



TOWN OF OCEAN CITY
301 N. BALTIMORE AVENUE
OCEAN CITY, MARYLAND 21842

AUGUST 27, 2013 ✦ WORK SESSION

In attendance: Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Margaret Pillas, Doug Cymek, Brent Ashley, Dennis Dare and Joe Mitrecic, City Solicitor Guy Ayres, Finance Director Martha Bennett, Public Works Director Hal Adkins, Construction Superintendent Dean Dashiell, Public Works Deputy Director John VanFossen, City Engineer Terry McGean, City Clerk Kelly Allmond, Members of the press and interested parties.

CALL TO ORDER

Council President Lloyd Martin called the meeting to order at 11:30 p.m. in the Council Chambers of City Hall located at 301 North Baltimore Avenue in Ocean City, Maryland; then, **Council Member Joe Mitrecic moved to convene into closed session to consult with counsel to obtain legal advice; and, discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation or any matter affecting one or more appointees, employees or officials over whom it has jurisdiction; seconded by Council Secretary Knight. The vote was 6-0 with Council Member Doug Cymek absent.**

REPORT ON CLOSED SESSION – AUGUST 27, 2013 – 11:30 A.M. – 1:00 P.M.

Council President Lloyd Martin reopened the meeting at 1:00 p.m. and reported that legal and personnel matters were discussed in closed session. Persons present were: Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Doug Cymek, Brent Ashley, Dennis Dare, Margaret Pillas and Joe Mitrecic, City Solicitor Guy Ayres, City Clerk Kelly Allmond, Assistant City Solicitor Heather Stansbury, Internal Auditor Susan Childs and Risk Management Director Eric Lagstrom. The vote to close the closed meeting was unanimous.

Mayor Rick Meehan swore in Conner Braniff as a new Member of the Noise Board.

COMMENTS FROM THE PUBLIC

- Tom and Alice Heiple stated their opposition to allowing vehicles on the beach.
- Anita Chandler spoke in favor of allowing vehicles on the beach.
- Mack Bolkum spoke about the parking meters, public comments and petitions.
- John Adkins said he is in favor of allowing vehicles on the beach for one year.
- Herb Pawlkewicz said he is in favor of allowing vehicles on the beach.
- Tony Christ asked about how the Capital Improvement Plan will be funded.
- Mike Femm spoke against allowing vehicles on the beach.

NEW BUSINESS

- A. Bid Opening - Uniforms
- (1) Graves Uniforms
 - (2) F & F & A Jacobs and Sons, Inc.

- (3) Maryland Police Supply
- (4) Municipal Emergency Service, Inc.
- (5) Chief Supply
- (6) Atlantic Tactical
- (7) Maryland Fire Equipment
- (8) Southeastern Emergency Equipment
- (9) Nawman & Shooter Supply, Inc.

Council Member Margaret Pillas moved to acknowledge the nine (9) bids with remand to staff for review; seconded by Council Member Cymek. The vote was 6-0 with Council Member Ashley out of the room.

- B. Report from Board of Elections regarding Additional Paid Parking Petition (see Attachment A)
Mary Adeline Bradford, Chair of the local Board of Elections presented the results of the Petition for referendum of Ordinance 2013-10 instituting paid parking in certain areas of the Town. **Council Member Joe Mitrecic moved to accept the Petition results as presented; seconded by Council Secretary Knight. The vote was unanimous.**

Council Member Joe Mitrecic moved to ask City Solicitor Ayres to prepare an ordinance repealing Ordinance 2013-10 for first reading in the next regular session of the Mayor and Council, and, to immediately deactivate the cale machines referred to in said Ordinance; seconded by Council Member Cymek. The vote was 5-2 with Council Members Ashley and Pillas opposed.

- C. Introduction of Bond Counsel Cheryl O'Donnell Guth of McGuire Woods LLP presented by Finance Administrator
- D. Tourism Director Presentation of New Tourism Metrics Report (see Attachment B)
- E. Solid Waste Manager Bid Award Recommendation for Roll-off Containers and Dumpsters
Council Member Joe Mitrecic moved to award Waste Equipment Sales and Service in the amount of \$12,320; seconded by Council Member Pillas. The vote was unanimous.
- F. Public Works Director and Solid Waste Manager Bid Award Recommendation for Refuse Trucks
- Front Loading Refuse Collection Truck** (Budget Allocation of \$230,000)
Collection Body: Maryland Industrial Truck @ \$74,318.44
Cab/Chassis: Harvey Mack Sales @ \$134,096.00
 - Automated Side Loading Refuse Truck** (Budget Allocation of \$230,000)
Collection Body: Waste Equipment \$85,932.00
Cab/Chassis: Harvey Mack Sales \$119,180.42
 - Roll Off Hoist Collection Vehicle** (Budget Allocation of \$185,000)
Hoist Body: Waste Equipment: \$41,000.00
Cab/Chassis: Harvey Mack Sales \$125,762.78
- Council Member Joe Mitrecic moved to approve the awards presented above; seconded by Council Secretary Knight. The vote was 6-1 with Council Member Dare out of the room.**

