

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, JANUARY 13, 2015, 7:00 P.M.**

AGENDA

1. Call to Order
2. Ordinance 513 – Master Plan Map Amendment
3. Adjournment

1/7/2015 12:28 PM



THE
CITY OF BRUNSWICK
MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

MAYOR AND COUNCIL OF BRUNSWICK

ORDINANCE NUMBER 513

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO APPROVE AND ADOPT THE MASTER PLAN MAP AMENDMENT TO RE-ZONE TWO PARCELS FROM LOW DENSITY RESIDENTIAL (R-1) TO BUSINESS TRANSITIONAL (B-3).

WHEREAS, the Brunswick Master Plan was adopted and approved by the Mayor and Council of Brunswick on November 4, 2011; and

WHEREAS, on October 27, 2014, the Planning Commission reviewed Master Plan Map Amendment to rezone two parcels in accordance with the requirements of Article 25, of the Zoning Ordinance of the City of Brunswick, Maryland ("**Zoning Ordinance**") and Section 3.05, Section 3.07 and Section 4.05 of Article 66B of the Annotated Code of Maryland ("**Article 66B**"); and

WHEREAS, following notices of times and places in a newspaper of general circulation in the City of Brunswick, the Planning Commission held a public meeting on the Rezoning request thereafter where citizen, property owner and public agency comments were received and considered by the Planning Commission; and

WHEREAS, with the assistance of the City of Brunswick staff, the Planning Commission reviewed and approved the Master Plan Map Amendment to Rezone two parcels from Low Density Residential (R-1) To Business Transitional (B-3); and

WHEREAS, the Planning Commission subsequently submitted to the Mayor and Council its report on the Master Plan Map Amendment including the recommendation of Staff with the Planning Commission's recommendation of approval; and

WHEREAS, the Planning Commission also acknowledged that upon approval of the Master Plan Map Amendment by the Mayor and Council, its recommendation and approval will be recorded on the Master Plan Zoning Map by the identifying signature of the Chairman or Secretary of the

Planning Commission and an attested copy of the amended Master Plan Zoning Map shall be certified to the Mayor and Council; and

WHEREAS, in accordance with Section 3.07 (b) of Article 66B and Section 25.2 of the City Code, at a public hearing on January 13, 2015 at 7:00 p.m., notice of the time and place of which together with a summary of the Master Plan Map Amendment and the Planning Commission's Report recommending the approval and adoption of the Master Plan Map Amendment was published in the Brunswick Citizen, a newspaper of general circulation in the City of Brunswick, once each week for two (2) successive weeks with the first such publication of notice having appeared at least fourteen (14) days prior to the public hearing, the Mayor and Council again received and considered testimony and comments from the public, the City Planning Staff, the Planning Commission's report; and

WHEREAS, after the public hearing, the Mayor and Council considered all of the recommendations of the Planning Commission, the City Planning Staff, those comments received as part of the public meetings, and the Mayor and Council, and also reviewed written communications which were submitted concerning the Master Plan Map Amendment by interested persons, and the Mayor and Council conducted this review process in sessions open to the public; and

WHEREAS, the Mayor and Council find that the Master Plan Map Amendment made in accordance with Article 66B with the general purpose of guiding and accomplishing the coordinated and harmonious development of the City of Brunswick, and which will, in accommodating present and future needs, promote the health, safety, morals, order, convenience, prosperity and general welfare of the City of Brunswick and its citizens.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF BRUNSWICK, THAT PURSUANT TO THE AUTHORITY GRANTED TO IT BY ARTICLE 25 OF THE ZONING ORDINANCE OF THE CITY OF BRUNSWICK AND ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND, THE BRUNSWICK MASTER PLAN ZONING MAP SHALL BE AMENDED AS FOLLOWS:

SECTION I: The Master Plan Zoning Map entitled, "City of Brunswick Zoning Map 2010", including the map and any and all prior conditions which may have been imposed at the time of a prior zoning change, are hereby approved and adopted, as the Revised 2014 Zoning Map.

SECTION II: The revised 2014 Zoning Map replaces the City of Brunswick 2010 Zoning Map pursuant to Article 66B.

SECTION III: To the extent of any inconsistency between the revised 2014 Zoning Map recommended for approval and adoption by the Planning Commission and the revised 2014 Zoning Map as hereby approved and adopted by the Mayor and Council, the revised 2014 Zoning Map as approved and adopted by the Mayor and Council shall govern and to this extent the Planning Commission recommended revised 2014 Zoning Map are hereby overruled.

SECTION IV: In accordance with Article 25, Section 25.2 of the Code of the City of Brunswick, this Ordinance shall become effective ten (10) day after the date of the public hearing following its enactment by the Council and its approval by the Mayor, or on the tenth (10th) day following its enactment by the Council over the veto by the Mayor.

PASSED this 13th day of January, 2015 by a vote of for; against, abstaining and absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Bob McGrory
City Administrator

By: _____
Name: Walter S. Stull, III
Title: Councilman

APPROVED this 13th day of January, 2015.

ATTEST:

Bob McGrory
City Administrator

Karin Tome
Mayor

EFFECTIVE DATE: January 23, 2015



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Brunswick Mayor and Council Master Plan Map Amendments Staff Report November 24, 2014

Master Plan – Map Amendments

Planning Commission Recommendation for Approval of an Out-of Sequence Master Plan Map Amendment, Re-Zoning 2 parcels from Low Density Residential (R-1) to Business Transitional (B-3) for an approval by the Mayor and Council. BR-MP-14-01-MA

BACKGROUND:

Staff received a re-zoning request application on September 26, 2014 to re-zone two parcels containing 6,600 square feet and 2,650 square feet from Low Density Residential (R-1) to Business Transitional (B-3). The 6,600 square foot parcel is located at 102 East A Street, tax map 201, parcel 1063 and the 2,650 square foot parcel is located at 6 First Avenue, tax map 201, parcel 1064 on the southeast corner of the intersection of A Street and First Avenue. At the October 27, 2014 Planning Commission meeting the map amendments to re-zone the two parcels was approved and recommended to the Mayor and Council for review and approval.

ANALYSIS:

October 27, 2014

ZONING MAP AMENDMENT

Case Number: BR-MP-14-01-MA

Planning Region: Brunswick

APPLICANTS: Keith & Marilyn Emery and Jerry Cayford

REQUEST: Rezone a 6,600 square foot parcel identified as Tax Map 201, Parcel 1063 and a 2,650 square foot parcel identified as Tax Map 201, Parcel 1064 from Low Density Residential (R-1) to Business Transitional (B-3)

LOCATION: 102 East A Street and 6 First Avenue on the southeast corner of A Street and First Avenue

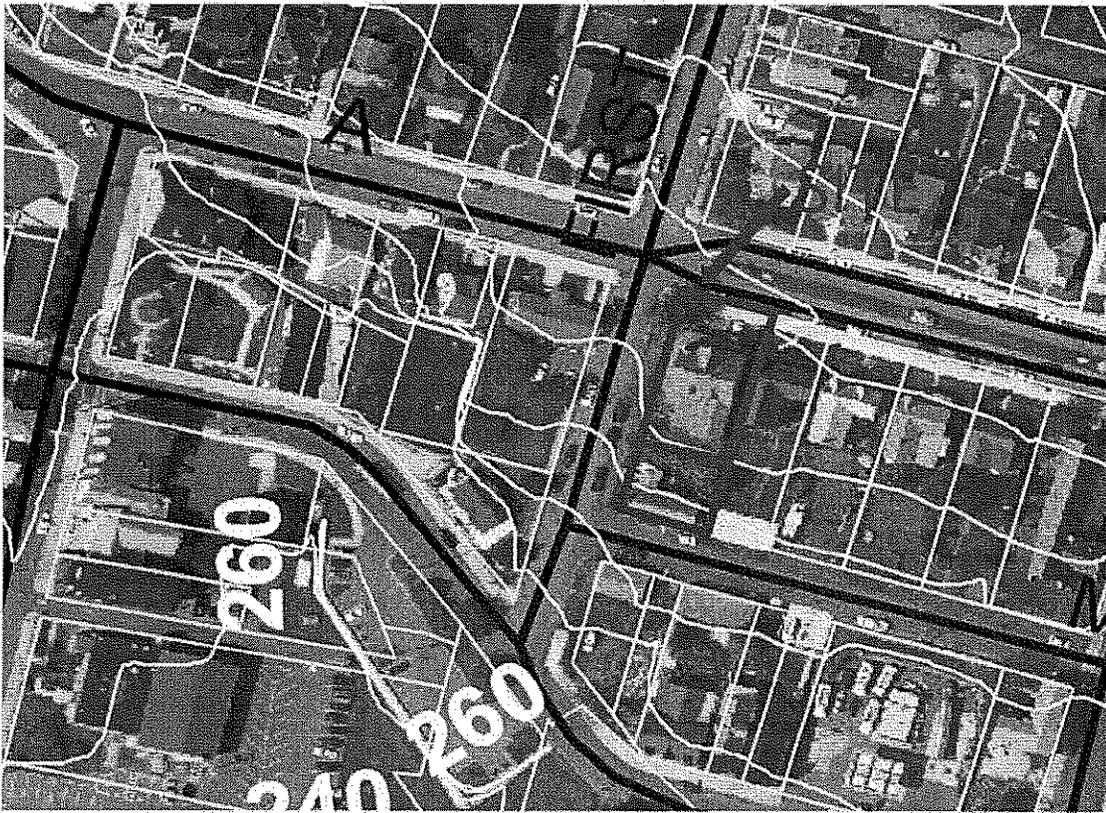


Figure 1: Site and Context

I. DESCRIPTION OF THE APPLICANT'S PROPOSAL

This Zoning Map Amendment concerns a request to rezone two parcels containing 6,600 square feet and 2,650 square feet from Low Density Residential (R-1) to Business Transitional (B-3). The 6,600 square foot parcel is located at 102 East A Street and the 2,650 square foot parcel is located at 6 First Avenue on the southeast corner of the intersection of A Street and First Avenue.

The applicants maintain that these two parcels should be rezoned because a change in the neighborhood has occurred since the 2010 Master Plan. The applicants contend that the properties are located amount or adjacent to a Community Garden, Lawnmower Repair Business, Remodeled Restaurant, Multi-Unit Apartment Buildings, Churches, and the City of Brunswick Police Department signifying a change in the neighborhood justifying the change in the zoning requested. (See Figure 4.)

- recommendation of the Planning Commission

In addition, the local legislative body may only grant the rezoning request based upon findings that:

- A substantial change has occurred in the character of the neighborhood where the property is located; or
- A mistake has been made in the existing zoning classification which has been applied to the property.

It should also be noted that while substantial change or mistake permits piecemeal rezoning, it does not require rezoning unless the existing zoning deprives the landowner of all reasonable use of the property such as to constitute an unconstitutional confiscation or taking of the property.

In order to meet this burden of proof, one seeking a piecemeal zoning must not merely present some evidence of change in the character of the neighborhood or mistake in the original rezoning, but must present evidentiary matter which courts describe as “strong evidence”. Strong evidence has been characterized by the courts as sufficient to make the issues “fairly debatable.” The burden of proof is upon the person seeking the reclassification to establish all the elements of this issue.

III. PHYSICAL CHARACTERISTICS

A. TOPOGRAPHY

The property slopes and drains to the south to the Potomac River. The parcels in question are relatively unaffected by the topography as they both have existing structures which will maintain the existing footprint after the requested zoning change.

B. SOILS

The soil type is Urban Land 3 to 15 percent slope (UrC) and is considered 90 percent impervious per the Frederick County Soil Survey.

