

**CICA Board of Directors Meeting  
October 17, 2017  
7:00 p.m.**

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**Board members present:** Vicky Garvey, Diana Hawley, Rob Martin, Cindy Mistysyn, John Murray, Kathy Reilly-Naumovich, Chris Shelton, Justin Thomas, and Christine Valuckas

**Board members absent:** Mike Beiter, Joe Greenfield, Bill Wood

**Community members / guests present:** Marc Beckert, Janice Beiter, Sandy & Bob Biedermann, Jerry Brueckner, Jim Carter, Brian Clare, Bill Day, Karen & Bill Dryden, Joan Ferrick, Ken & Linda Hartman, Bill Lyons, Don Schooley

**Pledge of Allegiance**

The meeting was called to order at 7:05 pm. The Pledge was led by Chris Shelton.

**\*Approval and Distribution of Minutes Report (Christine Valuckas)**

September 19, 2017 minutes were approved via email on October 16, 2017 and confirmed approved at the meeting. Minutes are posted on the bulletin boards and web site.

Special thanks to Jim Carter for taking and drafting the minutes from the September meeting and to Diana Hawley for editing and obtaining the necessary votes. Christine Valuckas was approved by the Board via email as Secretary beginning in October.

**\*Approval of Agenda (Chris Shelton)**

Agenda was approved. Joe Greenfield was available by telephone if necessary for voting purposes.

**President's report (Chris Shelton)**

Deferred report until Caldwell Road Project item on agenda.

**\*Treasurer's Report (Justin Thomas)**

Justin presented the CICA Financial Report and Community Maintenance Financial Report for the fiscal year beginning July 1, 2017.

As of September 30, CICA income totaled \$4,405.00 and expenses totaled \$6,631.99. The checking account balance was \$23,217.60 and the reserve account balance was \$19,406.21 for a total of \$42,623.81 at the end of September.

As of September 30, Community Maintenance income totaled \$1,068.46 and expenses totaled \$34,400.30. The checking account balance was \$9,343.19 and the reserve account balance was \$38,933.10 for a total of \$48,276.29.

A detailed report of CICA and Community Maintenance income and expenses is posted on the CICA web site.

There was no Road Paving Financial Report this month.

The financial reports were approved as presented.

### **Caldwell Road Project (Chris Shelton and John Murray)**

Since Caldwell Road is the last part of a series of paving infrastructure projects, Chris Shelton presented the **2017 Final Report** PowerPoint presentation. This presentation was created by John Murray with the assistance of John Murch. The presentation includes a review of all 7 drainage projects including Caldwell Road and shows before, during and after construction site conditions (color photos). Chris provided a description of each slide and background information for each project. Areas included the following roads: Bennett, Caldwell, Cliffview, Harbor, Mason, Mowbray, and Rolling. Other areas to be improved in the future are the Harbor/Boat Ramp turning area and Pavilion parking lot. The complete presentation is attached and posted on the CICA web site under Community Roads.

Following the slide presentation, John Murray provided more detailed information on various aspects of the paving project noting that it has taken 10 long hard years of effort to bring the community paving project to completion. John also provided answers to the questions related to the Caldwell Road Project submitted by community members. The following is his detailed report.

### **The Road Paving Project Completed**

#### **The Process. Communication Mechanism within CICA.**

Communications can always be improved, and any recommendations are always appreciated. CICA conducts regular monthly meetings, the minutes are published and always available on the website as well as posted at the Harbor and Pavilion. There is a newsletter and Hot Topics. From breaking ground to every structure being installed took four weeks. John Murray was on site every day, available for questions. No substantive questions were asked.

#### **The Process. From Planning to Design to Construction Administration and Implementation.**

This process began in 2010. With the prior unsuccessful effort to pave the roads, it was determined that more work had to be done to the drainage infrastructure. In 2010/2011 Mr. Clare headed a small group of volunteers to identify those projects. During that time Brian Morgan from KCI Engineering analyzed the community drainage areas and the existing infrastructure. Caldwell was not a project under consideration at this time. In the opinion of the committee it did not affect roadway erosion. Over the course of 4 years (48 board meetings) Mr. Murray presented these projects and the progress. Caldwell was brought up twice by Mr. Biedermann during this time period as a project that involved flooding near his home.

