

**HSIA BOARD MEETING  
KEY SCHOOL IN PERSON & VIRTUAL  
December 22, 2022**

**BOARD MEMBERS PRESENT:** Tom Anderson, Claire Corcoran, Mike Wurst, Adam Blugis, Steve Vanderbosch, Christian Elkington, Kevin Green, Ray Sullivan (Absent – Maureen Sherer, Tim Cantor, Gene Gross)

**ADMINISTRATIVE STAFF:** Jean Somers

**GUESTS:** Phyllis Saroff, Helene Raven, Sandy Dapkunas, David Hunt, Samantha Hunt, Elizabeth Bublitz, Tom O'Brien, Michelle O'Brien, Sandy Anderson

The meeting was called to order at 7:03 pm.

**MINUTES:** Mike Wurst moved the Board approve the November Board Meeting minutes. Adam Blugis seconded the motion. Vote taken – unanimously approved except Steve Vanderbosch who abstained.

**OPENING COMMENTS / PRESIDENT'S REPORT:**

1. Tom Anderson thanked everyone for voting him in as HSIA President for the next two years. Tom will work to improve the community.
2. Tom is looking to transition the role of Permits to someone else in 2023. The HSIA President role will take a lot of time, as does Permits, so looking for a replacement for Permits within the first two months of 2023.
3. Tom would like to have a field trip around the community and would like Board members and Chairs to join him. It would be a good learning experience for all.
4. We are working on a new RFP for grass cutting, weeding, etc., and a new RFP for security services. Our current security company is not working out and the quality of service is poor. Claire Corcoran added this has only been the case for the last several months and the owner is unresponsive.
5. Tom is also proposing we hire a Property Manager. Tom has created a functional view of how HSIA should work.

**VICE PRESIDENT REPORT:** Claire Corcoran reported as follows:

1. **Security:** Will contact the current security company and let them know we will be looking for another company in the Spring. Claire is not too concerned about security over the winter.
2. **Zoning:** Claire attended a court hearing on a property on the corner of Beach and Hillsmere Drives. The resident wanted a postponement, but it was not granted. The issue is improper equipment without a license, and the owner has been told to relocate his business elsewhere as it is not an allowed use in our zoning district. The owner has been cited with a notice to comply. It may take a year. If the owner does not comply, the equipment can be towed away. Another property cited is the corner of Gardner and Hillsmere Drives. Health Department issues are much more difficult to be cited.

**TREASURER'S REPORT:** Nothing to report.

**SECRETARY:** Mike Wurst requested everyone look at the website, specifically look at your links, etc. If you need any changes, please contact Mike. Mike reported that he is working on credit card payments. We are not offering credit card payments on the membership form. We plan to start small. The processing fee will be tacked onto the total sum.

**ADMINISTRATIVE REPORT:** Jean Somers reported as follows:

1. All is quiet. Jean will be working on Piers & Harbor invoicing for 2023. Invoices will be emailed in January. Come And Get It Day is scheduled for Saturday, February 11, 10:00 am to 2:00 pm. Jean will send an email closer to the date asking for volunteers.
2. The January Board meeting location is changed to the Farmhouse because Key School has need of The Barn. Jean will send an email reminder closer to the date of the January board meeting and will include a diagram of the location of the Farmhouse.
3. The event coordinator for the Annapolis Run for The Lighthouse is requesting the date of Sunday, September 17, 2023 for their annual Race. The Race starts at Quiet Waters Park, with races within the Park and a half marathon starting in the Park, entering Hillsmere through a designated route around our community, and then reentering the Park for completion of the Race. **Mike Wurst moved the Board approve the Annapolis Run for The Lighthouse on Sunday, September 17, 2023. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

**EVENT CHAIR:** Helene Raven reported some feedback on the Santa's Caravan – people seemed pleased. Donna Jasper was the event volunteer coordinator and checked for trash, etc. when the event was over. Next year, there is a request for high school volunteers to help and get service hours. Helene is looking into the county code on parades and will bring the info to the Board. A list of 2023 events will be in the January/February *Sea Breeze*. Helene will need volunteers to handle various events. Helene will also make sure the community house is stocked with supplies for events.