C. FLOODPLAINS/WETLANDS/DRAINAGE

There are no floodplains or forests and will not impact the parcels in question.

D. VEGETATION

The two parcels have existing houses, consisting of a lawn and landscaping.

Analysis:

There are no substantial physical constraints to the development of these two parcels.

IV. COMPATIBILITY WITH EXISTING AND PROPOSED DEVELOPMENT

A. EXISTING LAND USES

(Please refer to Figure 4 on page 6 for an illustration of the Emery and Cayford Property's and surroundings.)

The neighborhood includes residential, commercial (Community Garden, Lawnmower Repair Business, Remodeled Restaurant, Multi-Unit Apartment Buildings,) and Institutional and Government (Churches, and the City of Brunswick Police Department) uses.

Early land use maps however varied through the years. The 1967 Master Plan land use map indicated about half of the subject properties as Central Business District. In 1994 the existing land use designation for 102 East A Street was multi-family and 6 First Avenue was single family residential, while the proposed land use map indicated Low/Medium Residential (6-7 units per acre) for both properties. The current land use designation for both properties is medium density residential (6-10 units per acre)

B. SUBDIVISION ACTIVITY

There is no subdivision activity proposed. There was an addition plat recorded in 2013 in Plat Book 92 Page 73, to combine parcels located at 102 East A Street. (Refer to Figure 2 Addition Plat)

C. EXISTING ZONING

(Please refer to Figure 3 on page 5 for an illustration of Existing Zoning Map)

The subject properties are currently zoned Low Density Residential (R-1).

To the south and west across First Avenue, the properties are zoned Business Transitional (B-3) and Central Business District (B-2).

To the north and east the properties are zoned Low Density Residential (R-1)

D. ZONING HISTORY

The zoning of these parcels has been R-1 from the earliest maps of record in 1968 to the present.

E. DEVELOPMENT POTENTIAL

Generally, development of properties with Business Transitional (B-3) zoning is allowed for residential uses(single or multi-family), business and professional offices, house of worship or child care service uses, warehouse and indoor storage

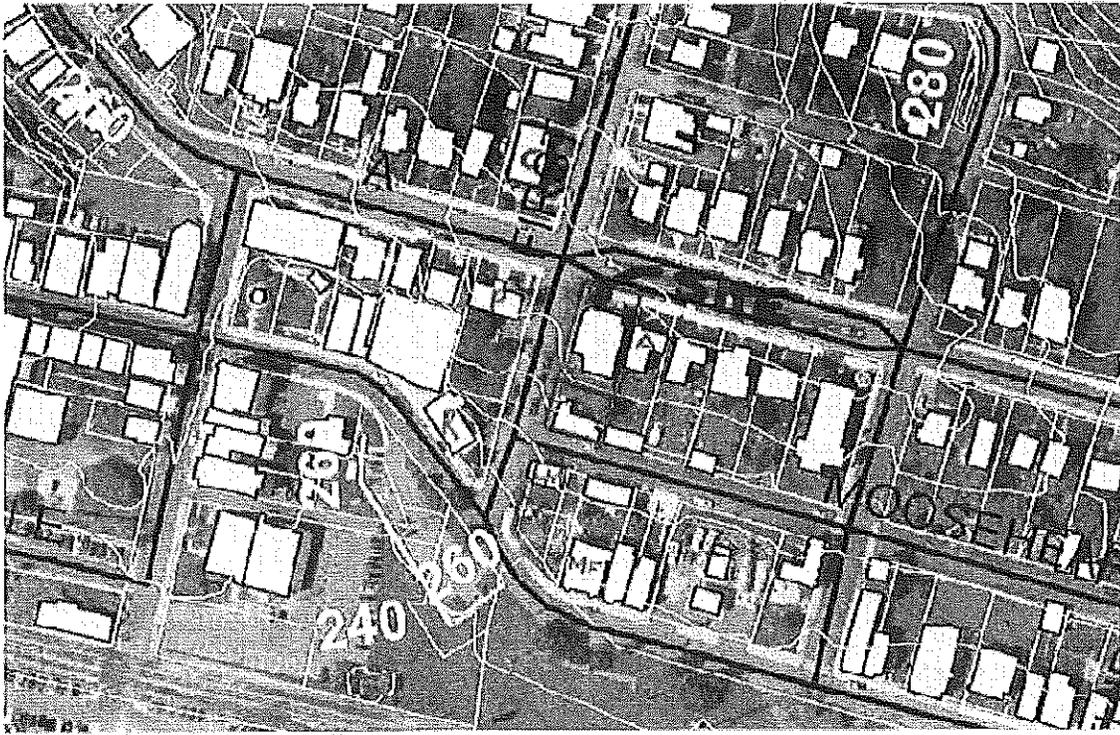
uses, institutional and government uses. However, some use designations would be constrained given the size and physical limits of the properties.

Analysis:

Staff finds that the proposed Business Transitional (B-3) zoning would be compatible with existing and proposed land uses because the adjacent properties to the north and east, although zoned R-1 have uses that are similar to uses allowed in the Business Transitional (B-3) zoning district and the areas to the south and west are zoned Business Transitional (B-3) or Central Business District (B-2).



Figure 3: Zoning Map



- C - CHURCH
- R - RESTAURANT
- LM - LAWNMOWER REPAIR
- MF - MULTI FAMILY
- CG - COMMUNITY GARDEN
- A - APARTMENTS
- P - POLICE STATION

Figure 4: Emery & Cayford Properties and Surroundings

V. POPULATION CHANGE

A. EXISTING POPULATION OF NEIGHBORHOOD

Per the 2010 Brunswick Master Plan, the City had a total population of approximately 5,820 residents.

B. PROJECTED POPULATION CREATED BY PROPOSAL

Business Transitional (B-3) zoning would not result in significant additional population above previous occupancy.

Analysis:

Staff finds that the proposed Business Transitional (B-3) zoning would not result in significant additional population above previous occupancy.

VI. ADEQUACY OF PUBLIC FACILITIES AND SERVICES

A. SCHOOLS

The proposed Business Transitional zone would not significantly impact school enrollments above previous occupancy.

B. WATER AND SEWER

The two parcels are classified as W-1, S-1 - Existing Service on the Frederick County Water and Sewer Master Plan. Two additional taps will be required for two proposed units located at 102 East A Street.

C. FIRE AND RESCUE SERVICES

The site is in the Brunswick Fire Service Area and would be served by the Brunswick Volunteer Fire Company located about 1.7 miles away.

D. PARKS AND RECREATION FACILITIES

The proposed Business Transitional zone would not significantly impact parks and recreation facilities above previous occupancy.

Analysis:

Staff finds that the proposed Business Transitional (B-3) zoning would generally have little impact on public facilities and services.

VII. TRANSPORTATION

A. CURRENT SITE ACCESS CHARACTERISTICS

The two subject properties are located on two local streets and feed into a Downtown Business Arterial. (Refer to Fig. 5 2010 Brunswick Master Pan Map)

Parking requirements for the two properties would be 13 spaces. There is street parking to accommodate 10 vehicles on the property boundaries along East A Street and First Avenue and there are additional 21 spaces 1 block away.

B. EXISTING TRAFFIC VOLUMES OF MAJOR ROADS IN VICINITY

Traffic volume for East A Street and First Avenue both feed into a Downtown Business Arterial and do not to trigger traffic thresholds.

C. COMPREHENSIVE PLAN DESIGNATIONS OF MAJOR ROADS IN VICINITY

East A Street and First Avenue are classified as Local Streets (50' right-of-way) in the Brunswick Master Plan. Both streets connect to Downtown Business Arterials at Maple Ave and East Potomac Street respectively

D. PLANNED IMPROVEMENTS

There are no improvements needed to this portion of A Street or First Avenue.

Analysis:

Staff finds the proposed Business Transitional (B-3) zoning would have little impact on the existing transportation system and parking.

VIII. CONSISTENCY WITH THE COMPREHENSIVE PLAN

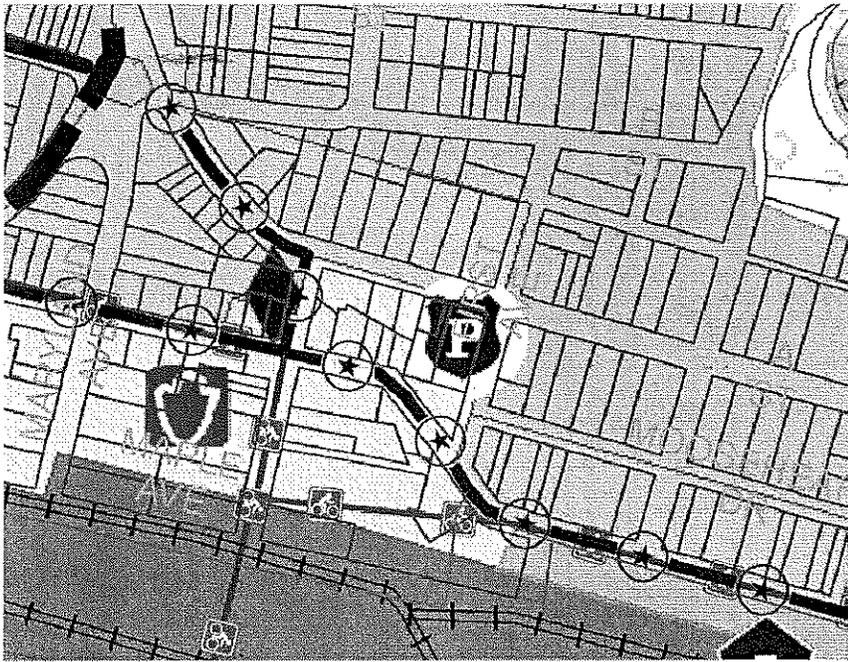
A. COMPREHENSIVE PLAN DESIGNATIONS OF SITE AND NEIGHBORHOOD

The current land use designation for both properties is medium density residential (6-10 units per acre)

Properties to the west are designated Downtown Commercial Core, to the south Downtown Transition, to the north Downtown Transition and Medium Density (6-10 upa) and to the east Medium Density (6-10 upa)

Analysis:

The requested Business Transitional (B-3) zoning is inconsistent with the Low Density (R-1) zoning designation in the 2010 Master Plan.



-  Major Arterial
-  Minor Arterial
-  Downtown buisness Arterial
-  Souder Road realignment
-  Collector
-  Roads

Figure 5: 2010 Brunswick Master Plan Map

-  Conservation
-  Parks and Recreation
-  Low Density (2-5 units/acre) with 3.5 unit average
-  Medium Density (6-10 units/acre)
-  Downtown Commercial Core
-  Downtown Transition
-  General Commercial
-  Office/Research
-  Light Industrial
-  General Industrial
-  Institutional

IX. SUMMARY OF FINDINGS AND ISSUES

A. Change in the Neighborhood

Section 4.05 of Article 66B of the Annotated Code of Maryland states, where the purpose and effect of the proposed amendment are to change the zoning classification, the local legislative body shall make findings of fact in each specific case including, but not limited to, the following:

- compatibility with existing and proposed development for the area;
- population changes;
- availability of public utilities;
- present and future transportation patterns;
- relationship of such proposed amendment to the jurisdiction's plan; and
- recommendation of the Planning Commission

In addition, the local legislative body may only grant the rezoning request based upon findings that:

- A substantial change has occurred in the character of the neighborhood where the property is located; or

A mistake has been made in the existing zoning classification which has been applied to the property

Analysis:

While rezoning the two subject properties may be inconsistent with the current land use plan there is evidence that significant changes have occurred in the immediate area of the two subject properties since the most recent comprehensive rezoning that justifies the request to change the zoning from R-1 to B-3.

