

**MAYOR AND COUNCIL MEETING
TUESDAY, MAY 12, 2015, FOLLOWING 7PM PUBLIC HEARING**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Certificates of Achievement – Brunswick High School State Soccer Champions
 - b. Certificate of Achievement – “If I Were Mayor” Contest Semi-Finalist
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council Special Meeting – April 8, 2015
 - b. Mayor & Council Meeting – April 14, 2015
 - c. Mayor & Council Special Meeting – April 27, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. FY2015 Budget Amendment – Special Ordinance 514 – vote
 - b. FY2016 Budget – Special Ordinance 515 – first reading
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
 - a. Rivers Edge Recreational Complex – vote anticipated
 - b. Resolution 2015-02 - Proposed Charter Change – Section 16-20 Recall of Elected Officers
- 9. NEW BUSINESS**
 - a. Train Station Renovation Project Bid Award – vote anticipated
 - b. Caboose Relocation Bid Award – vote anticipated
 - c. Traffic Control Request – Downtown Parking Discussion
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

5/8/2015 4:38 PM

MAYOR AND COUNCIL MEETING
May 12, 2015

Suggested Motions

Agenda item 3a – 3c – Approval of Minutes

“I move to approve the Mayor and Council Special Meeting minutes from April 8, 2015, the Mayor & Council Meeting minutes from April 14, 2015, and the Mayor and Council Special Meeting minutes from April 27, 2015.”

Agenda item 9a – Train Station Renovation Project Bid Award

“I move to award the Train Station Renovation Project bid award to Dean Moore Builders and execute Purchase Order AD-2015-18 for \$33,975 for Bid items 1, 3, and 4.”

Agenda item 9b – Caboose Relocation Bid Award

“I move to award the Caboose Relocaiton bid award to Fout Crane and Rigging, LLC and execute Purchase Order AD-2015-17 for \$19,500.

Agenda item 9c – Traffic Control Request – Downtown Parking Discussion

“I move to approve the Traffic Control Request dated May 4, 2015.”

City of Brunswick
Mayor and Council Special Meeting Minutes
Wednesday, April 8, 2015, 7:00 P.M.

The April 8, 2015 City of Brunswick Mayor and Council Special Meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; Carrie Myers, Office Manager; and Terri Householder, Economic Development Coordinator.

Mayor's Remarks

Jim Castle, President of the Brunswick Heritage Museum, presented a power point presentation entitled "Brunswick: 1890" detailing Brunswick history surrounding the year of the town's incorporation.

Mayor Tome presented a Proclamation to celebrate the 125th anniversary of Brunswick's incorporation.

Council Remarks

Mayor Tome and all Council Members offered comments about their family history and personal experiences in Brunswick.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Jake Castle, Vicki Dearing, JoEllen Fisher, and Beth Lipford.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 8:00 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, April 14, 2015, 7:00 P.M.

The April 14, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stall, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; Kim Miller, Accountant; and Breanna Thomas, Administrative Assistant.

Mayor's Remarks

- Mayor Tome discussed the following topics: Brunswick's 125th Anniversary of incorporation, Maryland Municipal League Legislation, Railroad Days and Veterans Day Parade committees, Sheriff Chuck Jenkins' meeting on drug awareness, and Main Street's upcoming mural for the Horine Building.

Approval of Minutes

- Mayor & Council – March 10, 2015

Mr. Burriss moved to approve the minutes. Mr. Lashley seconded, and the motion passed 6-0.

Mayor Tome suggested moving the Proposed Charter Change – Section 16-20 Recall of Elected Officers from the New Business portion of the meeting to earlier in the meeting to accommodate the public who came to listen and speak about this topic.

Mr. McGrory outlined the process for amending a municipal charter.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from the following individuals: David Blackmon, Rosemont Commissioner and owner of 223 West Potomac Street; Dick Goodrich, 1 East C Street; Jennifer Knowles, 401 Ninth Avenue; Trey Newkirk, 603 Brunswick Street; Brett Novick, Brunswick Street; Chris Werth, 21 East E Street; Sally Loche, 1039 Orndorff Court; Dan Virgilio, 415 Brunswick Street; Eric Beasley, 27 East E Street; Adam Wyatt, 122 West Orndorff Court; Michael Tyhill, 71 Wenner Drive; Brian Roberts, 708 East Brunswick Street; Jamee Robertson, 216 North Maple Avenue; and Maria Strinehouse, 130 West Orndorff Drive.

Mr. Lashley discussed a proposal for amending the Charter to remove the recall provision for elected officials. Mr. Lashley made a motion to offer Council support for the removal of the

recall of officer's provision from the City of Brunswick, Maryland Charter, and that a Resolution to amend the City Charter by removing Section 16-20 be included on the Council agenda for the May 11, 2015 meeting. Mr. Burruss seconded the motion for discussion.

Council Members were given time to discuss their opinion on removing the recall provision from the Charter. Council Members Snoots, Stull, and White stated they were not in favor of removing the recall provision entirely, but would support an amendment of some sort. Council Member Burruss stated he was in support of removing the recall provision, while Council Member Jones was not. A vote was taken on the motion, which failed 2-4, with Council Members White, Stull, Jones, and Snoots all opposing the motion.

Mr. Lashley made a motion to change the City Charter language to require a petition of signatures from 25% of all registered City voters to recall elected officials. Mr. Burruss seconded the motion. Mr. McGrory outlined the process for the proposed Charter change. The motion passed 6-0.

Introduction and Adoption of Resolutions and Ordinances

- FY2015 Budget Review and Amendment – Ordinance 514 – second reading and discussion

Ms. White read the proposed ordinance. Mr. McGrory offered explanation for proposed budget amendments to various line items.

Report of Officers – Council - Committees

Mr. McGrory discussed administrative staff reports.

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, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- Brunswick Crossing – Phase IIA-1 Part 2 Sewer – Performance Bond Reduction
- Brunswick Crossing – Phase IIA-1 Part 2 Storm Drain – Public Works Agreement Package
- Brunswick Crossing – Phase IIA-1 Part 2 Paving – Public Works Agreement

Staff recommended approval with noted conditions. Ms. White made a motion to approve the consent agenda items. Mr. Burruss seconded the motion, which passed 6-0.

Unfinished Business

- FY2016 Budget Revenue Discussion

Ms. Miller highlighted the projected revenues for the FY2016 budget. Discussions regarding budget expenses will begin in May.