We continued this process of planning and design by meeting Kordell Wilen, Chief of the Development Services Division of the Cecil County Department of Public Works, to explain the overall project and to learn the rules and regulations that would need to be followed. Their main concern is erosion and sedimentation control, and as designers who were going to reduce the overall runoff from five miles of gravel roads to a retrofitted drainage conveyance system and paved roadways, they were delighted to hear from us. The rules were simple. Complete the effort as individual projects in areas not to exceed 5,000 sf of disturbance to avoid permitting, approval and engineering required (i.e. substantial costs) for major projects and **NO GRADING PERMIT IS REQUIRED**. Mason Lane was slightly different, because of the proximity to the Tidal Wetlands, and a separate planning, design and permitting process was followed. The process continued for three years, until the fall of 2015.

Caldwell Road was then identified as a significant drainage problem. Not only is it a drainage problem, but it proves to be one of the more difficult, because of the flat terrain and the amount and location of underground utilities. The BOD President asked our consultant if it could be done after the roads were paved. Yes. The roads were paved and design work began at Caldwell.

#### **Questions or concerns that were received from the Community**

*The drainage should have been put in the street.*

Connecting the catch basins to a main trunk line in the street would have required crossing the utilities at each CB that's 8 times. Constructing the main trunk line in the center of the street would require RCP (Reinforced Concrete Pipe) therefore, tripling the cost.

***What was presented to the residents was different than what was built.***

The main conveyance system (series of storm drain pipes and inlets) is placed exactly where the plan designed it to be, and the surface collection component was modified slightly to be three units instead of one linear unit (slot drain), with the main trunk line being right where the original drawing designed it to be.

Two onsite changes were made, and this was done for two reasons. The lead time on the slot drain would have significantly delayed the project, and a field condition required an aesthetic change. A design decision was made to modify the installation which resulted in a less expensive, more appealing solution that met our timeline. Three yard drains replaced the slot drain. The second design change was the result of a field condition as well. The overall size of the rip rap outfall remained the same approximately 456 SF, the shape was changed to accommodate two 12" Cal. trees that were not shown on the survey. During the construction process, especially one that was moving this quickly there was no additional mechanism put in place to inform the residents other than the board meetings or the board representatives that were on site. John Murray was on site every day during the 4 weeks of construction dealing with these changes and other issues.

***Were the drawings sealed and presented to the County?***

No. Not required. Sealed drawings would have increased the overall cost of the project, and were not required for similar previous projects.

***The outfall is a safety hazard.***

This is the fourth such drainage conveyance system that has been built in the community which has experienced no children or pet safety issues, and these have been in place for at least two years. NOTE: Chris Shelton located a similar project in Prince George's County adjacent to a playground that does not include any special safety modifications. In comparison, our drainage area is slightly smaller.

***Who will maintain the planting in the ROW at the outfall?***

The ornamental grasses will need to be cut once a year in the early spring. This will be part of CICA's current grass cutting efforts.

***The pipe should be extended and moved further downhill.***

The downstream intersecting roadway is State Route 272; lengthening the pipe and outfall would place the outfall close to the ROW of State Route 272 and would require very costly design and construction efforts to have that approved and built. It is much more preferable to avoid this costly work and embrace a successful outfall that dissipates the concentrated flow into the existing swale and bamboo vegetation.

***The system is over designed.***

All drainage conveyance systems have three major components: catch basins, pipes and an outfall. The project was designed for the contributing drainage areas, which cover a fairly large area and include roofs, driveways, part of Caldwell road pavement, and other impervious surface area (including yards and ROW areas). This project is a drainage improvement project that takes into consideration long-term maintenance. The minimum pipe size is now 12-15" throughout the region for this type of system. Maintenance of smaller pipes is usually problematic. NOTE: Chris Shelton stated that the system is designed to a **10 year storm requirement**—not 100 years as previously stated.

***Can the outfall be covered?***

Yes, at a design and construction cost of \$25,000 - \$30,000. This was not previously considered as it would have been outside the budget constraints and inconsistent with the other drainage conveyance systems that have been installed throughout the community.

***Punch List Items still to be completed.***

Standing water accumulates at the Ferrick and Day properties.

Some minor dents and dings in the pavement need to be repaired.

Stones to be removed from topsoil

Above-ground Verizon wires are to be buried underground by the end of October.

***What is the stockpiled soil at the maintenance yard?***

This is excavated soil that was removed from the site. We intend to use it as fill when we pave the pavilion parking area. Rather than pay to have it hauled away and then pay to have it hauled back, we have stockpiled it. It has been seeded and protected with a silt fence.

**Community Comments (Chris Shelton)**

A new procedure for community comments was initiated requiring those individuals who want to speak at the meeting to sign in stating their name, address, topic and contact information. Chris reminded attendees to be respectful of their neighbors in their comments. Individuals were called in order as signed in and given three minutes to present their comments. Six individuals spoke and two declined to comment. Below is a summarize version of the comments and responses and is not a word for word transcription of comments.