Staff would point out that two new businesses, an apartment, a community garden and a multi-family apartment have become occupied or re-occupied since the last comprehensive rezoning.

B. COMPATIBILITY WITH EXISTING AND PROPOSED DEVELOPMENT

The requested Business Transitional (B-3) zoning would be compatible with both the existing and proposed development within the neighborhood.

C. POPULATION CHANGE

The potential commercial development of the land segment would not impact the current neighborhood population.

D. ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Public facilities would be adequate to serve the proposed development for the two subject properties.

E. PRESENT AND FUTURE TRANSPORTATION PATTERNS

The transportation patterns are adequate for the present and proposed uses of the subject properties.

F. RELATIONSHIP OF PROPOSED AMENDMENT TO THE COMPREHENSIVE PLAN

The requested Business Transitional (B-3) zoning for the subject properties would be consistent with the 2010 Brunswick Master Plan land use goals, objectives and policies for residential and downtown commercial core development. In addition the subject properties lie within the Transit Oriented Development (TOD) development overlay area. (Refer to Figure 6)



Figure 6: TOD eligible properties within ¼ mile of transit station

X. STAFF RECOMMENDATION

Staff recommends approval of the request for Business Transitional (B-3) of the two subject properties located at 102 East A Street and 6 First Avenue based upon the following findings:

1. The requested Business Transitional (B-3) zoning is consistent with the land use plan designations on the 2010 Brunswick Master Plan in the vicinity of the subject properties.
2. The property at 102 East A Street will be required to comply with all City of Brunswick and Frederick County building regulations, including but not limited to, the installation of two additional water services to increase from 2 to 4 rental units and pay all associated fees, all four units will require final Use & Occupancy certificates from Frederick County Permits and

Inspections prior to occupancy and any future development will require compliance with all current regulations at the time of application.

3. Applicant is bound by their testimony.

**MAYOR AND COUNCIL MEETING
TUESDAY, JANUARY 13, 2015, FOLLOWING 7PM PUBLIC HEARING**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Announcement of Closed Session
 - b. Sports Complex Improvement Proposal
 - c. United Way Presentation
 - d. Certificates of Appreciation - Brunswick Area Recreation Council
 - e. Appointments:
 - i. Economic Development Commission
 - ii. Emergency Preparedness Committee
 - iii. Sustainable Brunswick Committee
 - iv. History Committee
 - f. Fiscal Year 2014 Audit Presentation
- 3. APPROVAL OF MINUTES**
 - a. Mayor and Council – December 9, 2014
 - b. Closed – December 9, 2014
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Ordinance 513 – Master Plan Map Amendment – vote anticipated
- 6. REPORT OF OFFICERS - COUNCIL - COMMITTEES**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
 - a. History Commission
 - b. Utility Bill Adjustment Guidance – Comparison with Frederick County – discussion and possible vote
 - c. Main Street Boundary Map Amendment – discussion and possible vote
- 9. NEW BUSINESS**
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

1/9/2015 11:01 AM

MAYOR AND COUNCIL MEETING

January 13, 2015

Suggested Motions

Agenda item 2b – Sports Complex Improvement Proposal

“I move to encourage the interested parties to flag the proposed trail, submit a more detailed site plan, schedule a walk-through on the site, and/or take such additional actions to develop the proposal for consideration for formal approval.”

Agenda item 2e – Appointments Motions:

- i. “I move that the Council concur with the Mayor’s appointments of Alison Wilder, Chris Owens, Abbie Ricketts, and Thom Peschke to the City of Brunswick Economic Development Commission for the terms specified in their appointment letters.”
- ii. “I move that the Council concur with the Mayor’s appointments of Tom Simpson, Carroll Jones, Jeff Snoots, Nelson Smith, Nate Gesse, and Seamus Mooney to the City of Brunswick Emergency Preparedness Committee for the terms specified in their appointment letters.”
- iii. “I move that the Council concur with the Mayor’s appointments of Antonette Vasseur, Ellis Burruss, Karen Osborne, Emma Osborne, Dan Roe, Rosanne Roe, Patty O’Brien, John Donohue, Mariah Wyatt, Adam Wyatt, Courtney Fortier, Tracy Machen, and Dave Herber to the Sustainable Brunswick Committee for the terms specified in their appointment letters.”
- iv. “I move that the Council concur with the Mayor’s appointments of Vicki Dearing, Walter Stull, Ruth Kline Staples, and Bruce Funk to the Brunswick History Committee for the terms specified in their appointment letters.”

Agenda item 3a & b – Approval of Minutes

“I move to approve the Mayor and Council Minutes from December 9, 2014 and the Closed Meeting Minutes from December 9, 2014.”

Agenda item 5a – Ordinance 513 – Master Plan Map Amendment

“I move to adopt Ordinance 513 for the City of Brunswick Master Plan Map Amendment.”

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Agenda item 8b – Utility Bill Adjustment Guidance – Comparison with Frederick County

“I move to approve the proposed Utility Bill Adjustment Guidance for the City of Brunswick.”

Agenda item 8c – Main Street Boundary Map Amendment

“I move to approve the proposed amendment to the Main Street Boundary Map, modified as follows:....”

River's Edge Recreational Complex

- To initially improve the 59 acre parcel (currently known as the Sports Complex) by building a 4-6 mile multiuse trail. This trail would be used for mountain biking, hiking, and cross country running. Then in phases (possibly simultaneously) build a pump track, a skills park, a zip line attraction, and a paintball battle park, all within this 59 acre parcel.
- Once approval to move forward is received, an 'umbrella' non-profit will be created with a single vision. This will allow individuals to set up other non-profit organizations, all with same vision, being the betterment of the community at large. A 501(c)3 corporation also allows charitable organizations to grow to a sufficiently large size, enabling them to cause significant changes, both within the community and the economic stability of the area. In effect, the organization can grow beyond the individual who originally started it, even outlive him or her and continue to contribute indefinitely to services and charities within Brunswick. This is a community development project that will drive economic development.
- Build it, and they will come. Once completed, this complex is anticipated to bring a significant number of visitors to Brunswick each day during the summer. Potential business owners would be more willing to invest in the area, knowing that something was coming to town that would not only sustain the current businesses, but would require additional products and services. Can you say, main-street with zero vacancies.....?
- We have met with Brunswick city officials, officials of other local municipalities that have embraced similar projects that are already realizing the benefits, local designers/engineers, and last but not least....local citizens.
- Obtain approval to use/lease and improve the 59 acre plot where the Recreational Complex will reside.

LAW OFFICE

DAVID L. SCULL

7960 OLD GEORGETOWN RD. #8C
BETHESDA, MARYLAND 20814

ADMITTED: MD, DC, VA, CO

TAX ID 52-1419701

PHONE 301-913-9660

FAX 301-913-9044

DAVIDSCULL@ESTATESLLC.COM

January 7, 2015

Subject: **Maryland's Recreational Immunity Law**

Open Letter to Interested Persons:

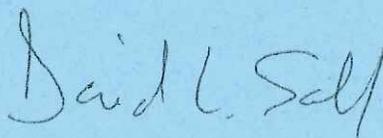
Like most states, Maryland has enacted laws that protect property owners who allow others to use their property for recreation without charge.

Specifically, MD Code Annotated, Natural Resources Article §5-1104 provides that such an owner "has no duty...to keep the premises safe...or give any warning of a dangerous condition, use, structure or activity...and...does not...incur liability as a result of any injury...caused by an act or omission of the [owner]..."

The law covers not only persons who own land outright, but also persons who hold easements (e.g. utility company rights-of-way, trails).

As an advocate for mountain bikers in the 90's, I helped organize a coalition of outdoor groups (hikers, bikers, equestrians, trail runners, etc) who successfully lobbied Maryland's legislature to expand the law's coverage, and then, a few years later, supported the law in court by filing a "friend of the court" brief in support of a landowner being sued by a jogger who had slipped on ice on a paved path. The result was a strong affirmation of the law's purposes and effect. See Fagerhus v. Marriott, 130 Md. App. 525; 795 A.2d 221 (2002).

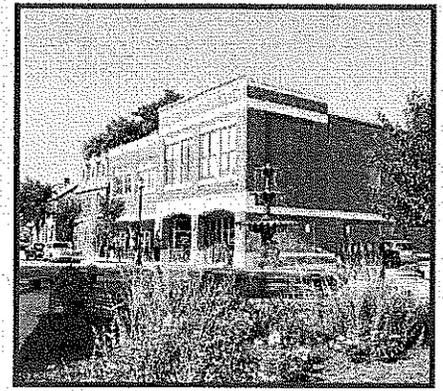
Disclaimer: This letter is intended to provide general historical information only; it is not intended as, and should not be relied on as, an opinion on liability in any particular location or situation.



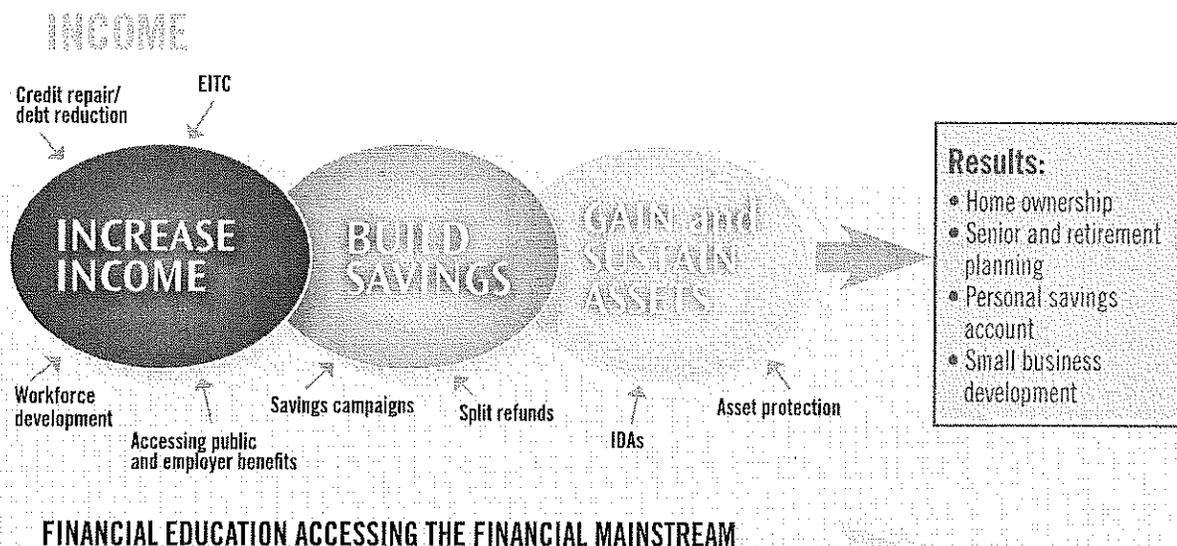
David L. Scull

The Prosperity Center

Bernard Brown Community Center
 629 N Market Street, Frederick MD 21701
www.unitedwayfrederick.org/prosperity



- Who** United Way of Frederick County, Housing Authority of the City of Frederick, Frederick County Financial Literacy Coalition, IRS, Frederick County Chamber Leaders on Loan, and multiple non-profits.
 Target Population: Underemployed or unemployed residents of Frederick County.
- What** Develop a holistic, integrated approach to improving the financial security of Frederick County residents. The "Prosperity Center" is a financial stability one-stop hub, allowing community members to access income supports, employment and education services, financial education, asset building services, and more.
- Where** Through a centralized campus model the bulk of the services and activities will occur at the Bernard W. Brown Community Center. With partner agencies, United Way hopes to expand and have satellite offices or branch campuses throughout Frederick City and County.
- Why** In Frederick County, 10,500 residents live at or below the poverty line, an additional 16,000 are considered "working poor". Stagnant incomes, increases in the cost of living, and high levels of underemployment have exponentially increased the financial instability of millions of Americans, illustrated by the current foreclosure and bankruptcy rates. 1 in 3 families put basic needs, like food and rent, on a credit card.
- How** Through collective impact with local businesses, nonprofits, and government, The Prosperity Center services will focus on the five building blocks of financial security: family-sustaining employment, income supports, saving and assets, manageable expenses, and affordable housing.