New Business

- Ethics Commission Handbook Update

Mr. Snoots made a motion to approve the revised Ethics Commission Handbook. Mr. Lashley seconded the motion. Mr. Burruss stated he was not for or against the motion and would be abstaining from a vote. The vote passed 5-0-1, with Mr. Burriss abstaining.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 9:15 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

**CITY OF BRUNSWICK
GENERAL FUND**

	FY2015 Actuals Mar. 31, 2015	FY2015 Proposed Amended Budget	FY2016 Budget	Dept #
REVENUES				
Taxes	\$ 2,373,569	\$ 2,649,300	\$ 2,640,200	101-104
Licenses & Permits	\$ -	\$ 2,600	\$ -	105
Fines & Forfeitures	\$ 13,511	\$ 15,300	\$ 17,800	160
Intergovernmental	\$ 793,274	\$ 1,040,000	\$ 1,080,200	111-112
Franchise Fees	\$ 43,856	\$ 74,000	\$ 94,700	105 130, 134,
User Fees	\$ 79,718	\$ 99,100	\$ 101,000	150
Grants & Other Sources	\$ 90,114	\$ 113,400	\$ 113,400	111-112
Utility Revenues	\$ 146,087	\$ 176,500	\$ 183,500	140-141
Miscellaneous Revenue	\$ 130,151	\$ 134,500	\$ 134,900	170, 175
OPERATING REVENUE SUBTOTAL	\$ 3,670,280	\$ 4,304,700	\$ 4,365,700	
BORROWING SUBTOTAL				
Debt proceeds	\$ -	\$ -	\$ -	
Bonds/loans	\$ -	\$ -	\$ -	
Accumulated Reserves	\$ -	\$ -	\$ -	
BORROWING SUBTOTAL	\$ -	\$ -	\$ -	
TOTAL GENERAL FUND REVENUES	\$ 3,670,280	\$ 4,304,700	\$ 4,365,700	
EXPENDITURES				
Mayor and Council	\$ 65,532	\$ 96,100	\$ 107,200	501, 503, 580
Financial Administration	\$ 467,710	\$ 681,400	\$ 716,100	504, 505
Planning and Zoning	\$ 159,229	\$ 231,200	\$ 239,800	507
Police	\$ 798,876	\$ 988,600	\$ 1,081,200	520
Fire & Rescue Service	\$ 25,490	\$ 32,100	\$ 32,100	521
Public Works	\$ 717,898	\$ 1,068,300	\$ 1,056,000	530
Waste Collection and Disposal	\$ 224,552	\$ 328,500	\$ 328,500	531 540, 543,
Parks	\$ 46,038	\$ 88,600	\$ 95,100	544-545
Events	\$ 58,382	\$ 76,700	\$ 64,700	541, 575
Economic Development	\$ 78,607	\$ 118,300	\$ 121,200	560
OPERATING EXPENSES SUBTOTAL	\$ 2,642,314	\$ 3,709,800	\$ 3,841,900	
Capital outlay - Transfers Out	\$ -	\$ 489,200	\$ 471,500	600
Debt service	\$ 93,039	\$ 105,700	\$ 52,300	570
TOTAL GENERAL FUND EXPENDITURES	\$ 2,735,353	\$ 4,304,700	\$ 4,365,700	
REVENUES OVER (UNDER) EXPENDITURES	\$ 934,927	\$ -	\$ -	

**CITY OF BRUNSWICK
CAPITAL PROJECT FUND**

FY2015 Actuals **FY2015 Proposed** **FY2016 Budget**
Mar. 31, 2015 **Amended Budget**

REVENUES

General Fund Transfers In	\$ 351,000	\$ 489,200	\$ 471,500
Capital Grant Revenues and Other Sources	\$ 5,056	\$ 124,400	\$ 205,200
CAPITAL REVENUE SUBTOTAL	\$ 356,056	\$ 613,600	\$ 676,700

Debt Proceeds			
Bonds/Loans			
Accumulated Reserves	\$ -	\$ 277,300	\$ 74,900
BORROWING SUBTOTAL	\$ -	\$ 277,300	\$ 74,900
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 356,056	\$ 890,900	\$ 751,600

CAPITAL EXPENDITURES

General Government			
<i>Building Improvements- General</i>	\$ 6,321	\$ 20,000	\$ 10,000
<i>Park Improvements-General</i>	\$ -	\$ -	\$ 10,000
<i>New Accounting System</i>	\$ 39,710	\$ 67,300	\$ 27,600
<i>Dog Park (CP&P Grant)</i>	\$ -	\$ -	\$ 37,700
<i>Bike Path Amenities (Grant)</i>	\$ -	\$ 16,800	\$ -
<i>Splash Park (POS Grant 75%)</i>	\$ -	\$ 37,500	\$ -
<i>Little League (POS Grant 90%)</i>	\$ -	\$ -	\$ 65,000
<i>Mini-Golf (POS Grant 90%)</i>	\$ -	\$ -	\$ 40,000
<i>Caboose/WB Tower (Grant)</i>	\$ 66	\$ 41,000	\$ 41,000
<i>Building Improvements- Railroad (Grant)</i>	\$ -	\$ 32,500	\$ 32,500
<i>Building Improvements- Campground Pavillions</i>	\$ 5,450	\$ 5,800	\$ -
\$51,547			
Police			
<i>Vehicle - Annual Replacement</i>	\$ -	\$ 44,400	\$ 58,000
<i>Equipment- Radios, Laptop</i>	\$ 6,000	\$ 12,000	\$ 25,000
\$6,000			
Transportation Services (Public Works)			
<i>Vehicle- Truck (Plow & Spreader) & Van</i>	\$ -	\$ 76,000	\$ 61,000
<i>Equipment- Milling Machine Head, Snow Blower</i>	\$ -	\$ 10,000	\$ 29,800
<i>Street Improvements</i>	\$ 7,090	\$ 433,600	\$ 190,000
<i>Building Improvements- Addition on PW Building</i>	\$ 1,428	\$ 70,000	\$ 60,000
<i>Rubble Site Improvements</i>	\$ 3,932	\$ 14,000	\$ 14,000
\$8,518			
Stormwater Management			
<i>Stormwater System Improvements</i>	\$ 6,803	\$ 10,000	\$ 50,000
\$6,803			
General Fund Reserves			
<i>General Fund Reserve (annual accrual)</i>	\$ -	\$ -	\$ -
\$0			
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 76,800	\$ 890,900	\$ 751,600

REVENUES OVER (UNDER) EXPENDITURES \$ 279,256 \$ - \$ -

General Fund Debt Service			
<i>Copier Capital Lease</i>	\$ 8,815	\$ 13,200	\$ 13,200
<i>Backhoe Capital Lease</i>	\$ 59,815	\$ 59,800	\$ -
<i>MDE Infrastructure Bond</i>	\$ 16,602	\$ 16,600	\$ 16,600
<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 7,807	\$ 16,100	\$ 22,500
TOTAL GENERAL FUND DEBT SERVICE	\$ 93,039	\$ 105,700	\$ 52,300

**CITY OF BRUNSWICK
ENTERPRISE FUND - WATER**

FY2015 Actuals **FY2015 Proposed** **FY2016 Budget**
Mar. 31, 2015 **Amended Budget**