**ANNAPOLIS NECK PENINSULA FEDERATION:** Ray Sullivan reported that the Friends of Quiet Waters Park and the ANPF will be sponsoring a meeting on Friday, January 20, at the Bay Ridge Christian Church to discuss the construction of proposed private office building for the Chesapeake Conservancy. County Recs and Parks will be invited. Gerry Winegrad volunteered to act as moderator. Ray would like to see HSIA promote this meeting and consider being a co-sponsor. Ray proposes the Board pass a resolution opposing the Chesapeake Conservancy building, a private office building, and that the Forest Hill Drive entrance to the property be used only for emergency and no other reason, especially construction. Discussion. The Conservancy will be the topic for our January General meeting.

**COMMUNITY HOUSE:** Tom Schwallenberg not present. Tom Anderson reported that the exterior project is done and the house looks fabulous. The dropbox was taken down when the carport was enclosed and will be reinstalled in a covered box near the garage.

**PERMITS:** Tom Anderson reported on permits as follows:

1. Ten requests since we last met. Most are standard and many are fences. Tom went over his Permit Activity Report. Tom will be reporting on permits in the January/February *Sea Breeze*. Tom went over variance requirements. Discussion of whether to continue the 11 copy request from applicants. Keep status quo.

2. Tom Anderson recognized Hillsmere resident David Hunt. David is interested in requesting a variance for construction at his property. However, David does not meet our variance requirements and the variance is denied. David was given the floor to explain to the Board why he prefers his original drawing. The Board told David that he needs to adjust his plans to be in compliance with our setbacks.

**PIERS & HARBOR:** Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline.**

- a. Acting on behalf of HSIA, our project partner Arundel Rivers Federation has executed a design contract with Environmental Systems Analysis, Inc. (“ESA”), and design work is underway. The Federation has also completed the required Grant Agreement with the State, under which HSIA is the Beneficiary, in order to access the \$109,000 included in the State’s Capital Budget for the Project. The last step in the grant process before funds become available is approval by the State Board of Public Works, hopefully in January 2023.
- b. We were not successful earlier this year in obtaining design funds under the DNR Watershed Assistance Grant Program, or under the Anne Arundel County Watershed Restoration Grant Program. We decided to apply for construction funds from DNR’s Coastal Resiliency Grant Program. The Federation, Kevin Green and Steve Vanderbosch, and now ESA have been meeting with DNR officials to get constructive feedback on the design of the Project to make it more competitive for limited grant funds. The application was due and was submitted to DNR on December 15, 2022.
- c. As a result, ESA has incorporated elements into the design to create a “dynamic” living shoreline that will hopefully be more competitive under DNR’s grant program. The original concept plan utilized a more traditional offshore breakwater/sill design which emphasized marsh creation and conservation plantings. It was not designed with a beach geometry that can fluctuate with seasonal winds and waves. Methods of shoreline protection historically have included bulkheads, seawalls, revetments and groins. More recent methods utilize breakwaters and sills, and now headland control to create dynamic shorelines to manage erosion.
- d. Elements of a dynamic living shoreline include a dynamically stable beach with habitat for terrapin, tidal marsh, vegetated dunes and conservation plantings. A dynamic living shoreline utilizes a different design strategy, employing “Headlands” rather than breakwaters/sills or other structures. The results should be the same, but it will look a little different -- more like a natural beach with irregular openings and curved structures rather than a straight, repetitive series of offshore sills.
- e. Headland control is considered a cost-effective option to manage shoreline erosion. This method allows long stretches of shoreline to be addressed with a few strategically placed structures. Headland control reduces the linear feet of structure needed and is accomplished by accentuating existing features or creating permanent headlands that allow adjacent, relatively wide, embayments to achieve stable configurations. Although headland control is a relatively new application in the Chesapeake Bay, it is a well-established method in other parts of the world.
- f. ESA has subcontracted with Sustainable Science, LLC, a coastal engineering firm which has designed several dynamic living shorelines. Sustainable Science has completed a hydrographic survey of the immediate offshore area of the Sand Spit, and has analyzed

wind and wave parameters, leading to proposed headland structure locations and geometries, along with a beach nourishment footprint. See the attached Revised Concept Plan.