- G. Finance Administrator Request for Approval to Purchase Vehicles on State Contract **Council Secretary Mary Knight moved to approve the purchase of one (1) Chevy Tahoe, four (4) Chevrolet Pick-Ups one (1) Ford Pick-Up, and one (1) Ford Explorer for the sum of \$160,922 (Budget Allocation: \$176,000); seconded by Council Member Ashley. The vote was unanimous.**
- H. Deputy Public Works Director Request for Approval to Sole Source Purchase Broyhill Trash Containers **Council Member Joe Mitrecic moved to approve the sole source purchase of four (4) Broyhill front dump trash containers for the amount of \$23,960; seconded by Council Secretary Knight. The vote was unanimous.**
- I. Deputy Public Works Director Request for Approval to Solicit Bids for New Sign Machine **Council Member Joe Mitrecic moved to approve; seconded by Council Member Cymek. The vote was unanimous.**
- J. Public Works Director Request to Contract with Sole Source Vendor for Sidewalk Trip Hazard Removals **Council Member Brent Ashley moved to contract with Precision Concrete Cutting - a sole source vendor, for the amount of \$19,354.20; seconded by Council Secretary Knight. The vote was unanimous.**
- K. Public Works Director Request for Approval to Purchase Storm Drain Grates/Frames **Council Member Joe Mitrecic moved to approve the purchase of sixty-six (66) storm drain grates and frames at a cost of \$600.47 per assembly from East Jordan Iron Works, Inc.; seconded by Council Member Pillas. The vote was unanimous.**
- L. Public Works Director Request for Approval to Purchase Storm Drain Piping **Council Member Joe Mitrecic moved to award Bel Air Road Supply and Ferguson Enterprises for various-sized storm drain piping for the sum of \$23,228.00; seconded by Council Member Ashley. The vote was unanimous.**
- M. Public Works Director Discussion of Modifying Purchasing Policy Relative to Unit Price Solicitations (see Attachment C)
- N. Public Works Director and Budget Manager Request for Approval to Increase Street Paving Fund with One-Time SHA Grant **Council Member Joe Mitrecic moved to apply the State of Maryland's Special Fund appropriation of \$433,353.60 to the Street Paving budget FY14 (initial Budget Allocation = \$320,000.00); seconded by Council Secretary Knight. The vote was unanimous.**
- O. City Engineer Request for Approval to Purchase Boardwalk Fiber Optic Equipment and Connections on State Contract **Council Member Joe Mitrecic moved to hire Royal Plus Electric to design and install the fiber network and camera system for an amount not to exceed \$100,000; seconded by Council Member Cymek. The vote was unanimous.**
- P. City Engineer Discussion of Vehicles on the Beach during the Off-Season (see Attachment D) **Council Member Brent Ashley moved to allow vehicles on the beach for a one-year trial basis, from November 1, 2013 to March 31, 2014 for surf fishing only contingent upon the Department of Natural Resources approval; seconded by Council Member Mitrecic. The vote was 6-1 with Council Member Pillas opposed.**

- Q. City Engineer Continued Discussion of the Capital Improvement Plan **Council Member Joe Mitrecic moved to include the Beach Patrol Headquarters in the next bond issuance; seconded by Council Member Cymek. The vote was unanimous.**

Council Secretary Mary Knight moved to include the Effluent disinfection project in the next bond issuance; seconded by Council Member Mitrecic. The vote was unanimous.

Council Member Joe Mitrecic moved to include \$165,000 for the Beach Patrol Headquarter Design in the next bond issuance; seconded by Council Member Pillas. The vote was unanimous.

- R. Ratification of Traffic Regulation 2013-02 – Grants Permission for Motorcycle Parking on 1st Street Adjacent to de Lazy Lizard during OC BikeFest from Thursday, September 12 through Sunday, September 15, 2013 **Council Member Margaret Pillas moved to ratify Traffic Regulation 2013-2; seconded by Council Secretary Knight. The vote was unanimous.**

ADJOURN

Council Member Joe Mitrecic moved to adjourn at 4:30 p.m.; seconded by Council Member Cymek. The vote was unanimous.