"The Earned Income Tax Credit is the best anti-poverty, the best pro-family, the best job creation measure to come out of Congress."

-Ronald Reagan



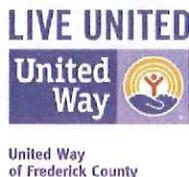
PROSPERITY FAIR

**Financial Literacy Leads to
Long Term Prosperity**

Tuesday, January 20th, 4-7 PM

In partnership with the Frederick County Financial Literacy Council

Hosted by:



FREE!

Tax Preparation

Find out if you qualify for
a tax credit or refund
Call 2-1-1 to schedule
an appointment

Childcare Available

Advance Notice Required
Ask for Taylor at:
301-663-4231

**Goodwill Store Gift
Cards for the First
25 Attendees**

**Refreshments and
Groceries**

**Resume and Job
Interview Tips**

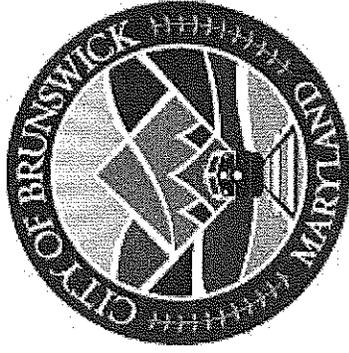
**Educational Booths,
and More!**

The Prosperity Center

629 N Market Street
Frederick, MD 21701

301-663-4231

www.unitedwayfrederick.org/prosperity



Certificate of Appreciation

presented to

Brunswick Area Recreation Council

January 13, 2015

On behalf of the Brunswick community, the Mayor and Council wish to thank your organization for the continued support shown at Brunswick events and County-wide endeavors. The hard work and dedication of your volunteers is recognized and commended.

Karin B. Tome, Mayor



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Economic Development Commission Application

Individuals interested in seeking appointment to the City of Brunswick Economic Development Commission are asked to complete this form.

Name _____ Date _____

Address _____

Phone Number _____

Email: _____

How long have you lived in Brunswick? _____

1.) Why are you interested in a position on the Economic Development Commission?

2.) Have you served on other municipal or county boards and / or commissions? Describe:

3.) What, in your opinion, would constitute a conflict of interest for an individual in public service?

Membership Questionnaire-Economic Development Commission



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Re: City of Brunswick Emergency Preparedness Committee of 2015

Dear Committee Member:

Subject to the advice and consent of the City Council, pursuant to Section 16-31 of the City of Brunswick Charter I am appointing you to the *City of Brunswick Emergency Preparedness Committee of 2015* (EPC). If, as I hope, the City Council consents to your appointment at its January 13, 2015 meeting, I wish to convene the group shortly thereafter to begin work. I have attached the scope of work of the EPC, which is marked draft prospective to the Council's consent.

Below are listed the members I am appointing to the EPC subject to the Council's consent.

- Tom Simpson, Chair
- Hon. Carroll Jones, Council Member, City of Brunswick
- Hon. Jeff Snoots, Council Member, City of Brunswick
- Nelson Smith, President, Brunswick Ambulance Company 19
- Nate Gesse, President, Brunswick Fire Company 5
- Seamus Mooney, Director, Emergency Preparedness, Frederick County
- Milt Frech, Ex Officio, Chief of Police, City of Brunswick
- Bob McGrory, Ex Officio, City Administrator, City of Brunswick

Given the timeline established for completing your tasks, it is important that the Committee start work as soon as possible. The City will provide such staff support to the EPC as the committee may request, and will assist in prioritizing the tasks laid out for the group.

I am requesting that the Committee send me its written recommendations no later than December 15, 2015, although interim or other recommendations prior to that would be welcome. At that time the committee's work will be completed and the City will evaluate the organizational structure required for implementing the next steps. If you have any questions, please do not hesitate to contact City Hall (CityHall@BrunswickMD.gov).

I am personally grateful to each Committee member for a willingness to serve on this committee, and believe that this committee, through its advisory function, will have a critical role in preparing for the future of the City of Brunswick. I look forward to working with each of you.

Regards,

Karin B. Tome
Mayor

S:\Boards and Commissions\Administrative Documents for Boards & Commissions\Sample Appointment letter - Emergency Prep Committee.docx

City of Brunswick Emergency Preparedness Committee of 2015

The City of Brunswick Emergency Preparedness Committee of 2015 shall consist of the number of members as shall be appointed by the Mayor. Members of the Committee shall serve without compensation for a term ending December 15, 2015. The Committee shall meet as frequently as necessary to complete the tasks assigned before the end of their term of service. Meetings of the Committee shall comply with all Federal, State, and Local Regulations.

The Committee shall:

- A. Review, update, and make recommendations for the revision of the City of Brunswick's Emergency Operations Plan (EOP), also known as the Brunswick Emergency Response Plan, which may include, but is not limited to information regarding:
 - 1. Preparations for and the carrying out of executive emergency powers,
 - 2. The delegation and sub-delegation of administrative authority by the Mayor,
 - 3. The performance of emergency functions including firefighting, police, medical and health, welfare, rescue, engineering, transportation, communications and warning services, evacuation of persons from stricken areas, plant protection, restoration of utility services, and other functions relating to civilian protection together with all activities necessary or incidental to the preparation for and carrying out of such functions,
 - 4. Requirements for department operation including management succession, procedures for providing twenty-four (24) hour capability, mobilization procedures, special disaster response procedures, plans for records protection, personnel procedures, finance plans, and training procedures for disaster response;
 - 5. Accurate contact information for all necessary personnel (including all intergovernmental; local, County, State, Federal)
- B. Prepare and recommend to the Mayor plans for mutual aid operations with local, County, and State political subdivisions thereof;
- C. Recommend expenditures for disaster preparations and training for elected officials and/or staff;
- D. Prepare or recommend a flyer and/or brochure which can be distributed with minimal expense (ie. printed and electronic) which will inform Brunswick residents of the City's plan in case of various emergencies and will instruct them of appropriate actions to take.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Re: Sustainable Brunswick Committee

Dear Committee Member:

Subject to the advice and consent of the City Council, pursuant to Section 16-31 of the City of Brunswick Charter, I am appointing you to the *Sustainable Brunswick Committee*. If, as I hope, the City Council consents to your appointment at its January 13, 2015 meeting, I wish to have the group continue the work it has started as the "Green Team". I have attached Resolution 2013-02, which outlines certain principles for the City and which shall constitute the charge to the Sustainable Brunswick Committee.

Below are listed the members I am appointing to the Sustainable Brunswick Committee subject to the Council's consent.

- Antonette Vasseur, Chair
 - Hon. Ellis Burruss, Council Member, Ex officio
 - Karen and Emma Osborne
 - Patty O'Brien and John Donohue
 - Courtnay Fortier
 - Dave Herber, Frederick County Public Schools, Ex officio
- Dan and Rosanne Roe
Mariah and Adam Wyatt
Tracy Machen

To achieve the goal of obtaining Sustainable Maryland Certification by June 30, 2015, it is important that the Committee continue meeting on a regular schedule. The City will provide staff support to the committee (mainly through Breanna Thomas) and will assist in prioritizing the tasks laid out for the group.

I am requesting that the Committee send me written updates on its progress – Councilmember Burruss will relay these accomplishments to the community at regular Mayor and Council meetings. In addition, the Chair is welcome to attend these meetings to update Council. At the time of certification, but in any case not later than January 12, 2016, your assignment and appointment will be concluded and the City will evaluate the organizational structure required for implementing the next steps. If you have any questions, please do not hesitate to contact City Hall (CityHall@BrunswickMD.gov).

I am personally grateful to each Committee member for a willingness to serve on this committee, and believe that this committee, through its advisory function, will have a critical role in gaining this valuable certification on the path to a sustainable future for the City of Brunswick. I look forward to working with each of you.

Thank you in advance,

Karin B. Tome
Mayor



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET BRUNSWICK, MARYLAND 21716 (301) 834-7500

**Resolution N. 13-02
CITY OF BRUNSWICK
Resolution Supporting Participation
In the Sustainable Maryland Certified Municipal Certification Program**

WHEREAS, a sustainable community means meeting the needs of the present without compromising the ability of future generations to meet their own needs,

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the City of Brunswick strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, the City of Brunswick hereby acknowledges that the residents of the City of Brunswick desire a stable, sustainable future for themselves and future generations;
and

WHEREAS, the City of Brunswick wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically-sound, local government practices; and

WHEREAS, by endorsing a sustainable path the City of Brunswick is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

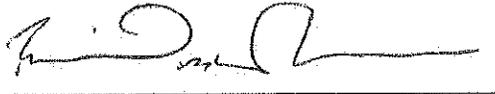
WHEREAS, as elected representatives of the City of Brunswick, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community: NOW THEREFORE

BE IT RESOLVED, that to focus attention and effort within the City of Brunswick on matters of sustainability, the City of Brunswick Mayor & Council wishes to pursue local initiatives and actions that will lead to Sustainable Maryland Certified Municipal Certification.

BE IT FURTHER RESOLVED, by the Mayor & Council of the City of Brunswick that we do hereby authorize the Development Review Coordinator to serve as The City of Brunswick's agent for the Sustainable Maryland Certified Municipal Certification process and authorize this individual to complete the Municipal Registration on behalf of the City of Brunswick.

Passed this 22nd day of April, 2013 by a vote of 5 for; 0 against; 0 abstaining, and 1 absent.

ATTEST:



Richard B. Weldon, Jr.
City Administrator

COUNCIL OF THE CITY OF BRUNSWICK



Name:
Title:

Approved this 22nd day of April, 2013.

ATTEST:



Richard B. Weldon, Jr.
City Administrator



Karin B. Tome
Mayor



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Re: Brunswick History Committee

Dear Committee Member:

Subject to the advice and consent of the City Council, pursuant to Section 16-31 of the City of Brunswick Charter, I am appointing you to the Brunswick History Committee. If, as I hope, the City Council consents to your appointment at its January 13, 2015 meeting, the committee will have the following charge:

1. Continue the work that has been started on organizing and digitizing the historical documents that are found in City Hall, including, but not limited to past ordinances, tax records, photographs, and ledgers.
2. Develop materials to celebrate the 125th Anniversary of the incorporation (1890) of the City of Brunswick to present at the Annual Railroad Days Festival in October, 2015.
3. Work with community volunteers to improve the existing condition of the Berlin Cemetery.

Below are listed the members I am appointing to the Brunswick History Committee subject to the Council's consent:

Vicki Dearing, Chair
Hon. Walter Stull, Mayor ProTem (Council liaison; ex officio)
Ruth Kline Staples
Bruce Funk

Additional volunteers are encouraged to assist with the work of the Committee as needed.

The City will provide staff support to the committee (mainly through Bridget Burriss) and will assist in prioritizing the tasks laid out for the group.

I am requesting that the Committee send me written meeting minutes as they progress – Mayor Pro Tem Stull will relay these updates to the community at regular Mayor and Council meetings. In addition, the Chair is welcome to attend these meetings to update Council. At the time of completion of the charge, but in any case not later than January 12, 2016, your assignment and appointment will be concluded and the City will evaluate the organizational structure required for implementing the next steps. If you have any questions, please do not hesitate to contact City Hall (CityHall@BrunswickMD.gov).