OPERATING REVENUES

Water	\$ 862,014	\$ 1,149,300	\$ 1,149,400
OPERATING REVENUE SUBTOTAL	\$ 862,014	\$ 1,149,300	\$ 1,149,400

ALLOCATION REVENUES

Water	\$ 127,015	\$ 152,200	\$ 144,700
ALLOCATION REVENUE SUBTOTAL	\$ 127,015	\$ 152,200	\$ 144,700

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 95,745	\$ 108,200	\$ 119,700
VARIABLE REVENUE SUBTOTAL	\$ 95,745	\$ 108,200	\$ 119,700

LONG TERM OBLIGATIONS

Debt proceeds	\$ -	\$ -	\$ -
Bonds\Loans	\$ -	\$ -	\$ -
Accumulated Reserves	\$ -	\$ -	\$ 41,200
BORROWING SUBTOTAL	\$ -	\$ -	\$ 41,200

TOTAL ENTERPRISE FUND REVENUES

\$ 1,084,774 \$ 1,409,700 \$ 1,455,000

EXPENDITURES

Water	\$ 613,662	\$ 916,200	\$ 935,000
Depreciation	\$ 111,700	\$ 235,700	\$ 112,800
Capital Outlay	\$ 87,669	\$ 173,600	\$ 299,000
Debt Service	\$ 26,861	\$ 84,200	\$ 108,200

TOTAL ENTERPRISE FUND EXPENDITURES

\$ 839,892 \$ 1,409,700 \$ 1,455,000

REVENUES (OVER) UNDER EXPENSES

\$ 244,882 \$ - \$ -

CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER

FY2015 Actuals **FY2015 Proposed** **FY2016 Budget**
Mar. 31, 2015 **Amended Budget**

Operating Revenues

Wastewater	\$ 884,878	\$ 1,197,900	\$ 1,204,700
OPERATING REVENUE SUBTOTAL	\$ 884,878	\$ 1,197,900	\$ 1,204,700

ALLOCATION REVENUES

Wastewater	\$ 140,335	\$ 168,300	\$ 128,600
ALLOCATION REVENUE SUBTOTAL	\$ 140,335	\$ 168,300	\$ 128,600

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 57,245	\$ 62,500	\$ 64,200
VARIABLE REVENUE SUBTOTAL	\$ 57,245	\$ 62,500	\$ 64,200

LONG TERM OBLIGATIONS

Debt proceeds	\$ -	\$ -	\$ -
Bonds/Loans	\$ -	\$ 27,000	\$ 131,800
Accumulated Reserves	\$ -	\$ -	\$ -
BORROWING SUBTOTAL	\$ -	\$ 27,000	\$ 131,800
TOTAL ENTERPRISE FUND REVENUES	\$ 1,082,458	\$ 1,455,700	\$ 1,529,300

EXPENDITURES

Wastewater	\$ 592,561	\$ 915,400	\$ 910,000
Depreciation	\$ 188,900	\$ 188,900	\$ 189,500
Capital outlay	\$ -	\$ 235,200	\$ 254,200
Debt service	\$ 32,889	\$ 116,200	\$ 175,600
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 814,350	\$ 1,455,700	\$ 1,529,300

REVENUES OVER (UNDER) EXPENSES \$ 268,108 \$ - \$ -

PROPOSED CAPITAL BUDGET - CITY OF BRUNSWICK	
ENTERPRISE FUND - WATER	
Fiscal Year 2016	
Water Capital Projects	
<i>Water Distribution Replacement</i>	\$ 76,500
<i>Vehicles</i>	\$ 43,000
<i>Storage Tank Contract and Upgrade</i>	\$ 67,700
<i>Meter Replacements</i>	\$ 30,000
<i>Hydrant Replacement Project</i>	\$ 10,000
<i>Distribution Equipment</i>	\$ 63,600
<i>Treatment Equipment-Crane Hoist</i>	\$ 8,200
<i>\$299,000</i>	
Water Debt Service	
<i>Water Debt Principal</i>	\$ 66,500
<i>Water Debt Interest</i>	\$ 41,700
<i>\$108,200</i>	
Water Reserves	
<i>Water System Reserve (annual accrual)</i>	\$ 112,800
<i>\$112,800</i>	
Water Total	\$ 520,000

Depreciation	
<i>Depreciation (calculated)</i>	\$ 563,900
<i>FY 2016 Funded</i>	(112,800)
<i>Underfunded Depreciation</i>	\$ 451,100

PROPOSED CAPITAL BUDGET - CITY OF BRUNSWICK	
ENTERPRISE FUND - WASTEWATER	
Fiscal Year 2016	
Wastewater Capital Projects	
<i>Vehicle- Used Truck</i>	\$ 10,000
<i>Sludge Conveyor Rebuild</i>	\$ 85,200
<i>I&I</i>	\$ 105,000
<i>UV Bulb Replacement</i>	\$ 18,000
<i>WWTP Improvements</i>	\$ 36,000
<i>\$254,200</i>	
Wastewater Debt Service	
<i>Wastewater Debt Principal</i>	\$ 125,200
<i>Wastewater Debt Interest</i>	\$ 50,400
<i>\$175,600</i>	
Wastewater Reserves	
<i>Wastewater System Reserve (annual accrual)</i>	\$ 189,500
<i>\$189,500</i>	
Wastewater Total	\$ 619,300

Depreciation	
<i>Depreciation (calculated)</i>	\$ 947,500
<i>FY 2016 Funded</i>	(189,500)
<i>Underfunded Depreciation</i>	\$ 758,000



THE CITY OF BRUNSWICK MARYLAND

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

Department of Public Works Mayor & Council Monthly Report for April 2015

Water Line Repairs and Maintenance

Repair water leak at 400 block East D ST
Set new crocks on Maple Ave

Sewer Line Repairs

Pipe patch sewer main
Cut out roots in laterals
Camera main lines

Water Valve Maintenance

Replace parts on A ST cla valve

Fire Hydrant Maintenance

Repair a hydrant that was hit by car
Replace hydrant at 1st Ave & Potomac St
Flushed hydrants

Street Repair and Maintenance

Hot mix a couple areas
Cold mix pot holes

CIP Projects

None

Storm Drain Maintenance

Rebuild storm drain box at 13th Ave

Miscellaneous Tasks and Maintenance

Marked 87 Miss Utility tickets
Install couple of signs
Haul debris from West C ST for Habitat for Humanity
Replace old mulch in some play ground areas with new mulch
Get pool ready for YMCA
Street sweeping
Dig for gas line at Yourtee Springs for generator

Construction and Contractor Support

Sidewalk inspections

Water Meter

28 Settlements, 8 Replacements, 7 Repairs, 20 High Bill Investigations, 7 New Installs, 7 Meter inspections, 5 U&O inspections, 2 Cut offs

Safety

Watched Safety video
David and Charles to a Safety class training
Gas monitor calibrated

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.85</u>	*M.G. <u>0.13</u> M.G.
Water pumped from Potomac River.....	<u>11.89</u>	M.G. <u>0.40</u> M.G.
Total.....	<u>15.74</u>	M.G. <u>0.53</u> M.G.
Finished water pump from Plant...	<u>11.57</u>	M.G. <u>0.39</u> M.G.

