adopt, by ordinance, any provisions necessary to establish and maintain a system of Town registration. (Res., March, 1963, sec. 28; minutes of Commissioners' meeting of August 31, 1963; Res. January 26, 1968; P.L.L. 1963, sec. 32; Res. R-07-8, 5-4-2007; Res. CAR-16-2, 8-5-2016; Res. CAR-19-2, 2-7-2020.)

**Section C-607. Challenges, recounts, appeals.**

The board of elections shall be responsible for administering and determining all election controversies, including challenges and recounts. If any person is aggrieved by a final action or final determination of the board of elections, such person may appeal to the Circuit Court for Calvert County within thirty days of the action or decision. (Res., March, 1963, sec. 29; P.L.L. 1963, sec. 33; Res. R-07-9, 5-4-2007.)

**Section C-608. Declaration of candidacy for public office.**

A person eligible to hold public office in the town may declare his or her candidacy by filing a written declaration of candidacy with the town clerk, in the form required by ordinance. The town clerk shall immediately forward the declaration to the board of elections. To qualify as a candidate, a declaration of candidacy must be filed at least fifty-six (56) days prior to the election. At least forty-nine (49) days prior to the election, the board of elections shall certify that each proposed candidate is eligible to hold public office and upon such certification, the candidate shall be accepted. No person shall be eligible to declare candidacy to more than one elective town public office or hold more than one elective town public office at any one time. (Res., March, 1963, sec. 30; minutes of Commissioners' meeting of August 31, 1963; Res. January 26, 1968; P.L.L. 1963, sec. 34; Res. R-07-10, 5-4-2007; Res. CAR-19-2, 2-7-2020.)

**Section C-609. Election of Mayor and Councilmen.**

On the Tuesday next after the first Monday in the month of November in every fourth even numbered year, the qualified voters of the town shall elect one person as mayor and six persons as councilmen to serve for terms of four years. (Res., March, 1963, sec. 31; minutes of Commissioners' meeting of August 31, 1963; Res. January 26, 1968; P.L.L. 1963, sec. 35.)

**Section C-610. Conduct of elections.**

It shall be the duty of the board of elections to provide a suitable place or places for voting, and suitable ballots in paper or electronic form. The ballot scanner and/or voting machines, if used, shall be those authorized by the council and may be electronic. The ballots or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of this charter, arranged in alphabetical order by office with no party designation of any kind. Ballot questions and referendum matters shall clearly identify the issue and required response. The council shall regulate, by ordinance, the hours during which the polls shall be kept open, but at a minimum they shall remain open during the hours that polls are scheduled to be open for the general elections of the State of Maryland. The council shall provide, by ordinance, the conditions upon which the board of elections may keep a polling station open for additional time. (Res., March, 1963, sec. 32; P.L.L. 1963, sec. 36; Res. R-07-11, 5-4-2007; Res. CAR-16-2, 8-5-2016; Res. CAR-19-2, 2-7-2020.)

**Section C-611. Special elections.**

All special town elections shall be conducted by the board of elections in the same manner and with the same personnel, as far as practicable, as regular town elections, unless otherwise provided by the Town Charter or Code. (Res., March, 1963, sec. 33; P.L.L. 1963, sec. 37; Res. R-07-6, 5-4-2007; Res. CAR-16-2, 8-5-2016.)

**Section C-612. Vote count.**

Within forty-eight hours after the closing of the polls the board of elections shall determine the vote cast for each candidate or question. Within seven days after poll closing, the board shall complete canvassing of all provisional ballots, and then certify the final results of the election to the town clerk who shall record the results in the minutes of the council. The candidate for mayor with the highest number of votes in the said election shall be declared elected as mayor. The six candidates for town council with the highest number of votes in the said election shall be declared elected as town council members. An ordinance or part thereof that is the subject of a referendum election will be decided by majority vote. (Res., March, 1963, sec. 34; P.L.L. 1963, sec. 38; Res. R-07-7, 5-4-07; Res. CAR 4-10, 7-9-2010; Res. CAR-16-2, 8-5-2016; Res. CAR-19-2, 2-7-2020.)

**Section C-613. Preservation of records.**

The council shall establish, by ordinance, a system for preserving the records of each

election, including designating the time for which records must be preserved. The board of elections shall supervise the preservation of records and administer the system established by the council. (Res., March, 1963, sec. 35; P.L.L. 1963, sec. 39; Res. R-07-12, 5-4-2007.)

**Section C-614. Vacancies.**

In case of a vacancy on the council for any reason, the council shall elect some qualified person to fill such vacancy for the unexpired term. In case of a vacancy in the office of mayor for any reason, the council shall elect some qualified person to fill the vacancy for the remainder of the unexpired term. Any vacancies on the council or in the office of mayor shall by [be] filled by the favorable votes of a majority of the remaining members of the council. The results of any such vote shall be recorded in the minutes of the council. (Res., March, 1963, sec. 36; P.L.L. 1963, sec. 40.)

**Section C-615. Women.**

Women shall have equal privileges with men in registering, voting, and holding town offices. Whenever the masculine gender has been used as to any registering, voting, or holding town office, it shall be construed to include the feminine gender. (Res., March, 1963, sec. 37; P.L.L. 1963, sec. 41.)

**Section C-616. Regulation and control by Council.**

The council shall have the power to provide, by ordinance, for the regulation and administration of every aspect of town elections, for the prevention of fraud in connection therewith, for a recount of ballots in case of doubt or fraud, and for the enforcement of such ordinances, consistent with the requirements of this charter. (Res., March, 1963, sec. 38; P.L.L. 1963, sec. 42; Res. R-07-13, 5-4-07.)