I am personally grateful to each Committee member for your diligent prior stewardship of the City's history, and believe that this committee, through its advisory function, will have a critical role in preserving important documents for the City of Brunswick, celebrating the City's 125th anniversary, and making improvements to the historic Berlin cemetery. I look forward to working with each of you.

Thank you in advance,

Karin B. Tome
Mayor

S:\Boards and Commissions\Ad Hoc Committees\History Committee\Sample Appointment letter - Brunswick History Committee.docx

City of Brunswick
Mayor and Council Meeting Minutes
Monday, December 9, 2014, 7:00 P.M.

The December 9, 2014 City of Brunswick Mayor and Council meeting was called to order at 7:00P.M. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Angel White, Ellis Burruss, Carroll Jones, and Jeff Snoots, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; and Carrie Myers, Office Manager. Council Member Harry Lashley joined the meeting at 7:40 P.M.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on December 9, 2014 at 6:00 P.M. at City Hall to discuss personnel issues; to consult with staff, consultants, or other individuals about pending or potential litigation; and to protect the privacy or reputation of individuals concerning a matter not related to public business. The authority to close this meeting is found in Article 10-508 a 1 in the Annotated Code of Maryland. Mayor Tome and Council Members Burruss, Jones, Lashley, Snoots, and Stull were present, as well as City Administrator McGrory. The Council discussed the following items: Personnel Matter – specific personnel transactions in the Police Department and Administration, Personnel Matter – discussion of prospective appointees, and Pending Litigation – update from staff.
- Mayor Tome discussed the City tree lighting.
- Mayor Tome discussed the Penny's Diner/Oak Tree Inn ribbon cutting ceremony and expected opening.
- Mayor Tome discussed the United Way Income Tax Assistance Program.
- Mayor Tome asked Council Members to keep an open mind during Pay as you Throw discussions.
- Roger Wilson, Government Affairs and Policy Director for Frederick County, introduced himself to the Council and offered comments.

Approval of Minutes

- Mayor & Council Meeting –November 24, 2014
- Public Hearing – November 24, 2014

Mr. Burruss made a motion to approve the minutes with one noted correction. Mr. Snoots seconded, and the motion passed 5-0, with Ms. White abstaining because she was not in attendance on November 24, 2014.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Courtney Crown, 12 West I Street; Tom Smith, 211 Wintergreen Lane; Carmen Lescure, 203 5th Avenue; William Warren, 324 West Potomac Street; Maria Sinehouse, 130 West Orndorff Drive; Charlotte Gaither, 204 East H Street; Jordan Shaw, 1201 Moore Springs Court; Tom Calahan, 12 West D Street; Tom Weireck, 118 4th Avenue; Regina Sigler, 500 West Potomac Street; Peggy French, 53 Concord Drive; Darren Wigfield, Alex Court, Frederick; Tom Simpson, 21 East E Street; Katie Martinez, 4 West Orndorff Drive; Nathan Brown, 411 Walnut Street; Kim Cable, 807 4th Avenue; Eric Beasley, 27 East E Street; Ellen Renfro, 412 East A Street; and Theresa Price, 11 Wenner Drive, offered comments.

Mayor Tome gave a presentation on Pay as you Throw. Each Council Member was given a chance to comment regarding a Pay as you Throw program in Brunswick. Although some initially expressed no desire to move forward with such a program, several Council Members did agree to consider some type of hybrid program.

Mayor Tome asked Council Members if they were in favor of enforcing the City's current trash ordinance. All Council Members responded that they were in favor of enforcement.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 513 – Master Plan Map Amendment – second reading

Mr. McGrory summarized the proposed ordinance for the record. The ordinance will be considered at the January meeting following the Public Hearing.

Report of Officers – Council - Committees

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, and Park Heights Cemetery.

Unfinished Business

- History Commission

Mr. Stull made a motion to table this item until the January meeting. Mr. Snoots seconded the motion, and Mr. Burruss noted that the Council could have a general discussion on the topic tonight. The motion passed 5-1, with Mr. Burruss opposed.

- Miniature Golf Course – Approve Modified Location for Grant

Council Member White proposed to change the location of the miniature golf course to the City pool property. Other Council Members offered comments and Mr. McGrory explained the process to apply for a Program Open Space grant.

Mr. Burruss made a motion to amend the location of the miniature golf course to the City pool property. Mr. Lashley seconded the motion. Mr. Stull asked if the Council was approving the miniature golf project if this motion passed.

Mr. Burruss amended his motion as follows: to apply for a Program Open Space grant for the erection of a miniature golf course at 99 Cummings Drive and the approval of said project upon receipt of grant funds. Mr. Snoots seconded the motion, which passed 5-1, with Mr. Stull opposed.

- Utility Bill Adjustment Policy – Comparison with Frederick County

Mr. McGrory stated he would like to postpone this topic until the January meeting. Mr. Burruss made a motion to postpone. Mr. Snoots seconded the motion, which passed 6-0.

New Business

- WB Tower Bill of Sale

Mr. McGrory explained the Bill of Sale. Mr. Jones made a motion to execute the Bill of Sale. Ms. White seconded the motion, which passed 6-0.

- Main Street Boundary Map Amendment

Mr. McGrory explained the issue. Abbie Ricketts and Lee Zumbach with Brunswick Main Street offered comments. The consensus was to consider this item at the January meeting.

Adjournment

Mr. Stull made a motion to adjourn the meeting. Mr. Snoots seconded the motion, which passed 5-0.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date



Brunswick Police Department Monthly Report

Reporting Month and Year: December 2014

Traffic Enforcement Activity

	Month	YTD	PY Month	PY YTD
Maryland State Citations:	42	392	32	322
Maryland State SEROS:	5	54	15	66
Warning Citations:	42	532	68	388
Parking Citations:	41	498	21	202

Parking Enforcement Revenue

	Month	YTD	PY Month	PY YTD
Fines Collected:	*	*	*	*
Meter Collections:	*	*	*	*

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1410	17223	1417	14642
Homicide	0	0	-	0
Rape	1	2	-	0
Robbery	1	1	-	0
Assault	7	66	-	46
B&E	3	18	-	15
Theft	4	62	-	64
Auto Theft	0	3	-	0
Motor Vehicle Accidents	4	57	-	69

Ofc. McGuire and Sgt. Moxley participated in Shop with a COP on December 6th.

Agency supported Santa Run, Children Party and Hometown Holiday activities.



Brunswick Police Department
Call Type Counts Listing
December 1, 2014 to December 31, 2014

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	1
ANIMAL COMPLAINTS	1
ANY SEX OFFENSE / RAPE	2
ASSAULT - OCCURED EARLIER	3
ASSAULT - REPORT ONLY	1
ASSAULT WITH INJURY	2
ASSIST FIRE DEPARTMENT	12
ASSIST OTHER AGENCY - SPECIFY	1
ASSIST OTHER PD (SHERIFF)	24
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	7
CARDIAC ARREST	2
CHILD / JUVENILE ABUSE	1
COMMERCIAL	6
COMMERCIAL BURGLARY - REPORT ONLY	1
COURT - BPD	8
COURT PAPERWORK	4
DESTRUCTION OF PROPERTY / VANDALISM	9
DISABLED VEHICLE	2
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	1
DISORDERLY CONDUCT - INTOXICATED SUBJECT	5
DISTURBANCE - ALL GATHERINGS	10
DOMESTIC	4
DOMESTIC IN PROGRESS - ALERT TONE	1
EMERGENCY EVALUATION	4
EXTRA DUTY	12
FIGHTS / 10 - 10'S - ALERT TONE	1
FOLLOW UP - ALL TYPES	49
FOUND PROPERTY	7
FRAUD	7
FUNERAL ESCORT	1
HARRASSMENT	5
HIT AND RUN PROPERTY DAMAGE	2



Brunswick Police Department
Call Type Counts Listing
December 1, 2014 to December 31, 2014

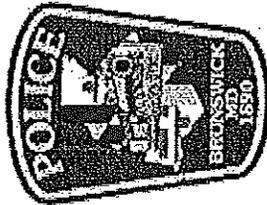
Call Type	Counts
JUVENILE COMPLAINT	5
LOST PROPERTY	1
MISSING PERSON	3
MUNICIPAL INFRACTION	2
NARCOTICS - FCPD SEND TWO CARS	6
NOISE COMPLAINT	9
OFF DUTY SECURITY	1
OPEN DOOR	1
OPEN OR 911 HANG-UP	31
PARKING VIOLATIONS	27
PATROL CHECK (BRUNSWICK)	802
POLICE INFORMATION	3
POLICE TRAINING / EDUCATION	1
PROPERTY DAMAGE ACCIDENT	7
RELAY OR 10-5	5
REPO / TOW AWAY	2
REQUEST OFFICER	93
RESIDENTIAL	6
RESIDENTIAL BURGLARY - REPORT ONLY	1
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	4
RESIDENTIAL HOLD UP - ALERT TONE	2
SCHOOL	2
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	15
SEX OFFENSE	1
SPECIAL ASSIGNMENTS	18
SUICIDE - ATTEMPTED ALSO	4
SUMMONS SERVICE (BPD)	5
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	7
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	4
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	11
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	7
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	3



*Brunswick Police Department
Call Type Counts Listing
December 1, 2014 to December 31, 2014*

<i>Call Type</i>	<i>Counts</i>
TRESPASSING	11
VEHICLE STOP (BRUNSWICK)	55
VERBAL DISPUTE - NON DOMESTIC	1
WALKING PATROL	42
WARRANT SERVICE (BPD)	3
WELFARE CHECKS	9

Total Number of Calls: 1,410

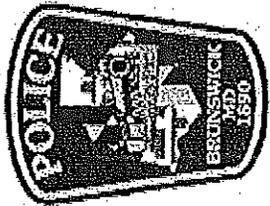


Brunswick Police Department

Listing of Arrests

December 1, 2014 to December 31, 2014

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2014015825	12/01/2014	00:25	NEGLIGENT DRIVING	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2014015829	12/01/2014	13:22	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014015046	12/01/2014	18:35	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2014015046	12/01/2014	18:40	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2014015046	12/01/2014	18:41	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2014015911	12/03/2014	01:15	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2014015952	12/03/2014	23:05	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2014015952	12/03/2014	23:10	CDS, POSSESSION OF PARAPHERNALIA	CLOSED/CLEARED	ADULT	NINO YOINGCO	CLEARED BY ARREST
2014015952	12/03/2014	23:10	CDS, POSSESSION OF PARAPHERNALIA	CLOSED/CLEARED	ADULT	NINO YOINGCO	CLEARED BY ARREST
2014015997	12/06/2014	06:02	DRIVING WHILE LIC SUSP UNDER (17-106.26-204,26-206,27-103)	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014016106	12/07/2014	10:28	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014016271	12/10/2014	18:28	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014016275	12/10/2014	21:50	THEFT, ALL OTHER \$999 OR LESS	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014016422	12/12/2014	22:36	CDS, POSSESSION OF PARAPHERNALIA	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2014016424	12/12/2014	23:26	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	NINO YOINGCO	CLEARED BY ARREST
2014016453	12/13/2014	23:54	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	NINO YOINGCO	CLEARED BY ARREST
2014015295	12/17/2014	13:40	ASSAULT, 1ST DEGREE (ASSAULT W/GUN)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2014009646	12/19/2014	16:01	BURGLARY, 2ND DEGREE (BREAKING AND ENTERING)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2014015526	12/19/2014	23:06	BURGLARY, 4TH DEGREE (BREAKING AND ENTERING)	CLOSED/CLEARED	ADULT	MILTON FRECH	CLEARED BY ARREST
2014017060	12/27/2014	21:39	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2014017066	12/28/2014	02:11	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2014017106	12/29/2014	13:57	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST



Brunswick Police Department
Listing of Arrests
December 1, 2014 to December 31, 2014

Total Number of Arrests: 22



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Department of Public Works Mayor & Council Monthly Report for December

Water Line Repairs and Maintenance

Repair water tap at S. Mountain road, water sample location

Replace service lines on North Maple

Put out leak detectors

Sewer Line Repairs

Pipe patching

Camera sewer lines

Sewer back-up, and put in new clean out at 11 S. Maryland

Water Valve Maintenance

Fire Hydrant Maintenance

Flushing Hydrants

Street Repair and Maintenance

CIP Projects

Storm Drain Maintenance

Miscellaneous Tasks and Maintenance

Tilled up flower garden at Kim Weddle park

Poured concrete pad at yourtee springs

Poured concrete sidewalk at City Park

Put up Christmas Lights

Marked 61 Miss Utility Tickets

Construction and Contractor Suppo

Side walk inspections

Water Meters

20 settlements, 8 repairs, 4 replacements, 2 High Bill Investigations, 4 New installments, 4 Meter Inspections, 1- U & O Inspections, 18 Cut-offs

Safety

Monthly Fire Extinguisher Inspections

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>2.87</u>	*M.G. <u>0.092</u> M.G.
Water pumped from Potomac River.....	<u>10.970</u>	M.G. <u>0.354</u> M.G.
Total.....	<u>13.84</u>	M.G. <u>0.446</u> M.G.
Finished water pump from Plant...	<u>10.203</u>	M.G. <u>0.329</u> M.G.