Submitted By Patricia Hoff
Date 5-7-15

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE –April 2015

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Cummins serviced the generator at the WTP and WWTP pump station
- 4) Chase assisted in flushing the fire hydrants
- 5) Matt and Danny attended a course on polymer feed and equipment in Hampstead Maryland
- 6) Dan Esser came to address an issue with the cla-valve at the 1 million gallon storage tank
- 7) Drained and cleaned both sedimentations basins
- 8) Repaired leaks in the hypo-chlorite feed system at the 1 million gallon storage tank
- 9) Cleared the reservoir cover of all debris
- 10) Danny trained in the Lab at the WWTP during the second half of the month

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Treated Effluent Flow ---14.13 M.G.

Rain --- 2.7 INCHES

Sludge to Landfill --- 89.00 TONS

Submitted By --- Patrick Hoffmaster
Date 5/7/15

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

Brunswick WWTP Operations & Projects April 2015

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Disassembled and cleaned the solenoid valve to #1 SBR hypo feed system after it became clogged
- 5) Removed the sodium hydroxide pump in order for it to be rebuilt
- 6) Installed a new heater fan on the Pista grit vacuum control panel
- 7) Mike adjusted the belt to the pista grit system
- 8) Replaced the 8 UV bulbs and sleeves on the UV system
- 9) Changed the D.O. sensor cap on #1 SBR
- 10) Installed check valves on all 3 SBR hypo feed lines
- 11) Modified the old gritter system step ladder to fit the new grit system auger
- 12) Changed the oil in the gear boxes to the press
- 13) Replaced two more bulbs and sleeves on the UV system
- 14) Set up a pump in the #2 SBR so we can start pumping it down



THE CITY OF BRUNSWICK MARYLAND

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

March Technical Services Staff Report **Mayor and Council 5-12-2015**

Planning

- Staff did second review of site and improvement plans for Gums Springs Estates lots of record and presented to the Planning Commission.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- Staff met with several contractors on the Train Station restoration bid.
- Staff continued working with Ryan Homes at Brunswick Crossing.
- Staff processed paving and stormdrain PWA's and sewer bond reduction for Section 2A-1 part 2 Brunswick Crossing.
- Food Bank has officially moved in and begun serving the community from the City Annex building.
- 23 Zoning Certificates issued April
- 7 U&O's issued April
- BoA did not meet in April and has no meeting scheduled for May.
- Planning Commission met April 27, 2015 there is no meeting scheduled for May.

GIS

- Assisted public with property data.
- Assisted public works with updates to utility mapping (sewer videos & water).
- Updating IPC GIS mapping data.
- Assembled Washington County data for Yourtee Springs tank permit.
- Updated land use mapping
- Updated Zoning Violation Database.

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
32	25-479025	4-1-15	1363-1	Fireworks Now LLC	52	Souder Rd	Fireworks Stand
33	25-476360	4-4-15	1935	Mainstreet Eggstravaganza	605	E. Potomac	Event
34	25-480945	4-7-15	1223	Connie & Ralph Moore	101	E. E St	Sunroom Addition
35	25-480422	4-7-15	1494	Jillian Behram	306	E. D St	Fence
36	25-470249	4-7-15	1274	Kathleen Kuhn	609	N. Maple Ave	Fence
37	25-476379	4-8-15	1371	Verizon Wireless	501	E. K St.	Radio Heads
38	25-487664	4-8-15	311	Carlos Fernandez	5	Galyn Dr	Shed/Fence
39	25-484967	4-9-15	1267	John Chavez	16	E. G St	Fence
40	25-481399	4-14-15	910	Robert Merritt	124	W. Potomac St.	Deck
41	25-469674	4-14-15	1703	Scott Zecher	409	Ninth Ave	Fence
42	25-589881	4-16-15	29	Thomas McCoy	1302	Lander Creek Dr	Fence
43	25-491017	4-16-15	29	Bethany Witcher	1303	Hope Farm Ct	Fence
44		4-16-15		Angel White	16	Jeffrey Ln	Yard Sale Signs
45	25-466519	4-20-15	1490	Terrie Hough	213	3rd Ave	Deck
46		4-20-15		New Hope United Methodist Church	7	S Maryland Ave	Yard Sale Signs
47	25-466209	4-22-15	377	Jennifer Peddicord	1041	Peach Orchard Ln	Fence
48	25-476093	4-23-15	1678	WTRI AM 1520/ John Hofstetter	214	13 th Ave	Tenant Occupancy
49	25-473671	4-24-15	89	Larry Robinette	66	Concord Dr	Shed
50	25-478762	4-28-15	917	Jeffrey Romesburg/Keystone Remodeling LLC	10	W. Potomac	Tenant Occupancy
51	25-492501	4-28-15	Lot 68	T&A Contractor/Angela Prentice	732	Potomac View Pkwy	Deck
52	25-589079	4-28-15	Lot 4	T&A Contractor/Advantage Homes	1137	Potomac View Pkwy	Deck
53	25-492587	4-28-15	Lot 75	T&A Contractor/ Gerard Putz	746	Potomac View Pkwy	Deck
54	25-464788	4-30-15	1808	April Poole	726	Park Ave	Fence

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
11	15-11	4-6-15	1102	Lander Creek Dr	SFD AH	124636	4-6-15
12	15-12	4-7-15	1160	Dargon Quarry Ln	Ryan Homes SFD Model	125973	4-7-15
13	15-13	4-10-15	1131	Dargon Quarry Ln	SFD AH	125118	4-10-15
14	15-14	4-16-15	44	Souder Rd	The Place	118439	4-22-15
15	15-15	4-28-15	1220	Lander Creek Dr	SFD AH	126043	4-28-15
16	15-16	4-28-15	1421	Hope Farm Ct	SFD AH	74895	4-28-15
17	15-17	4-30-15	1200	Dargon Quarry Ln	Ryan Homes	129078	4-30-15

MONTHLY CODE ENFORCEMENT REPORT

Violations	April 2015	YTD January to April 2015	Past January to April 2014
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WARNINGS

Vehicles/ Vehicle repair	4/1	7/1	13/0
Property trash/ Unsec.	10/0	19/0	8/5
Property Repair/Property	0/3	1/6	0/0
Overgrowth /Unsanitary	5/0	5/0	10/0
Vac. prop.trash/ Unsec.vac	0/1	4/3	4/5
S.walk repair/ S.Walk Trash	2/0	2/0	1/2
Littering	0	0	3
Vacant Overgrowth	5	5	7
Animal Waste / Snow and	0/0	0/272	3/119
Livestock	2	3	0
Trash Cans /Signs	0/2	3/3	1/1
Warning Totals	35	334	182

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	4/0
Property trash/ Unsec.	2/0	2/0	2/0
Property Repair/ Property	1/1	2/1	0/0
Overgrowth/ Unsanitary	1/0	1/1	0/0
Vac. prop. trash,/ Unsec.	0/4	0/5	0/2
S walk repair/ S walk trash	0/0	0/0	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste/ Snow and Ice	0/0	0/4	0/13
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	1	0
Citation Totals	9	17	21
Complaints	7	15	24