Approved by the MCC on 9/14/13
Kelly Hallmond



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

ATTACHMENT A

MAYOR & CITY COUNCIL
P.O. BOX 158
OCEAN CITY,
MARYLAND 21843-0158

www.oceancitymd.gov

August 22, 2013

Mayor and Council
Town of Ocean City
P.O. Box 158
Ocean City, MD 21843

MAYOR
RICHARD W. MELHAN

CITY COUNCIL MEMBERS
LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

BRENT ASHLEY
DOUGLAS S. CYMEK
DENNIS W. DARE
JOSEPH M. MITRECIC
MARGARET PILLAS

RE: Petition for Referendum Ordinance 2013-10

Mayor & City Council:

DAVID L. RECOR, ICMA-CM
City Manager

Pursuant to the above petition, the Board of Supervisors of Elections met and found the following:

KELLY L. ALLMOND, CMC
City Clerk

1,771 signatures submitted
-86 signatures of non-registered voters
-5 rejected signatures
-32 duplicate signatures
1,648 valid signatures

Section C-411 of the Charter of the Town of Ocean City requires a petition to have 40% of the number of voters in the most recent general election for the petition to be valid. There were 3,064 voters in the November 8, 2012 Municipal Election. Forty percent of that number is 1,226. The petition is successful.

Sincerely,

Mary Adeline Bradford, Chairperson
Board of Supervisors of Elections

Ocean City, MD



2001



Tourism Metrics Report

A monthly recap of Ocean City's travel and tourism trends, monitored by the Department of Tourism.

Data through May 2013 except where noted.

WEATHER

May	Avg. High	Avg. Low	Precipitation
2013	69	54	3.07"
2012	72	55	2.24"

Weather Events/Conditions to Note: OC Municipal Airport

TOURISM TAXES

Category	May 2013	May 2012	Change
Room tax	1,082,992	1,112,844	-2.68%
Food tax	112,695.98	111,257.93	1.29%
Sales tax (Tourism coded)	3,394,355	3,308,304	2.6%
Admission & amusement tax	81,520	84,430	-3.4%

LOGGING - SMITH TRAVEL RESEARCH

Category	May 2013	May 2012	Change
Occ %	54.7	54.8	-0.3%
ADR	123.89	122.52	1.1 %
RevPAR	67.71	67.16	0.8 %

WEB MARKETING RESULTS

Data	FY13 YTD	FY12 YTD	Change
Unique Visitors-ococean.com	1,818,851	1,809,351	.53%
Mobile app users – iOS and Android	151,258	85,591	76.7%
Web advertising clicks (May)	108,021	90,921	18.8%

E-NEWSLETTER SUBSCRIPTION

Approximately 72,570 prospective visitors received Ocean City's Department of Tourism e-newsletters in May. The number of subscribers grew 14 percent compared to May of last year.

REQUESTS FOR TRAVEL INFORMATION

Request Type	May 2013	May 2012	Change
Print advertising requests	3,966	N/A	N/A
Visitor Guide Requests – ococean.com (FYTD)	12,156	9,904	22.7%
Phone calls – 1-800-OC-OCEAN	2,418	3,386	-28.6%

SOCIAL MEDIA

Property	FY13 YTD	FY12 YTD	Change
Facebook fans	507,681	399,420	27.1%
Twitter followers	15,428	11,374	35.6%

SPECIAL EVENTS / ACTIVITIES

Springfest 2013 was held at the Inlet Parking Lot from Thursday, May 2 through Sunday, May 5. Attendance was 97,021, down 8 % from 2012.

TRANSPORTATION

Category	May 2013	May 2012	Change
Bus ridership	237,543	251,044	-5.38 %
Bus revenue	\$232,505	\$229,147	1.47 %
Inlet lot revenue	\$102,916.81	\$128,832.68	-20.12%

BLD PERMITS ISSUED

FY13 YTD	FY12 YTD	Change
52	96	-45.8%

TOP ZIP CODES – MAY 2013 VISITOR REQUESTS

Zip Code	City, State	Zip Code	City, State
10314	Staten Island, NY	08753	Toms River, NJ
10312	Staten Island, NY	06516	West Haven, CT
10306	Staten Island, NY	21122	Pasadena, MD
17601	Lancaster, PA	19020	Bensalem, PA
08724	Brick, NJ	08755	Toms River, NJ

VISITOR CENTER STAFF

May 2013	May 2012	Change
4,107	3,314	23.93%

GOLF ROUNDS, HOTELS & COURSES

May 2013	May 2012	Change
49,124	49,067	0%

PUBLIC WORKS

Category	May 2013	May 2012	Change
Solid Waste Collection(tons)	3,262.04	3,244.27	.05%
Water Pumpage	148,600	178,490	-16.75%

DEMOGRAPHICS

May	Weekend Avg.	Weekday Avg.	Daily Avg.
2013	166,852	115,821	128,991
2012	191,561	125,155	149,630
% Change	-12.8%	-7.5%	-13.7%

May	Police	Fire
2012	8,335	591
2013	8,856	558
% change	6.3%	-5.6



Tourism Metrics Report

A monthly recap of Ocean City's travel and tourism trends, monitored by the Department of Tourism.