**Section C-617. Penalties.**

(Repealed.)

(Res., March, 1963, sec. 39; P.L.L. 1963, sec. 43; Res. R-07-14, 5-4-07.)



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Appointment of the Board of Port Wardens

**Date: November 3, 2023**

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## **I. BACKGROUND:**

The Town Code of the Town of Chesapeake Beach Article IX Section 290-33 defines that the Town shall establish a Board of Port Wardens for the orderly development, control and management of the placement, erection, and construction of structures and to provide for safe harbors, free of congestion and navigational hazards within or on the waters, within the municipal corporate limits of the Town of Chesapeake Beach.

The Board of Port Wardens shall consist of three members. The term of office of the members shall be three years. Members shall be appointed by the Mayor, confirmed by a favorable vote of 5/6 of the entire Town Council.

## **II. APPOINTMENT:**

It is recommended that the Town Council consider confirming Wayne Newton, Jay Berry and Kathleen Berault to officially form the Town of Chesapeake Beach Board of Port Wardens.

ARTICLE IX  
**Board of Port Wardens**

**§ 290-33. Establishment of Board.**

In order to provide for the orderly development, control and management of the placement, erection, and construction of structures and to provide for safe harbors, free of congestion and navigational hazards within or on the waters, within the municipal corporate limits of the Town of Chesapeake Beach, there is established a Board of Port Wardens.

**§ 290-34. Membership; terms of office.**

The Board of Port Wardens shall consist of three members. The terms of office of the members shall be three years. Members shall be appointed by the Mayor, confirmed by a favorable vote of 5/6 of the entire Town Council, and removable for cause upon written charges and after public hearing. The Mayor shall designate one alternate member for the Board of Port Wardens, who may be empowered to sit on the Board of Port Wardens in the absence of any member of the Board of Port Wardens.

**§ 290-35. Powers and duties.**

- A. The Board of Port Wardens shall have the power to regulate the placement, erection and construction of structures or other barriers within or on the waters of the Town, including but not limited to the issuing of licenses to create or build wharves, marinas, community and private piers and the issuing of permits for mooring piles, floating wharves, buoys, bulkheads or anchors, taking into account the present and proposed uses, and the effect of present and proposed uses on marine life, wildlife, conservation, water pollution, erosion, navigational hazards, the effect of the proposed use on congestion within the waters, the effect on other riparian property owners, and the present and projected needs for any proposed commercial or industrial use.
- B. The Board of Port Wardens shall have the power to regulate the materials and construction for the aforesaid improvements and to make certain that any improvements within or on the waters of the Town do not render the navigation too close and confined. This provision in no way intends to affect or conflict with any zoning power otherwise provided for.
- C. The Board of Port Wardens shall have the power to regulate the removal of any earth or other materials for the purpose of building any structure within or on the waters of the Town, including any maintenance dredging and modification of the natural shoreline and to regulate the placement of any dredge materials in the Town's permanent spoil site facility.
- D. The Board of Port Wardens shall have the power to provide for safe harbors, free of congestion and navigational hazards, to provide benefit to the citizens of the Town by protecting marine life and wildlife, and to avoid water pollution and erosion within or on the waters of the Town. This provision in no way intends to



affect or conflict with any other federal or state law, rule or regulation with respect to navigation.

**§ 290-36. Rules and regulations.**

The Board of Port Wardens shall adopt such reasonable rules and regulations, including permit or license fees, as are necessary in furtherance of this article; provided, however, that all such rules, regulations, and fees shall be approved by the Town Council of Chesapeake Beach.

**§ 290-37. Appeal to Town Council.**

In all differences that arise between any aggrieved party and the Board of Port Wardens concerning any decision of the Board of Port Wardens, an appeal may be taken to the Town Council of Chesapeake Beach. Any appeal shall be made by filing the same with the Town Council of Chesapeake Beach within 30 days after the date of the Board of Port Warden's decision.

**§ 290-38. Violations and penalties.**

Any person violating any of the provisions of this article shall be subject to prosecution for a municipal infraction punishable by \$500, unless doubled, as provided in § C-504 of the Charter of Chesapeake Beach, Maryland, and a fine of \$250 for each subsequent violation.



To: The Honorable Mayor and Town Council

From: Holly Wahl, Town Administrator

Subject: Chesapeake Beach Aquatics Facility/Park Request for Qualifications

**Date: November 3, 2023**

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## **I. BACKGROUND:**

Significant repairs are required at the 29-year-old Town owned Water Park facility. Based on public feedback and Town Council direction on an updated outdoor swimming pool facility / park concept, Town staff has worked in coordination with the Town Engineer to define a Request for Qualifications (RFQ) process to seek qualified firms to consider for the improvements necessary. The RFQ is expected to be released on eMaryland Marketplace advantage and posted on the Town website by November 9<sup>th</sup>, 2023. A mandatory pre-bid meeting will be held, and sealed proposals will be before the Town Council in an upcoming Town Council meeting for public view and comment.