Brunswick Police Department Monthly Report

Reporting Month and Year: APRIL 2015

Traffic Enforcement Activity

	Month	YTD	PY Month	PY YTD
Maryland State Citations:	49	127	48	148
Maryland State SEROS:	12	16	7	27
Warning Citations:	166	242	85	257
Parking Citations:	33	106	24	141

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1263	5055	1429	5758
Homicide	0	0	0	0
Rape	0	0	0	1
Robbery	0	0	1	1
Assault	11	34	9	36
B&E	0	4	3	5
Theft	4	13	5	24
Auto Theft	0	0	0	2
Motor Vehicle Accidents	31		4	19



Brunswick Police Department
Call Type Counts Listing
April 1, 2015 to April 30, 2015

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	1
ALCOHOL COMPLAINTS - ALL	1
ANIMAL COMPLAINTS	1
ASSAULT - OCCURED EARLIER	4
ASSAULT IN PROGRESS - ALERT TONE	1
ASSAULT WITH INJURY	1
ASSIST FIRE DEPARTMENT	3
ASSIST OTHER PD (SHERIFF)	12
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	9
BANK HOLD UP ALARM - ALERT TONE	1
CARDIAC ARREST	1
COMMERCIAL	2
COMMERCIAL HOLD UP ALARM - ALERT TONE	2
COURT - BPD	9
COURT PAPERWORK	2
DECEASED PERSON	1
DESTRUCTION OF PROPERTY / VANDALISM	4
DISABLED VEHICLE	2
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	2
DISORDERLY CONDUCT - INTOXICATED SUBJECT	2
DISTURBANCE - ALL GATHERINGS	9
DOMESTIC	3
DOMESTIC ESCORT TO RETRIEVE PROPERTY	1
DOMESTIC IN PROGRESS - ALERT TONE	8
EMERGENCY EVALUATION	6
EXTRA DUTY	9
FOLLOW UP - ALL TYPES	27
FOUND PROPERTY	1
FRAUD	3
HARRASSMENT	5
HIT AND RUN PROPERTY DAMAGE	1
INSPECTION SERO / TAXI	1



Brunswick Police Department
Call Type Counts Listing
April 1, 2015 to April 30, 2015

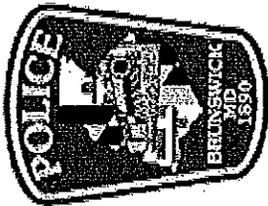
Call Type	Counts
JUVENILE COMPLAINT	3
MENTAL PERSON	2
MISSING PERSON	1
NARCOTICS - FCPD SEND TWO CARS	4
NOISE COMPLAINT	3
NOTIFICATIONS	1
OPEN DOOR	1
OPEN OR 911 HANG-UP	23
PARKING VIOLATIONS	23
PATROL CHECK (BRUNSWICK)	622
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	4
POLICE TRAINING / EDUCATION	7
PROPERTY DAMAGE ACCIDENT	6
RELAY OR 10-5	8
REPO / TOW AWAY	2
REQUEST OFFICER	101
RESIDENTIAL	12
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	1
RESIDENTIAL HOLD UP - ALERT TONE	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	65
SPECIAL ASSIGNMENTS	19
SUICIDE - ATTEMPTED ALSO	2
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	5
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	8
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	9
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	7
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	7
TRESPASSING	6
VEHICLE FIRE - SEND FIRE COMPANY	1
VEHICLE STOP (BRUNSWICK)	90



Brunswick Police Department
Call Type Counts Listing
April 1, 2015 to April 30, 2015

<i>Call Type</i>	<i>Counts</i>
WALKING PATROL	58
WARRANT SERVICE (BPD)	2
WEAPONS VIOLATIONS - FCPD SEND TWO CARS	1
WELFARE CHECKS	14

Total Number of Calls: 1,263



Brunswick Police Department

Listing of Arrests

April 1, 2015 to April 30, 2015

Case/D	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015003962	04/04/2015	00:50	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015003971	04/04/2015	12:24	DRIVING VEHICLE ON HIGHWAY WITH SUSPENDED REGISTRATION	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015003962	04/04/2015	19:25	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015004085	04/08/2015	02:29	CDS, MANUFACTURE/DISTRIBUTE OPIUM/COCAINE/DERIVATIVE	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015004345	04/13/2015	17:38	ASSAULT, 1ST DEGREE (ASSAULT W/KNIFE)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2014005450	04/14/2015	10:25	RAPE, 2ND DEGREE (RAPE)	CLOSED/CLEARED	JUVENILE	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015004408	04/15/2015	11:41	VIOLATION OF PROBATION	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015004424	04/16/2015	06:06	CDS, POSS MARIJUANA L/T 10 GRAMS	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015004424	04/16/2015	06:08	CDS, POSSESSION OF PARAPHERNALIA	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015003494	04/20/2015	03:45	CDS, MANUFACTURE/DISTRIBUTE OPIUM/COCAINE/DERIVATIVE	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015004712	04/22/2015	10:01	CINS - TAKING CHILD INTO CUSTODY	CLOSED/CLEARED	JUVENILE	BRYCE MCGUIRE	CLEARED BY ARREST
2015003494	04/28/2015	14:59	CDS, POSSESSION OF CONTROLLED PARAPHERNALIA	CLOSED/CLEARED	ADULT	ERIC BITTNER	CLEARED BY ARREST
2015004981	04/28/2015	17:04	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015005041	04/30/2015	12:55	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST

Total Number of Arrests: 14

Rivers Edge Pilot Trail Proposal

We are officially asking the City of Brunswick to give the River's Edge Recreational Park project team the approval to move forward with our multi use trail project. Your approval will allow us to take this local community project beyond conception, and begin our funding requests, and on to the specific build out plans. Below are the steps we see are required to see this project through:

1. Where will the trail go

- Within the 59 acre plot of land that is owned by the City of Brunswick

2. NEPA letter proposal will show that we are using federal funds to build a multi use trail within the environmental standards required.

3. Phases to creating the trail

- Proposal
- Flagging
- Corridor clearing and construction

* Each step requiring City approval before moving on to the next.

4. Time line - we hope to have this project finished before Winter of 2015

5. Trail build and upkeep

- Trail build and upkeep will be performed with volunteers. Both individuals within the city and surrounding county, Frederick Bike Coalition, MORE and Building Veterans, Boy Scouts and Cub Scouts.
- "Trail days" will be held throughout the year to help maintain the trail.

6. 5013C - Rivers Edge will apply for RTP funding under Building Veterans group.

Thank you for your time and consideration.

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:

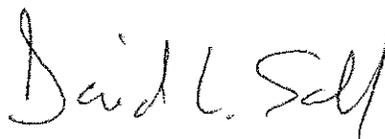
Like most states, Maryland has enacted laws that protect property owners who allow others to use their property for recreation without charge.