Submitted By Peter Hoffsta
Date 1-6-15

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE –DECEMBER 2014

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Patrick, Matt and Steve attended the water samplers certification seminar
- 4) WTP staff drained and cleaned #1 sedimentation basin
- 5) Roberts Electric Motors came to repair the heaters at the elevated storage tank
- 6) WTP staff replaced the waste sludge pump control floats
- 7) Replaced the finished water sample lines
- 8) Received a generator delivery at Yourtee Springs and installed it
- 9) Changed the oil in the finished water pump motors
- 10) Replaced the portable gas and oxygen meter
- 11) Replaced the filter sweep control valve on #2 filter
- 12) Changed the oil in all air Compressors
- 13) Replaced the batteries in all the smoke detectors
- 14) Assisted the WWTP in removing a pump bearing and pumping the contents of SBR #2 into SBR #3
- 15) Replaced the suction line on the Permanganate feeder

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Treated Effluent Flow --- 16.13 M.G.

Rain --- 2.8 INCHES

Sludge to Landfill --- 118.00 TONS

Submitted By --- Patrick Hoffmaster
Date 1/8/15

- We seen several days of high flows into the WWTP this month from all the rain I & I



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

December Technical Services Staff Report **Mayor and Council 1-13-2015**

Planning

- Staff coordinated with contractors to finalize occupancy for Oak Tree Inn and Penny's Diner.
- Staff coordinated with property owners to discuss water connection and sidewalk connections for properties along Gum Spring.
- Staff worked with economic coordinator on events and business development.
- Staff finalized PWA for next phase of Brunswick Crossing.
- Staff processed Special Exception for the old fire hall building.
- Staff processed 8 model homes for Ryan Homes at Brunswick Crossing.
- 11 Zoning Certificates issued December
- 4 U&O's issued December
- No BoA meeting in December and meeting is scheduled for January 22, 2015.
- No Planning Commission in December and no meeting is scheduled for January.

GIS

- Assisted public with property data.
- Assisted public works with updates to utility mapping.
- Upgrading system software for GIS
- Developing subdivision data base
- Developing various maps.

ZC Log 2014

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
227	25-591204	12/3/2014	29	Ryan Homes	1200	Dargon Quarry Ln	SFD
228	25-589756	12/3/2014	29	Ryan Homes	1160	Dargon Quarry Ln	SFD
229	25-590988	12/3/2014	29	Ryan Homes	603	Potomac View Pkwy	SFD
230	25-590989	12/3/2014	29	Ryan Homes	605	Potomac View Pkwy	TH
231	25-590990	12/3/2014	29	Ryan Homes	607	Potomac View Pkwy	TH
232	25-590991	12/3/2014	29	Ryan Homes	609	Potomac View Pkwy	TH
233	25-590992	12/3/2014	29	Ryan Homes	611	Potomac View Pkwy	TH
234	25-590993	12/3/2014	29	Ryan Homes	613	Potomac View Pkwy	TH
235	25-589905	12/4/2014	29	Adam Newhart	1144	Dargon Quarry Ln	Steps
236	25-589883	12/11/2014	29	Advantage Homes	1220	Lander Creek Dr.	SFD
237	25-470168	12/29/2014	1539	Solar City	115	Sixth Ave.	Solar Panels

U&O Log 2014

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
66	14-66	12-2-14	1424	Village Green Way	SFD	121064	12-2-14
67	14-67	12-3-14	1145	Dargon Quarry Ln	SFD	121676	12-3-14
68	14-68	12-11-14	620	Souder Rd	Pennys Diner	113355	12-11-14
69	14-69	21-12-14	620	Souder Rd	Oak Tree Inn	113140	12-12-14

MONTHLY CODE ENFORCEMENT REPORT

Violations	December 2014	YTD January thru December 2014	January thru December 2013
WARNINGS			
Vac.Lot Trash / Junk Cars	1/1	11/29	17/25
Yrd.Trash / Unsafe Yrd.	0/0	19/2	71/1
Dwell. Trash / Unsafe	4/0	32/6	40/1
Yard Grass /Unsanitary	0/0	64/1	92/0
Vac. Lot Grass/ S.Walk Rep.	0/0	45/1	65/3
S. Walk Grass/ S.Walk Trash	0/6	0/8	2/6
Littering / Unsafe Vac. Bldg.	0/2	3/8	8/6
Obstruct s.walk/ unsec vac.	0/1	14/15	1/13
Animal Waste / Snow and	0/0	3/119	1/52
Vehicle Repairs / Livestock	0/0	0/4	2/2
Trash Cans /Signs	2/3	4/31	4/5
Warning Totals	20	419	417
CITATIONS			
Junk Cars	1	8	6
Yard Trash	0	4	2
Dwelling Trash	0	4	3
s. walk rep/.Yard Grass	0/0	0/3	0/0
Vac. Lot Grass/ Trash	0/0	15/0	14/0
Sidewalk Trash / Grass	0/0	0/0	0/1
Unsafe Vac. Build./	0/0	1/2	0/0
Obstruct s.walk/ Unsec.	0/0	3/2	0/1
Unremoved Snow & Ice	0	13	5
Animal Waste /Vehicle	0/0	0/1	0/3
Trash Can Violations	0	0	0
Unsafe Yard /Unsafe Dwell	0/0	0/1	1/0
Littering	0	0	0
Citation Totals	1	57	36
Complaints	2	83	101

Brunswick History Commission Staff Comments

Is there a problem that this recommended action will solve?

In the background material, there is no description of a problem that the proposed legislation is going to solve. As stated in the proposal, "a small group of volunteers continues to meet in City Hall to organize and preserve historical documents." During the current administration, this group has met without incident and has continued their progress on the current work described, with the assistance and technical support of the City government, as has long been the case. Long serving volunteers indicate that they are able to accomplish their goals as previously had been the case.

What is the historical precedent for the History Commission?

As was noted, Mayor Jesse Orndorff created the "Commission on History and Distinguished Citizens" in 1975, but neither he nor any Mayor nor any Council before or since has acted on the presumption that such Commission must be included in the Brunswick City Code. Ms. Connie Koenig, one of Mayor Orndorff's original appointees, spoke before the Mayor and City Council on November 24, 2014 regarding this matter, and stated that she believes that the former Commission fulfilled Mayor Orndorff's mandate and completed its work more than 20 years ago.

So what has changed in the past few years?

The bank account is mentioned, which account was opened with the City's tax ID number and for which the City is therefore accountable. However, this account apparently was allowed to have a signatory who was not an employee and sworn officer of the City government, nor were financial records accessible under the City's standard practices. The City was recently able to update signatures for those accessing the funds to current officers of the City government, consistent with the fiduciary responsibilities outlined in the City Charter and clearly under the control of the elected Mayor and Council of the City of Brunswick. Subsequently, the expenditures of these funds have complied with the purchasing policies and practices of the City as approved by the Mayor and City Council. Does the City Council believe that the financial control of these funds in the City account should be delegated outside the City's control again? The legislation appears to provide that authority.

Are there alternative measures to consider?

While the recommended action is to include the Commission in the "Brunswick City Code under Commissions and Committees", what other models exist for such groups of volunteers to serve the City. There are Ad Hoc groups that do great service to the City outside of formal amendment to the Code of Ordinances. The Mayor could also appoint a group to serve this function, as Mayor Orndorff did. Have these alternatives been explored?

Here are some additional questions to ponder:

- Have any of the Council Members attended the recent meetings of the Ad Hoc group of Citizens that meets at City Hall on Thursdays, and observed the issues of concern this proposed legislation purportedly addresses?
- Are there alternatives to legislating a new Commission into existence? (The City Council just voted in November 2014 to amend the Code and eliminate two Commissions which had been on the books for years without members, yet now there is a desire to create a new Commission.)
- Does the City have sufficient volunteer resources to fill Commissions that already exist? (for example, there are some current vacancies and the City is barely able to keep the visitor's Center open 4 additional hours per week)

- Does every ad hoc group of volunteers that works on things of interest to the City require “Commission” status in the Brunswick City Code? If so, what is the threshold the Council wishes to establish.
- How do those interested in creating such Commission anticipate assuring compliance with the Open Meetings Act, and the Maryland Public Information Act? Will these be staff functions?

Conclusions:

Staff is very grateful for the contributions of the citizen volunteers who continue to serve the City as stewards of its history, and has enjoyed working with them. Staff believes that the status quo for many years has been successful in making progress on the issues of interest.

- 1) If Members of the Council or others believe the current volunteers are unable to perform the tasks outlined under the current situation, it would be helpful to have these parties identify for the Council specific problems with the current arrangement that the legislation will address.
- 2) If the Council believes that government action is needed to create something more formal than the current successful arrangement, staff recommends alternative solutions be considered and discussed, for the reasons outlined above.
- 3) Care should be taken not to grant authorities which conflict with the Mayor and City Council’s established policies and procedures.
- 4) If such legislation is to move forward, staff requests the opportunity to discuss specific issues with the Council in closed session. The statutory justification for such discussion falls within the two categories below:

State Government Article, §10-508(a)]

- _(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- _____(2) To protect the privacy or reputation of individuals concerning a matter not related to public business;

Brunswick History Commission BACKGROUND

Formation and Purpose

According to minutes of the Brunswick Mayor and Council meeting of December 9, 1975, a Commission on History and Distinguished Citizens was created on that date. Mayor Jesse Orndorff appointed 13 members at that meeting. By-laws were written. According to updated by-laws of July 1988, the name of the organization was then changed to Brunswick History Commission.

The by-laws describe the purpose of the Commission: "to research all important aspects of the history of Brunswick, its citizens, its organizations, its churches, its industries, its growth and to record that history suitably." The Commission was also tasked with filing its findings and "making them available to those seriously interested." The place of work was listed as City Hall.

The by-laws also provide detailed rules for officer duties, meetings, audits, and committees. Members and volunteers continued to meet on Wednesdays at City Hall for many years.