## **II. SUMMARY OF THE SCOPE OF DESIGN-BUILD SERVICES:**

**Partial Demolition of the Existing Water Park:** The D/B firm shall demolish and remove from the site all pool components that will not be re-used, reconditioned, or re-fitted by the D/B's proposed plan. Any material demolished shall be properly disposed of off the Town's site in accordance with state, federal and local laws. Any existing features within the water park slated to remain shall be protected from damage and demolition. As a part of the design process, the D/B shall evaluate the existing pump room and pool equipment to attempt to save as much equipment as possible that will be able to integrate into the new design. ***The pump room, Tower Building and slides shall be saved and re-purposed into the new design.*** The existing pool is built on a series of piles driven under the park to create a firm foundation to support the park. ***The D/B firm shall anticipate saving and re-using the piles to support the proposed amenities and improvements.*** Additional pile supports are not anticipated as the D/B firm shall work within the confines of the existing pile grid and construct foundations or supports above the piles to hold the proposed improvements.

**Leisure Pool:** The D/B firm shall construct a leisure pool with maximum water depth of five (5) feet and inclusive of fun pool features. Features to consider include a beach entry with bubblers and spray nozzles, underwater benches, lazy river, slides, tumble buckets, and pipe falls. The D/B offeror will be strongly encouraged to provide for user amenities such as shade and seating areas in their conceptual presentations. It is the intent that the pool area be inviting and embracing, providing compatible space for relaxation and recreation. Use of colors, textured finishes, and natural looking materials are encouraged. These treatments will be a factor in the consideration of an award of contract.

**Spray Ground/Splash Pad:** The D/B offeror shall provide a spray park with interactive features. The area should consist of a non-slip rubberized surface with interactive features suitable for all ages but geared toward age 10 and below. The area shall be ADA accessible and provide safety features required by the building code. Some envisioned amenities may include dump buckets, fall pipes, water cannons and a kid wash.



**Competition Pool:** The D/B firm shall provide design and construction of a competition pool meeting the requirements of an Olympic Short Course facility, complete with lanes, touch panels and other amenities required to meet FINA (World Aquatics) requirements for a six lane, 25-yard competition pool. The pool shall comply with all life safety and building code requirements for ADA access, ladders, lifeguard stations, lifts, etc. The Town hopes to re-use the majority of the existing water circulation and cleaning equipment in the pump room for this pool. The D/B firm shall assess the existing equipment and make recommendations to the Town recommending the facilities that can be re-used and those that cannot. Any upgrade or reconfiguration of the pumping and/or filtering equipment shall be considered in the pricing if needed.

**Filtration/Pump System and Room:** The D/B offeror shall provide for a properly sized filtration/pump system and room with separate chemical room with appropriate ventilation in an area compatible with the pool concepts. D/B offeror is expected to repurpose the existing filtration/pump system where possible [**Pump- Sterling, Model C1050AM. Filter- Paddock, Model 3 Cell 96”, type-sand. Chemical feeder- AccuTab/PPG.**]. The pump/filtration room must maintain safety and ease of maintainability and access as primary considerations. Those considerations must be clearly articulated in the concept's presentations.

**Heating System:** The D/B offeror shall provide a heating system for the pool. The heating system shall be sized to allow the swimming season to be extended to May 1 – September 30. **Current heater manufacturer- Ray Pak, Model #P-3001.**

**Community Outreach and Conceptual Rendering:** The D/B offeror shall prepare conceptual renderings throughout the design process to assist in facilitating community outreach. The D/B offeror shall be available to answer questions of the public related to the renderings and features proposed for three (3) public sessions. The Town plans to engage the public through a variety of strategies such as stakeholder meetings, workshops, focus groups and social media platforms.

### **III. A LOOK AHEAD- DESIGN BUILD PROCESS:**

**Phase 1: Request for Qualifications (RFQ):** design-build firms provide their qualifications and ideas for a rebuild within the \$3.5 million budget. The Town Council considers the selection of the top qualified firms for an invitation to bid on the RFP.

**Phase II: Request for Proposal (RFP):** eligible bidders per the RFQ process respond to a Request for Proposal and provide full pricing to the Town to design and build an updated facility. The Town Council considers awarding a contract to the successful bidder.

**Phase III:** If the Town Council awards a contract to a successful bidder, preliminary engineering, site investigation and design development, preparation of proposed price schedule in coordination with the Town.

**Phase IV:** The Design Build firm completes the project's final design, permitting, procurement of materials, construction, and project closeout.

### **IV. FISCAL IMPACT:**

**The estimated total design-build project cost is \$3.5 million.**



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 3, 2023**

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## **I. BACKGROUND:**

During the Towns regularly scheduled CBWRTP partnering meeting the CWBWRTP water usage was reviewed. It was discussed in this review that, in comparison to other facilities, the water usage at the CBWRTP was high. CBWRTP Staff began investigative work to identify whether there was a possible leak in the water system at the Plant and engaged the CBWRTP partners in the process.

## **II. ATTEMPTS TO ISOLATE THE LEAK:**

Town staff began investigation observation of the water meter, with all valves in the Plant buildings isolated, appeared to show water consumption.

**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 2<sup>nd</sup> 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 2<sup>nd</sup>. The water fed to all buildings in the Plant was isolated overnight on August 17<sup>th</sup>, 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 23<sup>rd</sup>, 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 1<sup>st</sup>, September 12<sup>th</sup>, and October 5<sup>th</sup> 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 23<sup>rd</sup> 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 30<sup>th</sup> 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 31<sup>st</sup>, 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 discussions with the Asst. WRTP Superintendent, a location of concern in front of the Administration building was brought to light related to a valve feeding a hydrant. During the ENR upgrade there was concern over the valve and the broken hydrant being buried and paved over during construction. 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. WRTP Staff continue to attempt to isolate the leak location and due to the equipment and piping in the assumed leak, this is proving to be exceedingly difficult.