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

Recreational Trails Program

Environmental Approval Process for the National Recreational Trails (NRT) Program

Introduction

The National Environmental Policy Act (NEPA) requires projects receiving federal funds to consider natural, cultural and socio-economic factors using a systematic, interdisciplinary approach before committing to a project. The NRT Program is a *federally funded* program, and projects under this funding program must comply with federal and state laws and regulations including NEPA, Section 106 of the National Historic Preservation Act, Section 404 of the Clean Water Act, Section 7 of the Endangered Species Act, Section 4(f) of the United States Department of Transportation (USDOT) Act of 1966 and the Chesapeake and Atlantic Coastal Bay Critical Areas Act, among others. *Environmental approval is required for all projects regardless of the scope of work.* The level of environmental coordination and documentation for a NRT project is commensurate with the potential natural and cultural resource impacts. For example, projects that are non-construction related will not require the same level of coordination as new trail construction.

Environmental Coordination and Documentation

Project Sponsors are the *lead* in coordinating with resources agencies, obtaining permits, and completing draft environmental documentation. The Maryland State Highway Administration (SHA) is responsible for providing guidance to Sponsors and for obtaining final approval of the environmental document. SHA will provide template letters to the Project Sponsor for coordination with the Maryland Historical Trust (MHT), U.S. Fish and Wildlife Service (USFWS) and the Maryland Department of Natural Resources (DNR).

When Project Sponsors send letters to resources agencies, it's important to include as many details as possible. Please include a detailed description of the proposed work and include a clear location map. If the project includes extensive construction work, plans and photos are helpful but not necessary.

The following outline provides guidance on the NEPA process for NRT projects.

- I. Once the NRT grant has been approved by SHA, the Project Sponsor should contact the NRT Environmental Coordinator and provide a project description.
- II. The NRT Environmental Coordinator will provide the Project Sponsor with the following checklist and agency template letters so that the Project Sponsor can begin coordination with the resource agencies.
- III. The Project Sponsor should coordinate with MHT on all NRT projects to determine if historic resources are present and whether the project will have an effect on those resources (Note, some minor projects have been programmatically exempted from review)
- IV. If the NRT project consists of new construction or reconstruction or results in ground disturbance or vegetation removal then the Project Sponsor should contact the USFWS and DNR Wildlife and Heritage Services (WHS) regarding potential impacts to federally and state listed rare, threatened, and endangered plant and wildlife species.
- V. If the project is within 50 feet of a stream then the Project Sponsor will need to coordinate with DNR Integrated Policy and Review Unit (IPRU) regarding potential impacts to anadromous fish species and other aquatic resources.

- VI. If the NRT project results in impacts to non-tidal and/or tidal wetlands, waterways, or floodplains, the Project Sponsor should coordinate with the Maryland Department of the Environment (MDE) and obtain a joint MDE and Army Corps of Engineer (AOE) permit for impacts to those resources.
- VII. Chesapeake Bay and Atlantic Coastal Bay Critical Area occurs in all Maryland counties except for Carroll, Howard, Frederick, Montgomery, Washington, Allegany, and Garrett. If the project falls outside of these counties and occurs near tidal waters, than impacts to Critical Area may need to be considered. Please notify the NRT Environmental Coordinator to determine whether impacts may occur and if so, guidance on the coordination process.
- VIII. The Project Sponsor should ensure that the NRT project complies with all county and local ordinances.
- IX. After all coordination is complete, the Project Sponsor should send a completed checklist and electronic copies of all responses from the resource agencies to the NRT Environmental Coordinator.
- X. The NRT Environmental Coordinator will incorporate all of the responses from the resource agencies and generate the necessary NEPA environmental document.

Agency Contact Information

Maryland State Highway Administration:

Caryn G. Brookman, NRT Environmental Coordinator
Environmental Planning Division
707 N. Calvert Street
Mail Stop C-301
Baltimore, MD 21201
cbrookman@sha.state.md.us
(410) 545-8698

Maryland Historical Trust:

Mr. J. Rodney Little, State Historic Preservation Officer (Letter should be sent directly to Mr. Little)
100 Community Place
Crownsville, Maryland 21032-2023

Ms. Beth Cole, Administrator,
Project Review Division
beth.cole@maryland.gov
(410) 514-7631

Maryland Department of Environment (Coordinate with MDE ONLY if impacts may occur) (Stream, Wetland, Floodplain Permitting)

Ms. Amanda Sigillito, Division Chief
Non-tidal Wetlands Division
Amanda.sigillito@maryland.gov
(410) 537-3766

Mr. Robert Tabisz, Division Chief
Tidal Wetlands Division
robert.tabisz@maryland.gov
(410) 537-3838

US Fish and Wildlife Service (FWS is no longer accepting letters, please use the online coordination tool)

Mr. Trevor Clark (federal listed rare, threatened or endangered species) Chesapeake Bay Field Office
177 Admiral Cochrane Drive
Annapolis, MD 21401
trevor_clark@fws.gov

Maryland Department of Natural Resources

Ms. Lori Byrne (state listed rare, threatened or endangered species)
Wildlife and Heritage Division
580 Taylor Avenue
Tawes Office Building E-1
Annapolis, MD 21401
lbyrne@dnr.state.md.us

Mr. Gregory Golden (anadromous fish species and important aquatic species)
Integrated Policy and Review Unit
580 Taylor Avenue
Tawes Office Building B-3
Annapolis, MD 21401
ggolden@dnr.state.md.us

RESOLUTION 2015-02

A RESOLUTION TO AMEND ARTICLE II SECTION 16-20 OF THE CITY OF BRUNSWICK CHARTER.

This resolution of the Mayor and Council of Brunswick is adopted pursuant to Article IX-E of the Constitution of Maryland; Title 4, Subtitle 3 of the Annotated Code of Maryland; and the Charter of the City of Brunswick (the "City Charter") to amend Article II Section 16-20 of the City Charter to revise language regarding the recall of elected officials.

Section 1. BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF BRUNSWICK, that Article II Section 16-20 of the City Charter be amended to read as follows:

Article II. Elections

Section 16-20. Recall of elective officers – Generally.