- g. The project will still provide ecological benefits through water quality improvements and creation of pollinator, marsh, and shallow water habitat, and it will provide climate change resiliency by buffering against storm surge.
- h. Action requested: approval of Motion to transfer HSIA’s previously-approved \$25,000 matching fund to the Federation to meet cash flow needs under the design contract with ESA. **Steve Vanderbosch moved the Board approve, in connection with the Sand Spit Living Shoreline Project (“Project”), the HSIA Board authorizes previously-approved matching funds in the amount of \$20,000 of HSIA Special Tax funds be transferred to the Arundel Rivers Federation for the Project design contract with Environmental Systems Analysis. Mike Wurst seconded the motion. Vote taken – unanimously approved.**

## **2. New Boat Lifts Approval:**

- a. The P&H Committee has recommended to the HSIA Board that eight (8) new boat lifts be approved for installation at the Marina. The P&H Committee believes that the installation of 8 additional lifts would be an overall benefit to the Marina by helping to meet the expressed desires of residents for more lift slips, creating a better balance between “wet” and “lift” slips while preserving the remaining small wet slips on C Dock, and providing environmental benefits.
- b. The proposed location of the lifts are Slips #A2, A3, A4, A5, at the head of A Dock, on the outside (East side), and A22, A23, A24 and A25 on the inside (West side) of the Dock. These slips are generally 30’x 12’ in size and can accommodate 13,000 lb. Hybrid Galvanized lifts with Remote controls and stops (C Dock presently has comparable 10,000 lb. lifts).
- c. The current estimate of costs is approximately \$100,000 for the 8 lifts, up to \$12,500 for twelve additional pilings that would be required, and up to \$12,500 for required electrical work, for a total budget of \$125,000. The piling and electrical work would be competitively bid out. All work would be funded by the Piers & Harbor Fund. As with the lifts on C Dock, it is anticipated the costs of the new lifts would be recouped over a period of 10 years by increased lift slip fees for these lifts.
- d. Both Anne Arundel County and MDE have approved general permits for lift slip installation at the Marina. **Steve Vanderbosch moved the Board authorize the HSIA President to enter into three contracts for installation of 8 boat lifts at the marina as follows:**
  - (1) Contract with Boat Lifts Unlimited, Inc., Odenton, MD, in an amount not to exceed \$100,000, to furnish and install up to 8 Magnum boat lifts at the HSIA Marina at Slips #A2, A3, A4, A5, A22, A23, A24 and A25, in accordance with its attached 08/24/22 proposal.**
  - (2) Contract with a marine contractor to be selected following competitive bids to provide and install 12 pilings in the Marina where needed, and to**

remove and dispose of old, unneeded pilings, if any, in the slips identified for new boat lifts, in an amount not to exceed \$12,500.

- (3) **Contract with a marine electrical contractor to be selected following competitive bids to provide and install electrical components for 8 Magnum boat lifts to be installed by Boat Lifts Unlimited, in the slips identified for new boat lifts, in an amount not to exceed \$12,500.**

**Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

3. **Marina Security Camera System:** The Marina currently has a security camera system consisting of 3 cameras and an NVR. Its primary value appears to be as a deterrent, rather than a functional camera system since the camera coverage is quite limited. Whenever vandalism, either petty or significant, occurs at the Marina, there are suggestions made to upgrade the system, and that has happened again this Fall. In August 2020 we presented to the Board the results of bids for “full” coverage:

<u>Vendor</u>	<u>System</u>	<u>Cost</u>
MD Security Prof.	17 cameras, 1 lic. plate rdr (LPR), NVR	\$37,866
Alarm Contrctng	16 cameras, NVR	\$38,628
Custom Access	10 cameras, 1 LPR, DVR	\$16,100
ADT	14 cameras, NVR	\$7,293 plus \$355/month

The P&H Security Subcommittee recommended, and the Board approved a Do-It-Yourself approach for an upgraded DVR, and 16 cameras located at 8 positions, all connected by wireless antennae signals, with the assistance of Hillsmere resident Al Parkinson, owner of AMP Security Services, who offered to provide materials at cost, and a labor rate of \$75/hour for installation work. The Board approved \$5,000 for equipment and \$5,000 for installation costs.

This DIY approach has failed, primarily due to differing expectations with Al Parkinson. A new NVR has been purchased and installed; cameras and antennae may have been purchased, but HSIA has not paid for them.

We have requested an updated quote from the next best bidder, Custom Access and Security, the contractor which replaced the Marina Gate machinery in 2021. We now request the Board’s approval to enter into a contract with Custom Access and Security provided their updated proposal meets our needs and does not exceed \$20,000.