On Friday, November 3, 2023, Taylor Utilities was able to locate an issue with 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. It is believed that this is the source of the leak.

**III. FISCAL IMPACT:** Work is planned to start on Monday to repair the leak. It is estimated that leak repair will exceed \$30,000 for this emergency expense, leak detection work has been handled in-house.



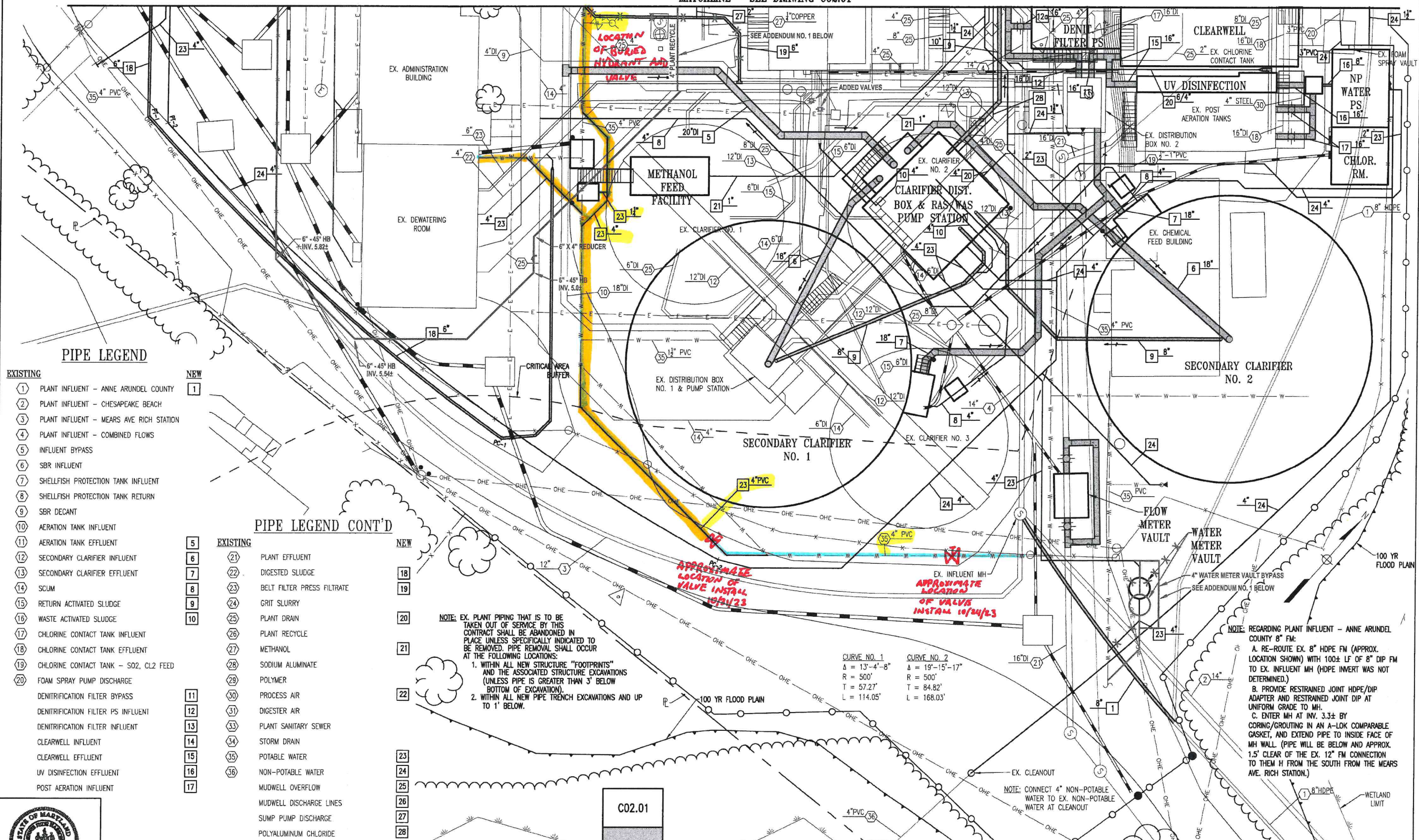


Figure 1: CBWRTP leak detection activities on site





MATCHLINE - SEE DRAWING C02.01



PIPE LEGEND

- |   |            |
|---|------------|
| <b>EXISTING</b>                           | <b>NEW</b> |
| 1 PLANT INFLUENT - ANNE ARUNDEL COUNTY    | 1          |
| 2 PLANT INFLUENT - CHESAPEAKE BEACH       |            |
| 3 PLANT INFLUENT - MEARS AVE RICH STATION |            |
| 4 PLANT INFLUENT - COMBINED FLOWS         |            |
| 5 INFLUENT BYPASS                         |            |
| 6 SBR INFLUENT                            |            |
| 7 SHELLFISH PROTECTION TANK INFLUENT      |            |
| 8 SHELLFISH PROTECTION TANK RETURN        |            |
| 9 SBR DECANT                              |            |
| 10 AERATION TANK INFLUENT                 |            |
| 11 AERATION TANK EFFLUENT                 | 5          |
| 12 SECONDARY CLARIFIER INFLUENT           | 6          |
| 13 SECONDARY CLARIFIER EFFLUENT           | 7          |
| 14 SCUM                                   | 8          |
| 15 RETURN ACTIVATED SLUDGE                | 9          |
| 16 WASTE ACTIVATED SLUDGE                 | 10         |
| 17 CHLORINE CONTACT TANK INFLUENT         |            |
| 18 CHLORINE CONTACT TANK EFFLUENT         |            |
| 19 CHLORINE CONTACT TANK - SO2, CL2 FEED  |            |
| 20 FOAM SPRAY PUMP DISCHARGE              |            |
| 21 DENITRIFICATION FILTER BYPASS          | 11         |
| 22 DENITRIFICATION FILTER PS INFLUENT     | 12         |
| 23 DENITRIFICATION FILTER INFLUENT        | 13         |
| 24 CLEARWELL INFLUENT                     | 14         |
| 25 CLEARWELL EFFLUENT                     | 15         |
| 26 UV DISINFECTION EFFLUENT               | 16         |
| 27 POST AERATION INFLUENT                 | 17         |