[The holder of any elective office in the City of Brunswick may be removed at any time after the date of election by the electors qualified to vote for a successor of such incumbent. The procedure to the removal of an incumbent of an elective office shall be as follows:

In case of the mayor, a petition signed by electors entitled to vote for a successor to the incumbent mayor sought to be removed equal in number to at least twenty-five percent of the entire vote for all candidates for the office of mayor cast at the last preceding general municipal election, and, in case of a councilmember, a petition signed by [electors entitled to vote for a successor to the incumbent councilmember sought to be removed equal in number to] at least twenty-five percent of the total voters casting ballots for one or more councilmembers at the last preceding general municipal election, demanding an election of a successor of the person sought to be removed, shall be filed with the city administrator, which petition shall contain a general statement of the grounds for which the removal is sought. The signatures to the petition need not all be appended to one paper, but each signer shall make oath before an officer competent to administer oaths that the statements therein made are true as he believes and that each signature to the paper appended is a genuine signature of the person whose name it purports to be. Within ten days from the date of filing such petition, the city administrator shall examine and from the voters registered ascertain whether or not the petition is signed by the requisite number of qualified electors. If necessary, the mayor and council shall allow him extra help for that purpose. He shall attach to such petition his certificate showing results of such examination. If by the city administrator's certificate the petition is shown to be insufficient, it may be amended within ten days from the date of such certificate. The city administrator shall, within ten days

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after such amendment, make life examination of the amended petition. If his certificate shall such the same to be insufficient, it shall be returned to the person filing the same, without prejudice however, to the filing of a new petition to the same effect. If the petition shall be deemed sufficient, the city administrator shall submit the same to the mayor and council without delay. If the petition shall be found to be sufficient, the mayor and council shall order and fix a date for holding the election, not less than thirty days or more than forty days from the date of the city administrator's certificate to the mayor and council that a sufficient petition is filed. The mayor and council shall make or cause to be made publication of notice and all arrangements for holding such election. The same shall be conducted, returned, and the result thereof declared, in all respects as are other city elections. So far as applicable, except as otherwise provided in this Charter, notifications under this section shall be made as provided under section 16-14 by filing with the city clerk at least ten days prior to such special election, a statement of candidacy, accompanied by a petition signed by electors entitled to vote at such special election equal in number to at least ten percent of the entire vote for all candidates for the office of mayor at the last preceding general municipal election. The ballot to be used at such special election shall be as far practicable in the same general form as the ballot used at a general election.]

A mayor or council member may be removed from office at any time by voters qualified to vote for a successor to that office.

Procedure:

- 1) A petition* shall be filed with the City Administrator which contains the signatures of 25% ~~20%~~ of registered voters and a statement of the reasons for the recall. Reasons for recall with the following procedure by the qualified voters of the City for one or more of the following reasons: (1) failure to uphold the oath of office; (2) malfeasance (wrongdoing or misconduct) in office; (3) misfeasance (the performance of lawful action in an illegal or improper manner) in office; (4) nonfeasance (failure to act or do what ought to be done) in office; (5) conviction of a criminal offense of a felony category; (6) engaging in illegal conduct involving moral turpitude, fraud or deceit; (7) engaging in conduct involving mismanagement or misappropriation of public funds, a gross abuse of public authority or a substantial and specific danger to public health, safety or welfare; (8) coercion of any City employee into taking illegal or improper action or taking any retaliatory action against any City employee because of that employee's disclosure of information relating to illegal and improper action in the City Government; (9) gross negligence or incompetence in the performance of public duties; (10) engaging in personal conduct injurious to the reputation and well-being of the government of this City and its' citizens; (11) failing or refusing to perform, or acting contrary to, an official duty or obligation imposed by the City's Charter or duly enacted law or ordinance; (12) the inability to incapacity to properly perform public duties due to a permanent or chronic physical or mental ailment or other incapacitating defect. Reasons for recall may be the commission of an indictable crime, malfeasance, misfeasance, or nonfeasance in the performance of official duties, or public acts that bring the City of Brunswick into ill repute.
- 2) Each signer by signing the petition shall make an oath that, under penalty of perjury, they are a registered voter in the City of Brunswick and that they believe the statement of the reason for recall to be true.
- 3) After initial examination for correctness by the City Administrator, the petitions shall be given to the Frederick County Board of Elections for validation of signatures.
- 4) If the petitions are found to be insufficient by either the Administrator or the County Board of Elections, they may be amended by the petitioners and resubmitted within ten days.

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Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at City Hall, 1 West Potomac Street, Brunswick, Maryland for forty (40) days after the date of adoption of this Resolution.

Section 4. AND BE IT FURTHER RESOLVED, that the Mayor shall cause a fair summary of this Resolution and the amendment to the Charter to be published four (4) times at weekly intervals in the Brunswick Citizen, a newspaper of general circulation in the Brunswick area and Frederick County, Maryland, within a period of at least forty (40) days starting immediately after the date of adoption of this Resolution.

Section 5. AND BE IT FURTHER RESOLVED, that in accordance with Title 4, Subtitle 3 of the Annotated Code of Maryland, this Resolution shall become effective and observed as such, and shall be considered a part of the Charter of the Mayor and Council of Brunswick, fifty (50) days following its final passage and enactment, unless on or before forty (40) days after the final passage and enactment of this Resolution a proper petition for referendum pursuant to Title 4, Subtitle 3 of the Annotated Code of Maryland, be presented to the Mayor within said forty (40) day period.

READ AND PASSED this 9th day of June, 2015.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Bob McGrory
City Administrator

By: _____
Name:
Title:

APPROVED this 9th day of June, 2015.

ATTEST:

Bob McGrory
City Administrator

Karin B. Tome
Mayor

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Municipal Charter Amendment Procedures

- Elected body passes a resolution to effect a charter change.
 - Resolution must contain exact wording of proposed amendment(s).

- Copy of amendment resolution must be posted at City Hall for 40 days after passage.

- “Fair summary” of amendment resolution must be publicized in local paper four times.

- Charter amendment becomes effective 50 days after resolution approval, unless it is petitioned to referendum.
 - Petitions for referendum must contain 20 percent of the qualified voters of the municipality.



Harry Lashley
Council Member
301-750-4175

March 9, 2015

Dear Councilmembers,

On Tuesday, March 10, 2015 at the scheduled Mayor and Council meeting, I plan on bringing up to the Council for discussion a proposal to remove/change the Recall Provision of the Charter for the City of Brunswick, Md. Please see attached documentation. Each member of the Council was also given this documentation for review two weeks ago and asked to comment.

I will be discussing this proposal during the Report of Officers section of the Agenda. It is my hope that we can have a productive discussion regarding the Recall provision. I will be asking for a vote on the removal/change of the Recall Provision to be placed on the Mayor and Council Agenda for April, 2015.

Thank You in Advance,

Harry R. Lashley
Council Member

The City Of Brunswick, Maryland City Charter

Section 16-20. Recall of elective officers – Generally.

The holder of any elective office in the City of Brunswick may be removed at any time after the date of his election by the electors qualified to vote for a successor of such incumbent. The procedure to the removal of an incumbent of an elective office shall be as follows:

In case of the *mayor*, a petition signed by electors entitled to vote for a successor to the incumbent mayor sought to be removed equal in number to **at least twenty-five per cent of the entire vote for all candidates for the office of mayor cast at the last preceding general municipal election**, and, in case of a *councilmember*, a petition signed by electors entitled to vote for a successor to the incumbent councilmember sought to be removed equal in number to **at least twenty-five per cent of the total voters casting ballots for one or more councilmembers at the last preceding general municipal election**, demanding an election of a successor of the person sought to be removed, shall be filed with the city administrator, which petition shall contain a general statement of the grounds for which the removal is sought.