Data through June 2013 except where noted.

WEATHER

June	Avg. High	Avg. Low	Precipitation
2013	84	55	6.21"
2012	74	58	2.76"

Weather Events/Conditions to Note: OC Municipal Airport

TOURISM TAXES

Category	June 2013	June 2012	Change
Room tax	2,606,936	2,585,582	0.83%
Food tax	174,993.91	186,441.72	-6.14%
Sales tax (Tourism coded)	6,033,134	6,125,692	-1.5%
Admission & amusement tax	148,547	156,018	-4.8%

LOADING - SMITH TRAVEL RESEARCH

Category	June 2013	June 2012	Change
Occ %	68.6	70.7	-3%
ADR	177.81	175.68	1.2%
RevPAR	121.93	124,1467.16	-1.8%

WEB MARKETING RESULTS

Data	FY13 YTD	FY12 YTD	Change
Unique Visitors-ococean.com	2,120,681	2,130,457	-0.46%
Mobile app users - iOS and Android	155,235	94,406	64.4%
Web advertising clicks (June)	194,699	175,075	11.2%

E-NEWSLETTER SUBSCRIPTION

Approximately 72,424 prospective visitors received the Department of Tourism e-newsletters in June, up 13.5 percent vs. June '12.

REQUESTS FOR TRAVEL INFORMATION

Request Type	June 2013	June 2012	Change
Print advertising requests	2,044	N/A	N/A
Visitor Guide Requests - ococean.com (FYTD)	14,777	11,412	29.5%
Phone calls - 1-800-OC-OCEAN	2,562 *	4,097	-37.5%

*Toll-free counter inactive June 27-30

SOCIAL MEDIA

Property	FY13 YTD	FY12 YTD	Change
Facebook fans	532,632	414,459	28.5%
Twitter followers	16,036	11,612	38.1%
Instagram Gallery page visits	1,543	N/A	N/A
Tumblr followers	1,369	N/A	N/A
Pinterest followers	849	N/A	N/A

DEW TOUR INFORMATION

Dew Tour was held from Thursday, June 19 through Sunday, June 23. Attendance was estimated at 103,000, up 10.7% from 2012.

TRANSPORTATION

Category	June 2013	June 2012	Change
Bus ridership	736,708	784,781	-6.13%
Bus revenue	\$634,648	\$639,818	-0.81%
Inlet lot revenue	\$445,655.19	\$445,412.87	0.54%

BUS RIDER'S BUSINESS

FY13 YTD	FY12 YTD	Change
160	164	-2.4%

TOP ZIP CODES - JUNE GUIDE REQUESTS

Zip Code	City, State	Zip Code	City, State
15102	Bethel Park, PA	08016	Burlington, NJ
21502	Cumberland, MD	15120	Munhall, PA
21222	Dundalk, MD	19124	Philadelphia
21740	Hagerstown, MD	21234	Parkville, MD
15642	North Huntington, PA	08755	Jackson, NJ
08844	Hillsborough, NJ	10306	Staten Island, NY

VISITOR CENTER STAFF

June 2013	June 2012	Change
4,167	4,431	-6%

GOLF POUNDS (HOTEL & COURSE)

June 2013	June 2012	Change
42,467	41,813	2%

PUBLIC WORKS

Category	June 2013	June 2012	Change
Solid Waste Collection (tons)	4,288.93	4,556.54	-6%
Water Pumpage	214,890,000	248,630,000	-13.57%

DEWY WEEK

June	Weekend Avg.	Weekday Avg.	Daily Avg.
2013	225,784	197,704	207,065
2012	250,146	222,614	230,359
Change	-8.9%	-11%	-10%

CALLS FOR SERVICE

Department	June 2013	June 2012	Change
Police	16,300	17,391	-6.3%
Fire	909	1,016	-10.5%

2.3 REQUEST FOR QUOTATION

Purchases up to \$500.00 – may be made with Department Head Approval – no quote necessary.

Telephone Quotations - Telephone quotations may be obtained either by the department head, his designated representative or the Purchasing Agent. Telephone quotations will be noted on the requisition to include the vendor, unit price, date and the name of person giving the quotation. The Purchasing Department is responsible for obtaining as many additional quotations as are believed appropriate. Three telephone quotes are required for any purchase of \$500.01 to \$2499.99.