Separately, we asked both Verizon and Comcast for quotes on extending internet service from Bay View Drive East to the end of the driveway at Slip #1. In 2021 Verizon extended such service to the cabinet at Slip #1 for which we pay a monthly fee.

**Steve Vanderbosch moved the Board approve entering into a contract with Custom Access & Security for the provision and installation of a security camera system at the Marina that meets the needs identified by the P&H Committee, provided the costs do not exceed \$20,000. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

4. **Purchase of 2023 Keys:** Bastion Security provided lock and key services for the past two years and have done a superior job. We wish to now renew the services with Bastion Security for 2023. **Steve Vanderbosch moved the Board approve the expenditure of funds not to exceed**

**\$3,000 to Bastion Security for the annual re-keying of lock cylinders for locks at the boat/kayak ramps and the boat park, and the annual purchase, cutting and stamping of 320 restricted keyway (Do Not Duplicate) keys for the boat/kayak ramps and the boat park. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

5. **Marina Rule Change:** Steve Vanderbosch moved the Board approve the following change to the Marina Rules and Regulations: **5.7. The permit year for slips is from April 1<sup>st</sup> until March 31<sup>st</sup>. Slip holders giving up their slips may receive a refund and persons getting slips may have their slip fee prorated. Slips holders wishing to give up their slip must notify the Chairperson of Piers & Harbors, in writing, of their intention to do so. The effective date will be when such notice has been given and the boat is removed from the slip. The effective date for persons getting a slip will be the effective date indicated on the invoice or the date the slip is made available to the new slip holder, which ever comes first. Refunds and prorated fees are based on the following schedule.** Christian Elkington seconded the motion. Vote taken – unanimously approved.
6. **Marina Operations.**
  - a. The Marina Water System and the Pump Out System were both winterized on Tuesday November 22nd. Unfortunately, the Pump Out System failed to pump starting on or about October 31st resulting in changing of the lock to prevent access. The problem was ultimately (on November 21st) determined to be a blockage in the discharge line, which we were able to flush out just in time for winterization after a flushing adaptor was shipped from the manufacturer.
  - b. Ice eater installation took place on Saturday, December 10th. Ten volunteers answered the call and worked in groups of two to install the 22 pre-positioned ice eaters. One unit remains to be installed; 3 others are in the shop for repair.

**BEACH:** Maureen Sherer reported as follows:

1. **Playground suspension bridge.** The custom-manufactured cable has been delivered, and supporting hardware has been procured. We are waiting for a break in the weather to proceed with installation. Project is well within budget. We are grateful to Phil Jones, the volunteer project manager.
2. **Plastic litter after December 4 Santa event.** Several pieces of glow-stick plastic were found on the Beach parking lot the morning of December 5. This litter is particularly harmful to aquatic life, not just as plastic, but due to the chemicals within the tubing.
3. **Grounds-keeping.** There will be a motion for \$500 for weeding and winterizing of the western gardens and general grounds-keeping. The Board said that the funds are in the budget. No motion necessary.
4. **Long range planning.** The Beach Committee is reviewing the existing Five-Year Plan for the Hillsmere Beach (which runs through December 2023; available on Hillsmere website), and developing the next Five-Year Plan. On the existing plan, the installation of automatic gate opening is listed as a potential future project. This is worth discussion and investigation. Our existing system relies totally on the consistent, ongoing dedication of volunteers. In the light of the nationwide trend of decreasing volunteerism, we will likely have to deal with the true cost of beach gate security in the near future.

**LANDSCAPING:** Elizabeth Bublitz was recognized to speak about landscaping our front entrance. Approval was obtained at the last Board meeting for design work and implementation.

**NEW BUSINESS:**

1. Dogs – Pack of three pit bulls running around the community.
2. Facebook – it's a good way to communicate. Why don't we do it? Do we want to be moderators? Mike Wurst will discuss with our postmaster/webmaster.
3. Reminder from Steve Vanderbosch that all decisions are discussed and voted on at meetings and not through email and phone calls. Discussion can happen through email and phone calls, but decisions are made at board meetings.
4. Discussion of permitting of sheds.

There being no further business, the meeting adjourned at 9:05 pm.

Respectfully submitted,

Jean Somers  
Administrator