1. Bill Day – Caldwell

Questioned the existence of a drainage committee.

J. Murray responded under Road Paving Project Report.

Residents were not shown drawings after initial meetings regarding Caldwell Road paving.

J. Murray responded. Drawings were not changed and no as-builts are available. Changes were made during construction and explained in detail by J. Murray.

Driveway is now lower than it was prior to paving.

J. Murray responded that he is aware of issue; soil needs to be level with driveway apron.

2. Jerry Brueckner – Cliffview

Questioned storage of materials (soil, millings etc.) and equipment near Maintenance Bldg. Offered his time and labor to help resolve issue and clean up area. C. Shelton accepted his offer to help and clean up area.

Considerations discussed included moving equipment, disposing of some equipment, storing inside or installing a stockade type fence, etc. J. Murray will coordinate with J. Brueckner and other volunteers to resolve concerns. C. Shelton will investigate stockade fencing options and report under New Business next month.

3. Bill Lyons - Cliffview

Complimented Chris Shelton and John Murray on presentation.

Pathway from Bennett/Rolling to Pavilion used to look like a nature trail and requested that this pathway be cleaned up. This path is often used by residents.

C. Shelton agreed and charged volunteers, Ken Hartman and Jerry Brueckner, to work with J. Murray to develop a plan.

4. Janice Beiter – Caldwell

Joined other Caldwell Road residents to hear concerns and responses from the Board of Directors. Publically thanked the BOD for its time and efforts to pave the roads and deal with the Caldwell Road issues. "It's been an incredible improvement."

C. Shelton thanked her for coming and speaking.

5. Brian Clare – Gull Circle

Requested that maintenance area be cleaned up and pile of equipment stored outside be relocated or disposed. Equipment for tractor is not accessible.

- C. Shelton agreed that area should be cleaned up and seeded to look as natural as possible.
- B. Clare will inventory yard equipment and coordinate relocation/disposal with Gary Gilde.
- J. Murray provided clarifications on the Road Maintenance & Drainage and Roads Improvement & Planning Committees.

6. Bob Biedermann – Caldwell

Thanked the BOD for the presentation on the drainage and paving projects.

Questioned changes in the design of Caldwell and expressed his concern that the design “accepted” by the residents was not what was constructed. He requested access to drawings for future projects.

C. Shelton responded that residents misunderstood the plans; that the upper area of Caldwell would be shallow but would include a catch basin and outfall area at the lower end of the road.

J. Murray added that the design to install the drainage pipe on the side of the road did not change as the project moved forward.

C. Shelton agreed to provide a pdf or set of drawings available to residents during future projects.

### **Committee Reports**

**Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)** – Nothing to report.

**Architectural Review (ARC) (Bill Dryden)** – Nothing to report.

#### **Beach Committee (Jim Carter)**

Clean- up Day was held on Saturday, October 14 and focused on the beach area. Saturday’s large and industrious crew accomplished many tasks. The Community Events Committee provided coffee and pastries in the morning and provided our lunch of pulled pork! Many thanks to all who came out and helped! Details are included in the October newsletter.

#### **Bulletin Boards (Karen Dryden)**

September minutes posted. J. Carter to repair Plexiglas at Pavilion bulletin board.

**CERT (Chris Shelton)** – Nothing to report

#### **Community Events (Sue Seeley – Adult Events & Angie Thomas – Children’s Events)**

115 community members attended the 3<sup>rd</sup> Annual Pig Roast on September 30 at the Pavilion. The Dessert Bake-Off was won by Dawn Campbell, John Blyskal won second prize and Mary Ellen Buzin was the third prize winner. More details are included in the October newsletter.

The CICA Man and Woman of the Year awards were also announced. Congratulations to Dawn Campbell and John Reber for their dedication to our community.

The Halloween Party is scheduled for Saturday, October 28 at 3:00 pm at the Pavilion.

**Fourth of July (Diana Hawley & Andrea Gilde)** – Nothing to report.

#### **General Maintenance / Erosion (Jim Carter & Bill Wood)**

See Beach Report for General Maintenance items.