PIPE LEGEND CONT'D

- |                               |            |
|-------------------------------|------------|
| <b>EXISTING</b>               | <b>NEW</b> |
| 21 PLANT EFFLUENT             | 18         |
| 22 DIGESTED SLUDGE            | 19         |
| 23 BELT FILTER PRESS FILTRATE | 20         |
| 24 GRIT SLURRY                | 21         |
| 25 PLANT DRAIN                | 22         |
| 26 PLANT RECYCLE              | 23         |
| 27 METHANOL                   | 24         |
| 28 SODIUM ALUMINATE           | 25         |
| 29 POLYMER                    | 26         |
| 30 PROCESS AIR                | 27         |
| 31 DIGESTER AIR               | 28         |
| 32 PLANT SANITARY SEWER       | 29         |
| 33 STORM DRAIN                | 30         |
| 34 POTABLE WATER              | 31         |
| 35 NON-POTABLE WATER          | 32         |
| 36 MUDWELL OVERFLOW           | 33         |
| 37 MUDWELL DISCHARGE LINES    | 34         |
| 38 SUMP PUMP DISCHARGE        | 35         |
| 39 POLYALUMINUM CHLORIDE      | 36         |

NOTE: EX. PLANT PIPING THAT IS TO BE TAKEN OUT OF SERVICE BY THIS CONTRACT SHALL BE ABANDONED IN PLACE UNLESS SPECIFICALLY INDICATED TO BE REMOVED. PIPE REMOVAL SHALL OCCUR AT THE FOLLOWING LOCATIONS:  
 1. WITHIN ALL NEW STRUCTURE "FOOTPRINTS" AND THE ASSOCIATED STRUCTURE EXCAVATIONS (UNLESS PIPE IS GREATER THAN 3' BELOW BOTTOM OF EXCAVATION).  
 2. WITHIN ALL NEW PIPE TRENCH EXCAVATIONS AND UP TO 1' BELOW.

CURVE NO. 1  
 $\Delta = 13^{\circ}-4'-8"$   
 $R = 500'$   
 $T = 57.27'$   
 $L = 114.05'$

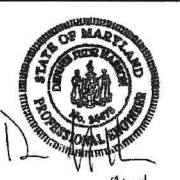
CURVE NO. 2  
 $\Delta = 19^{\circ}-15'-17"$   
 $R = 500'$   
 $T = 84.82'$   
 $L = 168.03'$

NOTE: REGARDING PLANT INFLUENT - ANNE ARUNDEL COUNTY 8" FM:  
 A. RE-ROUTE EX. 8" HDPE FM (APPROX. LOCATION SHOWN) WITH 100± LF OF 8" DIP FM TO EX. INFLUENT MH (HDPE INVERT WAS NOT DETERMINED).  
 B. PROVIDE RESTRAINED JOINT HDPE/DIP ADAPTER AND RESTRAINED JOINT DIP AT UNIFORM GRADE TO MH.  
 C. ENTER MH AT INV. 3.3± BY CORING/GROUTING IN AN A-LOK COMPARABLE GASKET, AND EXTEND PIPE TO INSIDE FACE OF MH WALL (PIPE WILL BE BELOW AND APPROX. 1.5' CLEAR OF THE EX. 12" FM CONNECTION TO THEM H FROM THE SOUTH FROM THE MEARS AVE. RICH STATION.)

C02.01  
 C02.02  
 KEY PLAN

NOTE: NEW LIGHTING POLE LOCATIONS ARE SHOWN ON DWG. E09.09.  
 4" PLANT RECYCLE LINE FROM AERATION BASINS TO EXISTING PLANT DRAIN, SEE SKETCH C02.01A FOR PLAN AND SKETCH C02.07A FOR PROFILE ON SHEET NO. 19A.  
 4" WATER METER VAULT BYPASS LINE AND ADDITIONAL PIPING, SEE SKETCH C02.02A FOR PLAN ON SHEET NO. 19A.