Written Quotations - Obtaining written quotations from vendors is to be accomplished in the same manner as a telephone quotation. Written quotations (informal bids) will be solicited as a matter of practice for any purchase from \$2,500.00 to \$9,999.99 and at the Purchasing Agent's discretion for transactions under \$2,500.00. Written quotations must be on the supplier's letterhead and kept on file in the requisitions office or forwarded to Purchasing. Written requests shall be kept for a minimum of three years.

Purchase requests anticipated of \$10,000.00 to \$24,999.99 will be solicited at the departmental level through a competitive sealed bid process. You must notify the Mayor and City Council to seek their approval of intent to bid, and final award will be made by the Mayor and City Council.

Purchase request anticipated of \$25,000.00 and above will be made using the competitive sealed bid process utilizing the current purchasing guidelines. Mayor and City Council must be notified to seek their approval of the intent to bid and final award will be made by the Mayor and City Council. This process will be handled by the Purchasing Department or on the Department Level when appropriate, or as otherwise directed by the Mayor and City Council.

INTEROFFICE MEMORANDUM

TO: DAVID RECOR, CITY MANAGER
FROM: TERENCE MCGEAN, CITY ENGINEER
SUBJECT: VEHICLES ON BEACH IN OFF-SEASON
DATE: 8/21/2013
CC: CHIEF BUZZURO, CAPTAIN ARBIN, MATT MARGOTTA, TOM SHUSTER, HAL ADKINS,
THOMAS DY, ERIC LAGSTROM, RON HUMPHRESS

As requested by the Mayor and City Council, the staff has discussed the possibility of allowing vehicles on the beach in the off season, primarily for the purpose of surf fishing. The following personnel were involved in this discussion:

Police Chief Buzzuro, Police Captain Kirstein, Beach Patrol Captain Arbin, Planning Director Margotta, Recreation and Parks Director Shuster, Public Works Director Adkins, Public Works Supervisor Dy, Risk Manager Lagstrom, City Surveyor Humphrees, and myself.

Although the group agreed that allowing some type of program for over sand vehicles (OSV) on the beach is feasible in concept, Beach Patrol and Police are opposed to it. The primary concern is that unlike Assateague Island or the Delaware State Parks that allow public vehicles on their beach, Ocean City is fully developed on the ocean front. On the Assateague/DE beaches that allow OSV use, the primary beach users in the OSV area are the OSVs themselves. There is little to no conflict with other beach users, in particular there is little to no east/west pedestrian traffic crossing the OSV travel area. In Ocean City, vehicles traveling up and down the beach would be in conflict with pedestrians walking along the beach and more critically, with pedestrians crossing to and from the beach.

Other concerns with an OSV Program are:

- Difficulty in controlling access, we have 13 potential vehicle access points to the beach.
- Enforcement concerns: the Police do not regularly patrol the beach in the off season and there is a lack of 4x4 vehicles at the Police Dept.
- Environmental concerns (fuel spills, dune damage etc)
- Complaints from ocean front properties.
- Sand is much looser than Assateague and we tend to have steeper drop offs especially during the winter, we should expect problems with inexperienced drivers getting stuck or worse.

The annual Surf Anglers tournament is a once a year, highly organized, members only event that consists of experienced OSV operators.

If the Mayor and Council still wish to pursue an OSV program, the staff would recommend a one year only pilot program as follows:

- Dates: November 1 Through March 30 (same as horseback riding), excluding Holidays
- Days: Monday thru Friday only, to minimize conflicts with other beach users
- Times: 7:00 AM to 6:00 PM, minimize vehicles on the beach after dark
- Locations: Between 27th Street and 94th Street only. There are no access points along the boardwalk and no access points in the condo row area.
- How Many Permits Issued: Unlimited
- Who issues permits: Recreation Dept.
- Cost of Permit: \$75/yr (Assateague is \$90, DE is \$70 in State, \$125 out of State), permit will require license and registration. Will have to acknowledge receipt and reading of rules and regulations, waive City liability, and be responsible for any damage to the beach including fuel spills. Failure to obey rules/regulations results in loss of permit with no refund plus applicable fines.
- Must be actively engaged in fishing? Staff does not believe this should be required, it will be difficult to enforce and staff sees no difference between a vehicle on the beach for fishing, versus one parked for surfing or simply spending some time in the sun.
- Stuck or disabled vehicle: Owner will have two hours to have a tow truck remove the vehicle, after that City will remove and take to impound lot
- Other Requirements: Staff suggests that the City follow similar guidelines and regulations as enforced on Assateague Island including:
 - Vehicles must be registered and licensed, no trailers and no ATV's allowed
 - Each vehicle must contain minimum equipment. If a vehicle gets stuck on the beach and does not possess the required equipment, fine is \$75 per piece of missing equipment.
 - Tow rope
 - Shovel
 - Jack
 - Jack support
 - Tire gauge
 - 15 mph speed limit
 - Joy riding prohibited

...with regulations. All applicable State and Federal laws will be enforced. Violations should be reported to Law Enforcement by phoning 911. If you have any questions, please contact appropriate Seashore or Refuge personnel.