**Grass Mowing (Karen Dryden)** -Nothing to report.

### **Harbor (Marc Beckert)**

Community members must remove any and all watercraft from the Dinghy/Kayak racks by November 1, 2017. Final mooring pull is November 4, 2017. Volunteers needed. Marc plans to schedule a time to place millings on Harbor Road. Light near Harbor is malfunctioning and was reported to Delmarva. Contact: Marc Beckert, marcbeckert@outlook.com, 443-693-3462

### **History (Pat Day)**

Meeting will be scheduled to discuss archiving and organizing historical materials. Pat Day will contact volunteers.

### **Legal (Bill Dryden)**

The complaint has been signed for the following for unpaid Road Maintenance Fees and the court hearing should take place before the end of the year:

1. Mason, Michael & Tina; 33 Basin Drive
2. Baer, David & Sherri; 48 Arden Road

### **Library (Kathy Reilly-Naumovich / Joan Ferrick)**

"The books come in and the books go out!" ®

Contact: Kathy (484-375-5800) or Joan (410-287-9595) to access the library during off hours.

### **Membership (Karen Dryden)**

#### **2017 MEMBERSHIP**

**(307)** - Lot owners have paid their Maintenance Fees in full for 2017 to date (95.04%)

Plus (5) Mason Lane Owners

**(202)** - Of those paid have joined the Association (66.01%)

Plus (2) Mason Lane Owners

2017 Invoices were sent November 18, 2016

2017 Payments are due February 15, 2017

2017 Second Invoices were sent March 5, 2017

2017 Third Invoices were sent at the end of April 2017

(1) 2015-2016 Past due (Arabejo) foreclosure 8-18-17 (Attorney has filed against the estate of the deceased.)

2018 Invoices will be sent by November 15, 2017

### **Newsletter (Kim Schmidt)**

Shachar Gilad and Kim Schmidt have agreed to partner and publish the Chesapeake Isle Newsletter. The Fall Newsletter is "in production" and we plan to electronically distribute on 10/23 and provide paper copies by 10/27. We thank all neighbors for their contributions to the newsletter. We shall try to keep to the following schedule for the newsletter unless the Board needs a different timeline.

#### **Fall:**

Articles due to Kim by 10/6

Electronic Distribution by 10/23 with paper to follow within the week.

#### **Winter:**

Articles due to Kim by 1/6

Electronic Distribution by 1/23 with paper to follow within the week.

#### **Spring:**

Articles due to Kim by 4/6

Electronic Distribution by 4/23 with paper to follow within the week.

Summer: (dates will be determined based on Annual Meeting Schedule)

Articles due to Kim by 7/6

Electronic Distribution by 7/23 with paper to follow within the week.

Contact: Kim Schmidt

12 Darrel Road

443 674 8689 (home)

443 553 1755 (cell)

Email: [kschmidt.1969@hotmail.com](mailto:kschmidt.1969@hotmail.com)

Contact: Shachar Gilad

316 Rolling Ave, North East, MD 21901

Home phone: 410-287-5245

email [shachar3861@gmail.com](mailto:shachar3861@gmail.com)

### **Nominating (Justin Thomas)**

Three board member positions will be vacant at the end of the year (July 2018). Contact Justin Thomas if you are interested.

### **Pavilion Rentals (Sonny Hayes)**

The pavilion is reserved for the following dates in 2017 for **CICA** and private events:

**10/28 – CICA Halloween Party; 12/16 – CICA Christmas Caroling**

Contact: 410-287-7588.

**Road Maintenance and Drainage (John Murray)** - Nothing to report.

### **Roads / Drainage Improvement and Planning (John Murray)**

See PowerPoint Presentation related to Roadway Projects.

Also see Caldwell Road Project item noted above in the minutes.

**Shoreline Erosion (Justin Thomas)** – Nothing to report.

**Web page /Technology (Diana Hawley)** – Routine updates continue to be made.

Contact: [dianahawley@gmail.com](mailto:dianahawley@gmail.com)

### **Old Business**

- **Storage Unit:** Letter issued. Waiting 10 days before injunction can be issued by County.
- **Road Sign:** Installed at the corner of Arden and Turkey Point Road.

### **New Business**

The following item was submitted by the Community Events Committee but not discussed at the meeting. This item will be on the November agenda. Community Events Committee requested a small shed (new or donated) to be placed next to the Pavilion to handle the overflow from the Store Room (tents, tables, etc.).

### **Announcement of next Board Meeting:**

Due to the Thanksgiving holiday, the next monthly Board meeting is scheduled for Tuesday, November 14, 2017 at 7:00 p.m. at the Pavilion. Notices will be sent out to the community.

**Meeting adjourned:** The meeting was adjourned at approximately 9:25 pm.

Respectfully submitted,  
Christine Valuckas, CICA Secretary