

External Affairs Procedure Manual

Overview

The responsibilities of the external affairs chair, is to maintain relations with those outside of the CAP board of governors. Contacting the DPW office about community dumpsters annually, as well as our summer water testing program. Occasionally there will be other external communications that will have to be addressed as they arise.

Duties

1. Contact Bureau of Waste Management Services, to request our community dumpster. Contact should be made at the start of the new calendar year. You can send an email or reach out by phone.

The contact info is as follows: Ms. Glendora Contee 410-222-3724 and her email is pwcont29@aacounty.org. The second contact is Jonathan Rossetti 410-222-6108 and his email is pwross44@aacounty.org.

Once contact has been made, they will ask for your contact info and once they have established a date for our community, they will then email a packet, which includes forms that must be signed and returned.

A list of unacceptable items will be given to you and it's your responsibility to make sure the community is aware of the unacceptable items and to keep an eye on the dumpster to make sure those items are not put in there.

2. Contact the Maryland Department of Health, to request water testing for our community beach at the start of the swimming season. Contact should be made middle to end of February. The contact info is: Sally Levine 410-222-7241

The water sampling program runs from Memorial day through Labor day. There is no cost for this program, but a signed form must be completed and returned in order to stay in the program.

The results will be updated every Friday and can be found at www.aahealth.org. There is also an automated information line 410-222-7999

You may also sign up for the alerts which will notify you if there is an emergency beach closing due to high bacteria levels or other such things. The website for this is www.aahealth.org/recwateralert.

3. Periodically check the email account, palisadesonthesevern@gmail.com . Check for messages in the inbox, AA County and External Orgs Directories. Decide how to handle those emails and you may choose to simply delete them if they are not of any importance to CAP.

4. Mosquito Control...please contact Maryland Department of Agriculture to be placed on the list for community mosquito spraying. The number is 410-841-5870. Spraying is typically done May 1st through October 31. The community must be notified of night and time that our community will be sprayed. That information will be given to you by the MDA once they have established that for our community. Community members have the right to OPT out of spraying and must be directed to the MDA website to print out an OPT out form. That form must be filled out and returned to the MDA by the homeowner requesting it. It is not CAP's responsibility to fill out and return the OPT out form for the homeowner.