PERMITS: OSV Special Use Permits and stickers are valid for one year from the month of issue.

PERMIT	VALID HOURS	VA	MD	COST
VA ONLY	VARY - CALL REFUGE	X		\$70
DAY USE	5 AM – MIDNIGHT	X	X	\$90
OVERNIGHT	24 HOURS	X	X	\$110
BULLPEN	24 HOURS	X	X	\$150

Upgrade of permits after initial issue may be accomplished by paying the difference in fee. Expiration of new permit will remain 1 year from the month of original permit.

All vehicles using the OSV zone must display a permanently affixed OSV Permit Sticker, valid for the area and time of use. The permit sticker must be permanently affixed to the windshield on the driver's side, within seven inches (7") of the lower edge of the windshield. The expiration month sticker must be affixed before adhering to windshield. Cleaning and drying the area before applying the permit sticker is recommended for best adhesion. **Lost permit stickers are not refundable or replaceable!**

OSV permits and stickers are issued to an individual permit holder for the specific vehicle designated on the permit. Neither permit or sticker are transferable from one person to another, or from one vehicle to another.

Sale or transfer of the permitted vehicle voids the permit and sticker. A replacement permit and sticker may be issued for the new vehicle **only if enough of the original sticker, to include permit type, serial number and month sticker, is returned for exchange.** Permit stickers destroyed in a vehicle accident may be replaced only if an official police accident report is brought in for documentation. A purchase receipt is not sufficient documentation for permit sticker replacement in **any** case.

OSV Permits may be obtained at VA visitor centers in the Seashore and Refuge and the North Beach Ranger Station. To obtain a permit by mail, call the Seashore for an application and return it with a check made payable to: Department of the Interior-NPS. Please allow up to three weeks for receipt of the permit and sticker.

HOURS OF OPERATION: VA - Chincoteague National Wildlife Refuge hours vary each season. Call 757-336-6122 for current information. Only those with a valid Overnight Fishing Permit may remain in the Refuge after hours. Call 757-336-6577 for information.

MD - Assateague Island National Seashore does not close; but overnight parking in the MD OSV Zone is prohibited except for those with an Overnight or Bull Pen OSV Permit who are awake and **actively** engaged in fishing. **Camping and/or sleeping are strictly prohibited** outside designated campsites. Tents or other temporary shelters are prohibited on the beach outside of designated campsites between sunset and sunrise.

BOUNDARIES: All sand dunes and vegetated areas are considered closed even if located within the designated OSV zones. Vehicles must stay east of the black and white posts. Designated bay access points in MD are marked with orange and white striped numbered posts. See OSV zone maps on the reverse.

BULLPEN: Self-contained vehicles with a valid Bullpen OSV Permit may park overnight in the Bullpen camping area only if they are equipped with an approved toilet and permanently installed waste storage tank capable of holding 2 days' volume of waste for all occupants. **Only** approved self-contained vehicles are permitted in the Bull Pen overnight. All waste (including gray-water) from self-contained vehicles must be retained in vehicle's holding tank while in the OSV zone and emptied in

VEHICLE REQUIREMENTS: To obtain an OSV permit, vehicles must meet the following specifications:

Maximum number of wheels per axle	4
Maximum number of axles	2
Maximum vehicle length	26 feet
Maximum vehicle width	8 feet
Minimum vehicle ground clearance	7 inches
Gross vehicle weight rating may not exceed	10,000 pounds
Minimum tire tread width in contact with ground for 2 wheel drive vehicles	8 inches

REQUIRED EQUIPMENT: OSV operators in designated zone must carry and be able to display upon request:

Shovel	Min. 6 inch square blade & 18 inch handle
Jack	Sufficient to lift one wheel clear of the sand
Jack Support	Min. 12" x 12" non bending steel; 5/8" plywood; or 1.5" thick board
Tire Gauge	Must record pressure of 15 lbs. or less
Tow Rope, Strap, Chain or Cable	Min. pulling strength of 6,000 lb. & 10 ft. length > Nylon or Dacron rope: 1/2" min. diameter > All other rope: 3/4" min. diameter > Carbon steel cable: 1/4" min. diameter > Chain links: 5/16" min. diameter

LICENSES REQUIRED: All vehicles in OSV zones must bear valid state license plates, be properly equipped, insured & registered to operate on public highways. Drivers must possess a valid state driver's license.