GRAPHIC SCALE  
 0 5' 10' 20'  
 SCALE: 1" = 10'



PROFESSIONAL CERTIFICATION  
 I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO.: 24478, EXPIRATION DATE: 10/26/2011

**WR&A** WHITMAN, REQUARDT & ASSOCIATES, LLP  
 801 South Caroline Street, Baltimore, Maryland 21201

DESIGNED BY: ACM  
 DRAWN BY: ACM  
 CHECKED BY: JDV

TOWN OF CHESAPEAKE BEACH  
 MARYLAND

WASTEWATER TREATMENT PLANT  
 ENHANCED NUTRIENT REMOVAL UPGRADE

UTILITY PLAN, SHEET 2

|                |      |                |
|----------------|------|----------------|
| REV.           | DATE | DESCRIPTION    |
| 5/17           |      | RECORD DRAWING |
| SCALE          |      | DRAWING NO.    |
| 1" = 10'       |      | C02.02         |
| DATE           |      | SHEET NO.      |
| SEPTEMBER 2011 |      | 19 OF 205      |

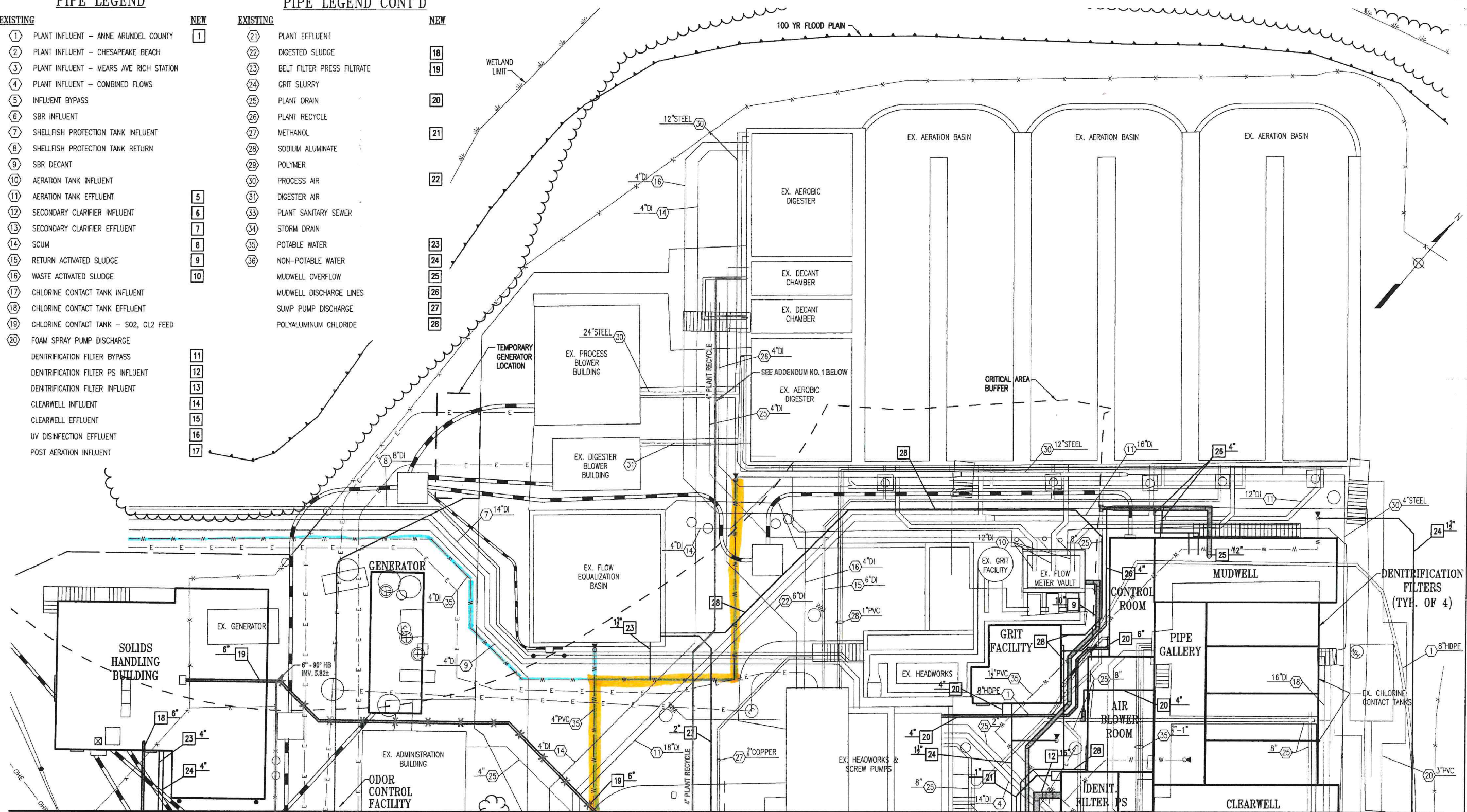


**PIPE LEGEND**

- |   |            |
|---|------------|
| <b>EXISTING</b>                           | <b>NEW</b> |
| 1 PLANT INFLUENT - ANNE ARUNDEL COUNTY    | 1          |
| 2 PLANT INFLUENT - CHESAPEAKE BEACH       |            |
| 3 PLANT INFLUENT - MEARS AVE RICH STATION |            |
| 4 PLANT INFLUENT - COMBINED FLOWS         |            |
| 5 INFLUENT BYPASS                         | 5          |
| 6 SBR INFLUENT                            | 6          |
| 7 SHELLFISH PROTECTION TANK INFLUENT      | 7          |
| 8 SHELLFISH PROTECTION TANK RETURN        | 8          |
| 9 SBR DECANT                              | 9          |
| 10 AERATION TANK INFLUENT                 | 10         |
| 11 AERATION TANK EFFLUENT                 |            |
| 12 SECONDARY CLARIFIER INFLUENT           |            |
| 13 SECONDARY CLARIFIER EFFLUENT           |            |
| 14 SCUM                                   |            |
| 15 RETURN ACTIVATED SLUDGE                |            |
| 16 WASTE ACTIVATED SLUDGE                 |            |
| 17 CHLORINE CONTACT TANK INFLUENT         |            |
| 18 CHLORINE CONTACT TANK EFFLUENT         |            |
| 19 CHLORINE CONTACT TANK - SO2, CL2 FEED  |            |
| 20 FOAM SPRAY PUMP DISCHARGE              |            |
| DENITRIFICATION FILTER BYPASS             | 11         |
| DENITRIFICATION FILTER PS INFLUENT        | 12         |
| DENITRIFICATION FILTER INFLUENT           | 13         |
| CLEARWELL INFLUENT                        | 14         |
| CLEARWELL EFFLUENT                        | 15         |
| UV DISINFECTION EFFLUENT                  | 16         |
| POST AERATION INFLUENT                    | 17         |