The Early Years

Between 1975 and 1990, the Commission's work focused primarily on two projects. One was researching important contributions of local people and recognizing them as "distinguished citizens." The other was to research and write a history of Brunswick. The book, *Brunswick: 100 Years of Memories*, was published in 1990. The Commission continued to compile and organize information, including a significant collection of photographs and other documents. These historical documents are well organized into a filing system and stored in cabinets on the second floor of City Hall. Work was also done to collect oral histories and record them on tape.

Until 2014, the Commission maintained its own bank accounts, where it deposited funds from its book sales, private donations, and a large bequest from one of its most active members, Elizabeth Frye. At the end of 2013, History Commission accounts had a balance \$34,158.

Current Work

Although no official appointments have been made to the Commission in many years, a small group of volunteers continues to meet in City Hall to organize and preserve historical documents. Their current goal is to catalog, scan and digitize all the photographs and documents, then put them online, making them more accessible to the public. This will also help to preserve the original photos. Since the 1980's this group also started collecting and filing documents and photos on the *current* history of our town. All this stored information lends itself to genealogy and family research, as well as research on houses, businesses, and local organizations.

Other Organizations Doing Related Work

There is some overlap in function with other local organizations. The Brunswick Heritage Museum collects photographs and historical documents; however, their focus is on the exhibition of larger artifacts and railroad history. The Kaplon collection at the Brunswick Library also contains a large number of Brunswick photographs. The "Smoketown History" Facebook page, which is run by private individuals, is a resource for local photographs and historical commentary. It shows the strong interest in local history among current and former residents. Yet none of the other sources is as comprehensive in the length of historical coverage as the History Commission files.

Recommended Action by the Mayor and Council

The Brunswick History Commission should be recognized as an official City commission and be listed in the Brunswick City Code under Commissions and Committees. New members should be appointed to the Commission. A list of residents who are interested in serving is available.

DRAFT

City of Brunswick, Code of Ordinances
Chapter 2. Legislative and Administrative Functions
Article 2. Commissions and Committees

Title 4. Brunswick History Commission

Section 2-2401 Created

A History Commission is created for the City of Brunswick and shall be referred to as the "Commission" or "History Commission."

Section 2-2402 Membership

The History Commission shall consist of seven (7) members appointed by the Mayor with approval of the Council. They shall represent, as well as possible, the various areas of the city and various demographic groups. Each member shall serve for two (2) years, or until his/her successor takes office. All members shall be eligible for reappointment. Members may be removed by the Mayor and Council for inefficiency, neglect of duty or malfeasance in office. All members shall serve without compensation.

Section 2-2403 Officers

The members of the History Commission shall elect a chair, secretary, and any other necessary officers at an annual meeting.

Section 2-2404 Functions

The History Commission shall research important aspects of the history of Brunswick, document and store that information using appropriate archival methods, and make that information available to citizens or other interested persons. This work shall be directed by the Commission members and performed by these members and other persons the Commission chooses to call upon for assistance. The Commission shall coordinate its work with other local historical organizations.

Office of the Mayor
City Hall
Brunswick, Maryland 21716

November 24, 1975

Dear *Carmel*,

You are among those who have been nominated to be appointed by the Mayor and Council to serve on the newly created Commission on History and Distinguished Citizens. Those who graciously accept to serve on this commission for a term of *3 years* will be officially appointed to the office at the next general meeting of the Mayor and Council on December 9, 1975, 7 p.m.

The purposes for the formation of this commission are as follows:

- to promote a sense of pride for the accomplishments of the citizens of Berlin/Brunswick
- to foster a knowledge of the history, events, and people of Berlin/Brunswick

The duties of the members of this commission will be:

1. Set up criterion for the selection of the distinguished citizen(s) who will be recognized each year
2. Accept nominations and select distinguished citizen(s) to be recognized
3. Work toward the compilation of both written and verbal history of the people and events of the area
4. Share information with the community

You will be contacted within the next week for your decision to accept or decline this appointment. The first meeting of this commission has been set for Thursday, December 18, 7 p.m. at City Hall.

James C. ...
Sincerely yours,

copy sent to:

Claude Lutman
Mary Margrabe
Bert Thornton
Rev. Ralph Miller
Dorothy Strathern
Carlos Myers
Margaret Spurrier
Estelle Belt

Peter Maynard
John Funk
Connie J. Koenig
William Gross
Rev. Austin Cooper
Lavinia Hood
George S. Streams

Nomination of Berlin/Brunswick Citizens who have made significant contributions to Life, History, and the Activities of our community. No later than February 28, fill in and mail to: Commission on History and Distinguished Citizens, PO Box 36, Brunswick, Maryland. 21716

Names. Include Profession

Addresses

Birth-Death Dates

Marriages

Children

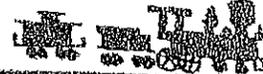
All You Know About These Persons
(For more space, write on back)

If you are unable to write or desire more applications, call 834-7500 for assistance

Submitted by:
Address

Commission Members Jess Orndoff Rev. Austin Cooper Connie Koenig Margaret Spurrier Bert Horton Dorothy Strathern

John Furch Rev. Ralph Miller Mary Margrabe Estelle Bolt Peter Maynard George Streams William Gross Lavinia Hood



Bob McGroarty

January 8, 2015

To: Mayor Karin Tome and the Brunswick City Council
Subject: Brunswick History Commission

The current Commission volunteers would like to express our views on the proposed status of the Brunswick History Commission. We understand there are alternatives proposed to organize as a committee, either through a resolution or as an ad hoc committee. Our preference is that we remain the "Brunswick History Commission" as was originally approved by the Mayor and Council in 1975.

The current History Commission volunteers are Vicki Dearing, Bruce Funk, Ruth Staples, Diane Ellis and Jerry Knight. Other Brunswick residents who have expressed an interest in joining are Bill Eshbaugh, Pat Snoots and Betty Hardy. We have also received strong support from Mary Mannix at the Maryland Room of C. Burr Artz Library and local historian Duane Smith.

The work that the original History Commission was tasked with -- to research, organize and preserve Brunswick's historical documents -- is ongoing work that we believe is important to continue for as long as there is a Brunswick, Maryland. This is not the work of a temporary committee. Work that is planned for the coming year includes a major project to catalog and index the contents of our collection, scan all photographs and documents, put the digitized images online through a searchable website, and make this information available to the public for genealogical research or other information needs. We are also transferring all original photos and documents to archival sleeves and binders, converting audio-cassettes to digital, and preparing a reproduction of the 1990 book "100 Years of Memories." We also hope to begin a new book series that could be available in hard copy and digital. The first would be "Brunswick Churches." Future books could be on Brunswick baseball, Brunswick businesses, prominent homes in our town, and more.

To complete this work, we believe that we need the authority of the City government to give credibility to our work and a guaranteed budget. As part of the City government, we have requested an email address and will be requesting a web site link so that Brunswick residents will have access to our files.

The current members of the Commission believe that making this group officially a Commission will ensure its survival for the long term. A future Mayor and Council could not so easily disband a Commission as they could a Committee. Strong volunteer support is needed to make this a success and a Commission backed by City government would encourage more people to help this important work. Donations of historical documents and photographs from current and past residents is also important and would give potential donors more security knowing that their documents are in good hands and will remain secure for many years to come. We would like to be confident our work is not at peril of a future administration.

Vicki Dearing, Bruce Funk, Ruth Staples, Diane Ellis, Jerry Knight

Vicki Dearing Bruce Funk Jerry Knight Diane Ellis



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

DRAFT

City Leak Adjustment Guidance

In the past, the City of Brunswick has offered assistance for residential property owners who experience high usage due to leaks. Such assistance has been offered to residential property owners under the authority of the Mayor.

In an effort to clarify the circumstances under which the City could offer such assistance, the following guidance is provided.

1. Customers are responsible for the maintenance and repair of service (lateral) connections on private property. The City is not responsible for the maintenance and repair of service (lateral) connections on private property nor the associated costs.
2. Customers are responsible for paying for the costs of water and sewer (wastewater) service based on the measured amount of flow through the meter at the current rates.
3. When the City is contacted by a residential customer that receives an apparently higher-than-normal water bill and believes the increased consumption amount to be the result of an underground service leak, the City will assist with efforts to determine if there is an underground service line leak. The City may charge a fee for this service.
4. If the City determines that there is an underground service leak, in order to be considered for such an adjustment, all of the following conditions must be met:
 - a. The leak must be in the ground between the property line and the first structure the water line reaches. It must be beyond the pack joint immediately adjacent to the meter (on the customer side of the meter).
 - b. A plumber with licensing appropriate to perform the work must schedule the repair work with the City in advance.
 - c. The customer must provide written documentation, from the plumber with licensing appropriate to perform the work who actually completed the work, identifying the specific location of the leak and specifying that the leak repair has been completed.
 - d. The property owner has had no prior reductions at this property.
5. If all of the above conditions are met:
 - a. For customers receiving both water and sewer (wastewater) services, the Mayor or designee shall have the authority to approve a reduction in the amount of the sewer (wastewater) portion of the bill that the City determines is potentially attributable to the underground service leak.
 - b. For customers receiving only water service, the City may consider adjustment of the water portion of the bill that the City determines is potentially attributable to the underground service leak.

NOTE - Excluded from adjustment: leaks in interior plumbing, outside hose bibs, irrigation systems, etc.

S:\Departments\Utilities\Adjustments\Utility Leak Adjustment Practice - COB 2014-12.docx

FREDERICK COUNTY Division of Utilities and Solid Waste
Water Leak in Residential Meter Vault and/or Service Line

BACKGROUND: As underground water leaks are encountered, a written policy is required to establish the limits of the Division of Utilities and Solid Waste Management's ('DUSWM' or 'Division' or 'County') responsibility for maintenance and repairs of the associated infrastructure and confirm the Division's billing practices related to these instances. Water consumption is measured by water meters belonging to, and located in, meter vaults owned by Frederick County. Since the customer has no access to monitor their water use, underground leaks are not normally identified until the meter is periodically read and the consumption billed (quarterly or prorated in conjunction with a property transfer/sale). In addition, problems with pipe material in older service lines, e.g., those constructed using polybutylene pipe, have resulted in large leaks, class action lawsuits and millions of dollars in claims. With the update of the Frederick County Plumbing Code in 2010 (Table 605.3 Water Service Pipe), the use of polybutylene pipe is no longer allowed. A second construction problem was the use of corrugated HDPE drain pipe to "sleeve" copper pipe. The hardness of the drain pipe is greater than that of copper tubing, which resulting movement of the ¾-inch diameter copper tubing in the 4-inch diameter drain pipe caused abrasion to the copper pipe to the point of perforation. In an effort to minimize the billing impact to the customer, the Board of County Commissioners approved a program to adjust water bills of accounts that experienced high water consumption due to underground service line leaks.

AUTHORITY: Board of County Commissioners ("BOCC") approved policy allowing one-time adjustments for service line leaks, as approved on August 27, 1998. The *Design Manual for Water and Sewer Facilities* ("Design Manual") (BOCC Resolutions 94-07 and 6-30) delineates the limits of the County's responsibility/ownership of the customer's metering equipment. The *Standard Details for Water Mains, Sanitary Sewers and Related Structures* ("Standard Details") (BOCC Resolution 13-01) depicts relevant meter vault appurtenances described within this Policy.

PURPOSE: This Policy is used for the purpose of documenting and determining publicly owned vs. privately owned meter equipment and responsibility in regards to the troubleshooting, repair and subsequent billing implications of water leaks found in the County's meter vault, or a customer's private service line (lateral).