INSPECTION OF VEHICLE: Authorized personnel may inspect vehicles at any time to insure compliance with regulations.

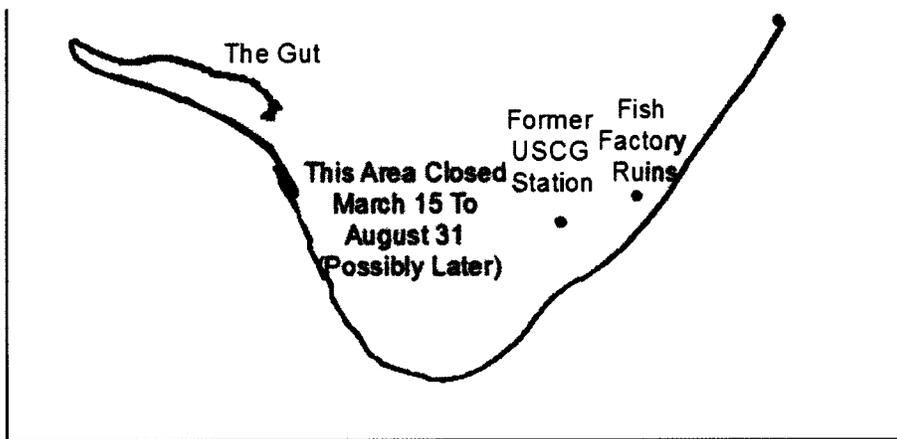
OSV ZONE VEHICLE LIMITS: In Maryland = 145 vehicles; In Virginia = 48 vehicles (18 when Toms Cove hook area is closed). Purchase of an OSV permit does not guarantee access to OSV zones at any particular time. Access may be reduced or curtailed due to vehicle density limits, over-wash, emergency conditions or management constraints. Vehicle density limits are reached frequently during summer, especially on weekends and holidays, with several hour waits for access which is managed on a **one off/one on** basis.

One Off, One On - In MD, the automated gate arms will close when 145 vehicles have entered, then one vehicle is allowed to enter only when one vehicle exits. Call 757-336-3155 if gate is malfunctioning.

VEHICLE OPERATION: Vehicle speed in OSV zones may not exceed 25 mph and must be reduced to 15 mph whenever coming within 100 feet of vehicles, wildlife, pedestrians or people on horseback. When two vehicles approach in the same track, both operators must slow and the operator with the ocean on his right must yield the right-of-way by pulling out of the track. Cutting circles; needlessly defacing the beach; and driving on sand dunes or vegetated areas except at posted crossings; is prohibited at all times.

PASSENGER SAFETY: Passengers shall not ride on the fenders, hood, roof, sides, tail gate or in any other place on the outside of a moving vehicle. No vehicle shall be used to tow a person or any recreational device over land or water, or in the air. **Use of safety belts and child restraints is required by law.**

FIRES ON THE BEACH: In Maryland - Campfires are allowed below the high-tide line on the beach. Fires may not be left unattended and must be extinguished with water, not sand. If unable to allow enough time for all wood to burn to ash before extinguishing fire, charred wood remnants must be removed from Seashore or disposed of in waste receptacles