**PIPE LEGEND CONT'D**

- |                               |            |
|-------------------------------|------------|
| <b>EXISTING</b>               | <b>NEW</b> |
| 21 PLANT EFFLUENT             | 18         |
| 22 DIGESTED SLUDGE            | 19         |
| 23 BELT FILTER PRESS FILTRATE | 20         |
| 24 GRIT SLURRY                | 21         |
| 25 PLANT DRAIN                | 22         |
| 26 PLANT RECYCLE              | 23         |
| 27 METHANOL                   | 24         |
| 28 SODIUM ALUMINATE           | 25         |
| 29 POLYMER                    | 26         |
| 30 PROCESS AIR                | 27         |
| 31 DIGESTER AIR               | 28         |
| 32 PLANT SANITARY SEWER       |            |
| 33 STORM DRAIN                |            |
| 34 POTABLE WATER              |            |
| 35 NON-POTABLE WATER          |            |
| MUDWELL OVERFLOW              |            |
| MUDWELL DISCHARGE LINES       |            |
| SUMP PUMP DISCHARGE           |            |
| POLYALUMINUM CHLORIDE         |            |



MATCHLINE - SEE DRAWING C02.02



NOTE: NEW LIGHTING POLE LOCATIONS ARE SHOWN ON DWG. ED9.09.

NOTE: EX. PLANT PIPING THAT IS TO BE TAKEN OUT OF SERVICE BY THIS CONTRACT SHALL BE ABANDONED IN PLACE UNLESS SPECIFICALLY INDICATED TO BE REMOVED. PIPE REMOVAL SHALL OCCUR AT THE FOLLOWING LOCATIONS:

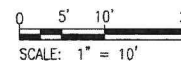
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2. WITHIN ALL NEW PIPE TRENCH EXCAVATIONS AND UP TO 1' BELOW.

C02.01  
C02.02  
KEY PLAN

ADDENDUM NO. 1

4" PLANT RECYCLE LINE FROM AERATION BASINS TO EXISTING PLANT DRAIN, SEE SKETCH C02.01A FOR PLAN AND SKETCH C02.07A FOR PROFILE ON SHEET NO. 19A.

GRAPHIC SCALE



| REV. | DATE | DESCRIPTION    |
|------|------|----------------|
| 5/17 |      | RECORD DRAWING |
|      |      |                |
|      |      |                |

**WR&A** WHITMAN, REQUARDT & ASSOCIATES, LLP  
801 South Caroline Street, Baltimore, Maryland 21201

DESIGNED BY: ACM  
DRAWN BY: ACM  
CHECKED BY: JDV

TOWN OF CHESAPEAKE BEACH  
MARYLAND

WASTEWATER TREATMENT PLANT  
ENHANCED NUTRIENT REMOVAL UPGRADE

UTILITY PLAN, SHEET 1

| SCALE          | DRAWING NO. |
|----------------|-------------|
| 1" = 10'       | C02.01      |
| DATE           | SHEET NO.   |
| SEPTEMBER 2011 | 18 OF 205   |



To: Town Council  
From: Brittany Moran, Town Treasurer

Subject: Capital Improvements – Long Term Planning

Date: November 3, 2023

**I. BACKGROUND**

As a part of the annual budget planning process, short term and long term capital improvement plans are discussed in detail in order to ensure adequate funding levels for priority projects.

**II. FY24 BUDGET – BY FUND**

The attached schedule was presented during the FY24 budget planning process and describes the allocated projects that were funded for the current fiscal year. Budgets are adopted annually, and therefore, FY25 – FY28 are for planning purposes only.

Since the FY24 budget process, Town Council has discussed a variety of potential projects and future planning across all funds and therefore, Town Staff is recommending that Town Council revisits the five year capital plan to address those changes.