POLICY: When the Division is contacted by a residential customer that receives an apparent higher-than-normal water bill and is concerned about the consumption amount believed to be the result of an underground service line leak, the DUSWM will, for a fee, send a crew to the property to determine if there is an underground service line leak or perhaps an interior plumbing issue. Sections 2.1.2.4 and 2.1.2.5 of the Design Manual identify the limit of the County's ownership as it relates to the water meter (identified on the attached Standard Detail as being just beyond the angle check valve/gripper fitting). **ALL repairs within the meter vault are to be performed by DUSWM staff.** Individuals, including licensed plumbers, do not have the authority to access the meter vault.

A. Interior plumbing (toilets, sinks etc), hose bib and irrigation system leaks are the responsibility of the homeowner.

There are no billing adjustments available for interior plumbing leaks, leaks in the outside hose bibs or in irrigation system leaks.

B. If a leak is found to be on the County's side of the angle check valve the County will be responsible for the repairs.

ALL repairs within the meter vault are to be performed by DUSWM staff. Individuals, including licensed plumbers, do not have the authority to access the vault.

Water usage associated with a leak in this location will be eligible for a billing adjustment, including waiver/refund of the initial investigative fee. The bill amount (for both water and sewer charges) will be adjusted based on the account's "average" usage, typically the previous consecutive four (4) quarters where higher than average water usage had not occurred. If, in DUSWM's sole discretion, there is not enough appropriate account usage history, usually one full year, the customer class average will be used. The adjustment will be applied to the billing cycle in which the leak occurred and to one immediately subsequent billing cycle.

C. Leaks found to be in the water line on the homeowner's side of the angle check valve, but WITHIN the meter vault, are the responsibility of the homeowner but will be repaired by the County.

ALL repairs within the meter vault are to be performed by DUSWM staff. Individuals, including licensed plumbers, do not have the authority to access the vault.

Water usage associated with a leak in this location will be considered for a billing adjustment. If approved, this adjustment will be calculated using the approved methodology associated with a Service Line Leak Adjustment (see section D. below); however, it will not be counted as the property's one-time service line leak adjustment. For the purpose of this Policy, the County's repair cost shall be considered equivalent to the investigation fee and will be waived.

D. The repair of leaks in the service line on the homeowner's side of the meter vault is the responsibility of the homeowner.

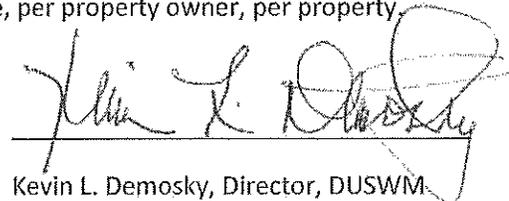
Residential properties that experience an underground service line leak shall be allowed to request a one-time billing adjustment following the repair of the service line. The adjustment will only be allowed for the billing cycle in which the leak occurred. Following the completion of the repair, the proper documentation being provided by the homeowner (i.e., an explanation of the cause of the problem, the material type of service line that failed, location of repair and method of repair including contractor/plumber receipts if available) and the confirmation of the repair by DUSWM, the bill amount (for both water and sewer charges) will be adjusted based on the account's "average" usage, typically the previous consecutive four (4) quarters where higher than average water usage had not occurred. If, in DUSWM's sole discretion, there is not enough appropriate account usage history, usually one full year, the customer class average will be used.

In addition, the DUSWM will provide a water only adjustment for the billing period immediately following the "averaged" period. Such billing shall be based on the full quantity of the metered water usage; however, the entire consumption shall be billed at the lowest residential block of the then current rate structure. This adjustment is available for one-time, per property owner, per property.



Approved for legal sufficiency

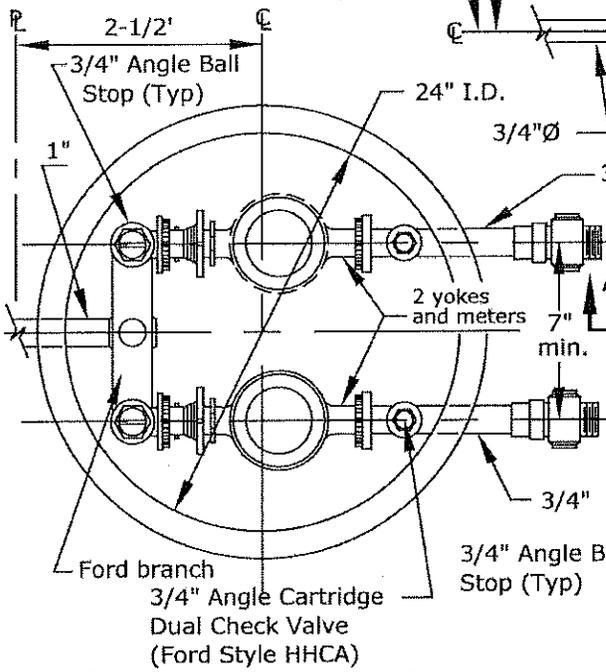
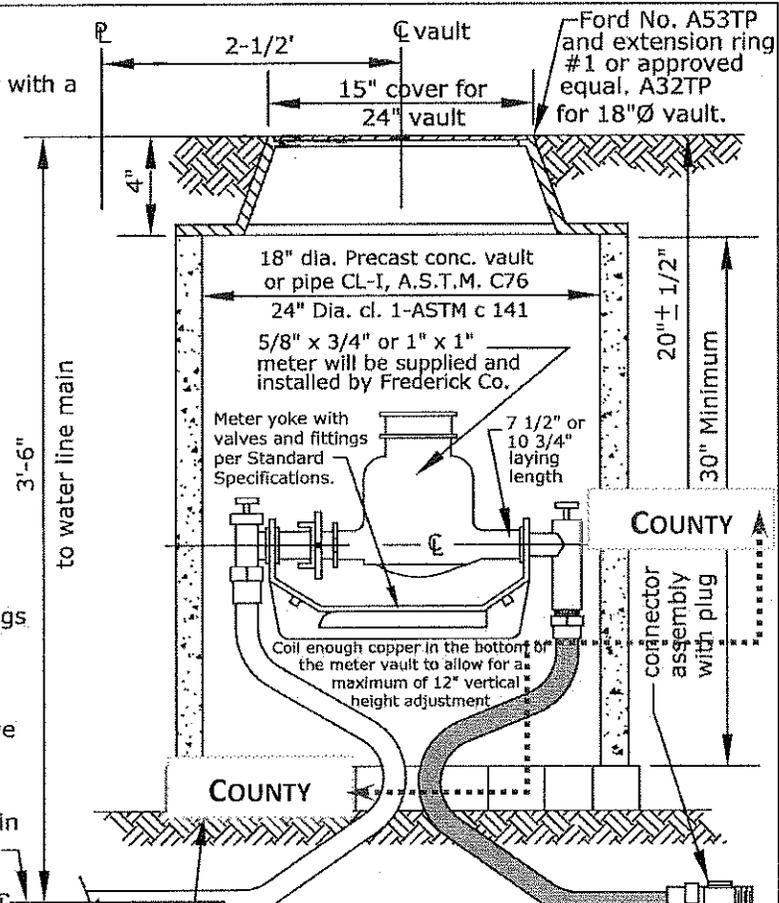
Effective Date: 9/12/2013



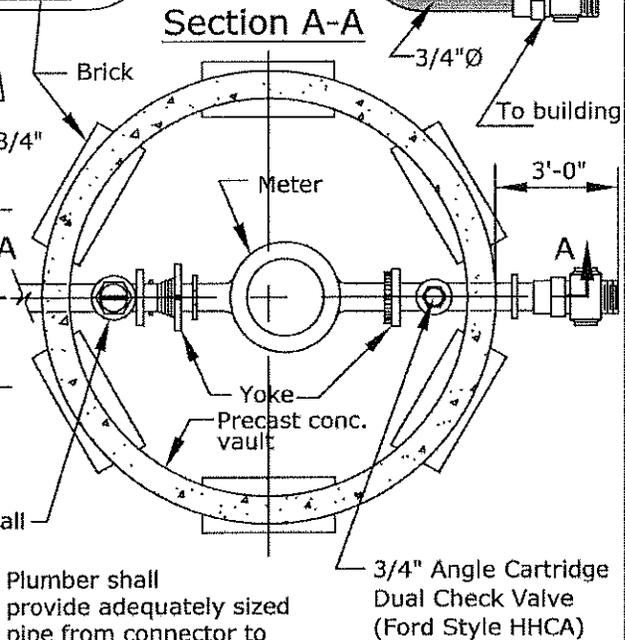
Kevin L. Demosky, Director, DUSWM

Notes:

1. Idler shall be furnished by contractor with a Ford EC-23 expansion connection or approved equal and be installed in the yoke for testing purposes and shall remain installed until the meter is installed by the County.
 2. Single 3/4" meter all pipe and fittings shall be 3/4". Single 1" meter all pipe and fittings shall be 1". See Section 02550 of Standard Specifications. Double connections will require minimum 1" service from main to meter.
 3. Vault shall be placed on bricks. Bricks shall be placed on compacted or undisturbed earth.
 4. All angle stops shall have locking wings.
 5. For a double hole cover add two "t's" (Example A53TTPP)
 6. 3/4" meter shall only be used to serve existing structures W/O sprinklers systems.
- Type K copper from corporation stop in water main installed without splices.



For 24" diameter vault, use extension ring & 15"Ø cover.



Double Service Plan

Single Service Plan

Frederick County Division of Utilities & Solid Waste Management Department of Engineering & Planning	Revisions		3/4" & 1" Water Meter Setting	Detail No. 110.1
	Date	Note		
			Date: 01-24-2013	

Brunswick Main Street Revised Boundary Map Recommendation–December 2014

The Board of Brunswick Main Street voted at its December 3, 2014 meeting to expand its designated boundaries to include all contiguous downtown properties in the B2 and B3 zones.

The Brunswick Main Street program officially began in 2004 with a three-block boundary that encompassed properties fronting Potomac Street, Maple Avenue and Maryland Avenue. In the decade since, Main Street has reached out in both directions of Potomac Street to offer façade grant reimbursement funding and beautification projects to extend the business district and build its appeal both financially and aesthetically.

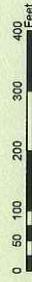
The national Main Street program is designed to preserve and revitalize traditional downtown business districts. It commonly focuses on the “main street(s)” of a town or city. For Brunswick, that main street is Potomac Street. The vast majority of the buildings along the commercial corridor of Potomac Street is more than 100 years old and is traditionally the properties that are most in need of Main Street expertise and revitalization tools. All properties in the B2 and B3 zones were included to offer equal opportunities to properties in those districts.

Brunswick Main Street believes concentrating its renewal efforts on these two core districts encourages the type of downtown redevelopment and revitalization characterized by the principles of the National Main Street Program. This expanded boundary focuses on a business area that is walkable, is safe for pedestrians, is visitor friendly and has green community places while preserving the charm and unique character of the traditional downtown main street. It is also an area Brunswick Main Street believes it can adequately serve with its given resources.

City of Brunswick Existing and Proposed Main Street Properties

- State Approved Main Street Designation
 - Proposed Main Street Boundary B2_B3_GC
- Zoning**
- B2 Downtown Business
 - B3 Business Transition
 - GC General Commercial
 - Roads

Main Street Designation - Source: Maryland Department of Housing and Community Development (DMCHD)



DATE:
 Prepared by:
 Approved by:
 Title:
 City of Brunswick
 Planning and Development Department
 1000 North Main Street
 Brunswick, MD 21770
 Phone: 410-326-7000
 Fax: 410-326-7001
 Website: www.cityofbrunswick.org



Smaller area =
current designated area

- COMMERCIAL
- RESIDENTIAL
- PARKING