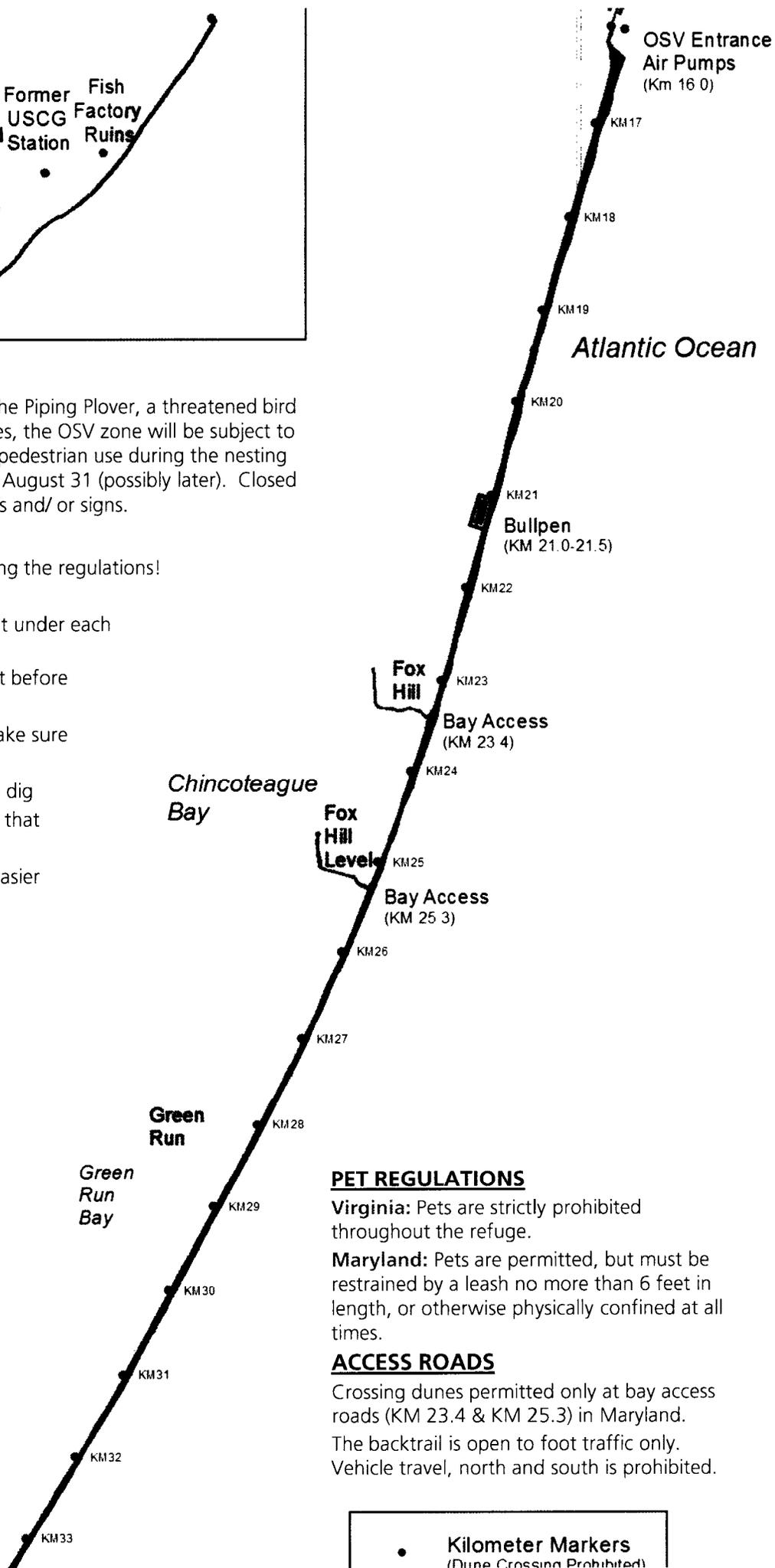


SPECIAL NOTICE

The OSV zone includes nesting habitat for the Piping Plover, a threatened bird species. To aid in the recovery of this species, the OSV zone will be subject to partial or total closure to all OSV, boat and pedestrian use during the nesting season, which could last from March 15 to August 31 (possibly later). Closed areas will be clearly marked by cable barriers and/ or signs.

TIPS FOR OSV OPERATION

- Remember: You are responsible for knowing the regulations!
- Lower tire pressure to 15 pounds.
- Carry 4 boards (2"x6"x36"L) for placement under each tire when stuck.
- After stopping vehicle, back up several feet before proceeding forward.
- Walk across suspected soft sand first to make sure that it will hold your vehicle.
- Spinning the vehicle tires only makes them dig deeper into the sand, increasing the chance that the vehicle's frame will bottom out.
- Driving in the tracks of another vehicle is easier than driving through fresh sand.
- Carry water displacement spray for drying wet engine electrical parts.
- Do not drive in salt water.



PET REGULATIONS

Virginia: Pets are strictly prohibited throughout the refuge.

Maryland: Pets are permitted, but must be restrained by a leash no more than 6 feet in length, or otherwise physically confined at all times.

ACCESS ROADS

Crossing dunes permitted only at bay access roads (KM 23.4 & KM 25.3) in Maryland.

The backtrail is open to foot traffic only. Vehicle travel, north and south is prohibited.





**Maryland Municipal Clerks Association
Application for Membership**

Name: _____

Title: _____

Mailing Address: _____

Email: _____
**Mayor or Chief
Elected Official
Contact Information** _____

Phone: _____ **Fax:** _____

Renew: _____ **New:** _____

Basic Membership - \$50.00 (Includes \$35.00 for dues, \$5.00 towards the MMCA Scholarship Fund, and \$10.00 toward the Region II Convention Fund.)

Make checks payable to the Maryland Municipal Clerks Association

Print and complete application, mail with check to:

Maryland Municipal Clerks Association
Attn: Awilda Hernandez, Clerk of Council
Town of Indian Head
4195 Indian Head Highway
Indian Head, MD 20640-1750