**Capital Budget**  
FY24 - FY28

| PROJECT  | FUND | FY24             | FY25             | FY26             | FY27             | FY28             |
|--|------|------------------|------------------|------------------|------------------|------------------|
| Fishing Creek Wet Well   | UF   | 350,000          | -                | -                | -                | -                |
| Saddle Replacement   | UF   | 350,000          | -                | -                | -                | -                |
| Meters & MXUs  | UF   | 500,000          | 35,000           | 35,000           | 35,000           | 35,000           |
| Richfield Station Wet Well Generator                           | UF   | -                | 100,000          | -                | -                | -                |
| Harbor Road Well House   | UF   | -                | -                | -                | 450,000          | -                |
| Valley View Wet Well Generator                                 | UF   | -                | -                | -                | -                | 125,000          |
| <b>TOTAL CAPITAL</b>   |      | <b>1,200,000</b> | <b>135,000</b>   | <b>35,000</b>    | <b>485,000</b>   | <b>160,000</b>   |
| Chlorinator - Baby Pool  | WP   | -                | 1,000            | -                | -                | -                |
| Chlorinator - Main Pool  | WP   | -                | 8,000            | -                | -                | -                |
| Picnic Tables  | WP   | -                | -                | -                | -                | 2,000            |
| Sand Filter - Main Pool  | WP   | -                | 8,600            | -                | -                | -                |
| Sand Filter - Baby Pool  | WP   | -                | 800              | -                | -                | -                |
| Beachcomber Grille Equipment                                   | WP   | 15,000           | 3,000            | 6,000            | 6,000            | 3,000            |
| New Pumps  | WP   | 10,000           | 10,000           | 10,000           | 10,000           | 10,000           |
| Hot Water Heater - Beachcomber Grille                          | WP   | -                | -                | 800              | -                | -                |
| Computers/POS  | WP   | 2,500            | 2,500            | 2,500            | 2,500            | 2,500            |
| Slide Landing Pads   | WP   | 10,000           | -                | -                | -                | -                |
| Electronic Key Locking System                                  | WP   | 20,000           | -                | -                | -                | -                |
| New WP Feature - Downpour Derby                                | WP   | -                | 15,000           | -                | 12,000           | -                |
| <b>TOTAL CAPITAL</b>   |      | <b>57,500</b>    | <b>48,900</b>    | <b>19,300</b>    | <b>30,500</b>    | <b>17,500</b>    |
| Equipment Purchases  | TP   | 80,000           | 80,000           | 80,000           | 80,000           | 80,000           |
| Plant Wet Well Design  | TP   | 100,000          | -                | -                | -                | -                |
| Filters Enclosed & Algae Control                               | TP   | 250,000          | -                | -                | -                | -                |
| Build Inventory Spare Parts                                    | TP   | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           |
| Clean SPT Tank   | TP   | -                | -                | 20,000           | -                | -                |
| Install 4" Flow Meter in SPT Decant Pipe                       | TP   | -                | 10,000           | -                | -                | -                |
| SPT Return Pumps & Install Decant Flow meter - SPT Pipe Vault  | TP   | -                | 40,000           | -                | -                | -                |
| Replace Old Siemens Influent and SPT Control System with A & B | TP   | -                | 80,000           | -                | -                | -                |
| Repair Basin Mixers and Clean Basins                           | TP   | -                | -                | 60,000           | -                | -                |
| Replace Mechanical Seals                                       | TP   | 20,000           | -                | -                | -                | -                |
| Gate Valve Repair  | TP   | 20,000           | -                | -                | -                | -                |
| Ladder Systems - SPT Entry                                     | TP   | -                | -                | -                | -                | 40,000           |
| Generator Platform   | TP   | 23,000           | -                | -                | -                | -                |
| Access Road  | TP   | 65,000           | -                | -                | -                | -                |
| Filter Media Replacement                                       | TP   | -                | -                | 1,000,000        | -                | -                |
| Replace 3 Return Activated Sludge Pumps and VFD's - Need Based | TP   | 120,000          | -                | -                | -                | -                |
| VFD on Blower - Aeration Basins                                | TP   | -                | -                | 250,000          | -                | -                |
| Sludge Thickener Process - Digesters                           | TP   | -                | 350,000          | -                | -                | -                |
| Repair Air Mixers - SPT  | TP   | -                | -                | -                | 20,000           | -                |
| <b>TOTAL CAPITAL</b>   |      | <b>703,000</b>   | <b>585,000</b>   | <b>1,435,000</b> | <b>125,000</b>   | <b>145,000</b>   |
| Asphalt Overlay & Road Repairs                                 | GF   | 462,808          | 474,841          | 487,187          | 499,853          | 512,850          |
| Sidewalks  | GF   | 400,000          | 400,000          | 400,000          | 400,000          | 400,000          |
| Miller - Loveless Park at Kellam's                             | GF   | 200,000          | -                | -                | -                | -                |
| Town Hall - Paint  | GF   | 15,000           | -                | -                | -                | -                |
| Town Hall - Carpet   | GF   | 10,000           | -                | -                | -                | -                |
| Town Hall - Closet Renovation                                  | GF   | 10,000           | -                | -                | -                | -                |
| Truck Replacement  | GF   | 65,000           | 65,000           | 70,000           | 75,000           | 75,000           |
| Replace RTV  | GF   | 25,000           | -                | -                | -                | 30,000           |
| Replace Vacuum Trailer   | GF   | -                | 50,000           | -                | -                | -                |
| Town Garage - Office Renovation                                | GF   | -                | 25,000           | -                | -                | -                |
| Replace Truck #2   | GF   | -                | -                | 65,000           | -                | -                |
| Pocket Parks   | GF   | 75,000           | -                | -                | -                | -                |
| Kellam's - Concession Stand                                    | GF   | 50,000           | -                | -                | -                | -                |
| Kellam's - Access Control                                      | GF   | 50,000           | -                | -                | -                | -                |
| Kellam's - Stadium Lights                                      | GF   | 100,000          | -                | -                | -                | -                |
| Kellam's - Open Space & Drainage Improvements                  | GF   | 17,000           | -                | -                | -                | -                |
| Replacement Equipment - Misc.                                  | GF   | 25,000           | 500,000          | 500,000          | 500,000          | 500,000          |
| <b>TOTAL CAPITAL</b>   |      | <b>1,504,808</b> | <b>1,514,841</b> | <b>1,522,187</b> | <b>1,474,853</b> | <b>1,517,850</b> |