A recent article written by Kevin J. Best, Attorney State of Maryland stated that 31 or 20 percent of the Free State's municipal corporations do in fact have laws permitting their elected officials to be recalled from office. In October 1990, the residents of the City of Brunswick ousted their one-term mayor in what the Washington Post described as "the first-ever successful recall election in the state's history." The election attracted a record 65 percent of the City's voters, which removed the incumbent mayor by a two to one margin. The same news article also cited two other unsuccessful recall attempts in Prince George's County that occurred prior to Maryland's first successful recall election in Brunswick. In the Brunswick recall, Mayor Susan Fauntleroy's administration reportedly came under attack because it desired to upgrade the municipal water system and increase user fees to accommodate the municipality's growing population. A group of life-long, working-class residents concerned with the influx of affluent commuters moving to the City, led by Mayor Fauntleroy's successor, desired to move the City in a different direction. It took the group three attempts to produce a legally sufficient petition to force the recall election, but it finally prevailed.

A typical charter recall pro-vision in Maryland usually calls for a petition signed by a certain percentage normally about **25 percent of the registered or qualified voters of a city or town in order to trigger the process. (The City of Brunswick is one of the few municipalities which only require 25 % of voters in the last Mayor or Council election and not 25% of all registered voters of the city)**. Several municipal charters provide details as to the necessary style and sufficiency of the petition including a statement of allegations against the named elected official; the form of signatures, and an affidavit set forth on each page of the petition by the circulator. All applicable charters permit only one official to be named per petition or are silent on the matter.

Seven municipalities do not require any showing whatsoever of misconduct or inappropriate behavior as a basis of recall. (***The City of Brunswick does not require a show of misconduct or inappropriate behavior.***) Therefore, for some of our cities and towns, the question of recall is strictly a political question to be determined by the electorate.

Even in those municipalities that do require a basis of wrongdoing for recall, several do not require any findings of fact or a hearing to prove by some set standard of the law that the official to be recalled is in fact guilty of some legally defined misconduct. ***Therefore, in several cities or towns, the voters serve as the judge and jury with no right of appeal afforded the recalled official.***

Brunswick is the only municipality that permits the voters to simultaneously remove an official and elect a successor at a recall election. Prior to the recall election, candidate successors must submit a petition in order to be placed on the ballot; similar to the same procedure used in general elections. Furthermore, the person sought to be removed from office is automatically placed on the ballot and can be chosen to succeed him or herself.

Recall hinders an honest and able official from acting with principle and from making unpopular or long-term decisions (e.g. passing a civil rights ordinance). ***Recall reduces an official to becoming a mere puppet of public opinion instead of a decision maker with character and conviction.*** Recall promotes instability and divisiveness between constantly competing factions. Recall places too much burden on the voters to stay informed and to judge an elected official's performance between elections. ***Recall elections are too costly and have less utility since the Constitution of Maryland already provides for forfeiture of office by certain convicted officials.***

I am therefor requesting a change to the Charter of the City of Brunswick, Maryland in one of two ways.

1. - The complete removal of the recall of officer's provision from the charter with the City of Brunswick, Maryland and instead following the Constitution of Maryland which provides for the forfeiture of office by certain convicted officials.
2. - At least twenty-five per cent of the entire vote for all candidates for the office of mayor cast at the last preceding general municipal election to be changed to twenty-five per cent of all registered voters.

EXAMPLE: Had a recall taken place with the petition that has been circulating around town the last few weeks 171 signed petitions would have been required to force a recall. The last Mayors election had 686 total votes. With a change to 25% of registered voters 742 signed petitions would be required with 3,708 registered voters in Brunswick as of 2012.

After talking with a number of residents and also reviewing chatter on social media I believe the change to the Brunswick Maryland Charter should be 15% of registered voters. An example using the 2012 registered voter totals of 3,708 would be 556 signed petitions needed for recall.

Motion Number One-

I so move that the council support the removal of the recall of officer's provision (Section 16-20. Recall of elective officers – Generally.) from the City of Brunswick, Maryland Charter and in turn follow the Maryland State Constitution Article XV Miscellaneous Sections #2 and #3 regarding the removal of an elected official.

Motion Number Two-

I so move that the council support a change to the recall of officer's provision (Section 16-20. Recall of elective officers – Generally) from the City of Brunswick, Maryland Charter as follows:

In case of the *mayor*, a petition signed by electors entitled to vote for a successor to the incumbent mayor sought to be removed equal in number to ***at least fifteen per cent of all registered voters***, and, in case of a *councilmember*, a petition signed by electors entitled to vote for a successor to the incumbent councilmember sought to be removed equal in number to ***at least fifteen per cent of all registered voters***, demanding an election of a successor of the person sought to be removed, shall be filed with the city administrator, which petition shall contain a general statement of the grounds for which the removal is sought

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: Dean Moore Builders

DATE: 5/7/2015

P.O. NO.: AD-2015-18

SHIP TO:

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1	Community Legacy Grant - train station renovation			33,975

m 5/7/2015

SHIPPING

TOTAL \$ 33,975

Approved by:

City of Brunswick Bid Opening Results

Railroad Station Renovation Grant

Bid Opening Results:

May 4, 2015 - 4:01 p.m.

Business	Comments	Bid Amount #s 1-4	Bid Amount #s 1,3,4	Bid #1 Amount	Bid #2 Amount	Bid #3 Amount	Bid #4 Amount	Bid #5 Amount
Blue Ridge Floors	Withdrawn	\$49,560.00	\$48,000.00	\$24,000.00	\$1,560.00	\$2,000.00	\$22,000.00	
Dean Moore Builders		\$38,225.00	\$33,975.00	\$28,200.00	\$4,250.00	\$2,875.00	\$2,900.00	\$5,000.00
Greek Islands LLC		\$41,500.00	\$39,500.00	\$33,000.00	\$2,000.00	\$4,500.00	\$2,000.00	\$3,000.00
Hardy Builders	No Bid Form	\$50,000.00		X	X	X	X	X
NA								
NA								
NA								
NA								

Bid opened at: 4:02 Read by: Bob McGrory Witnessed by: Mayor Karin Tome @ Brunswick City Hall, 1 West Potomac Street, Brunswick MD 21716

Invitation to Bid
Brunswick Historic Train Station Renovation Project

DATE: April 8, 2015

BACKGROUND: The City of Brunswick, MD is seeking proposals to renovate a historic train station located at 101 South Maple Avenue, Brunswick, MD 21716.

SCOPE: Contractor shall provide City with a bid to include and/or in accordance with the following specifications:

1. Scrape, repair and/or replace all exterior cedar siding as necessary and paint with two coats exterior paint. Any new or bare wood must have two coats of primer prior to finish coats of paint being applied.
2. Strip, scrape, repair and/or replace all other exterior trim to include all fascia, soffit, ban-boards, eaves, siding, doors and jams, windows and frames, overhangs and supports as needed and paint with two coats exterior paint. Any new or bare wood must have 2 coats of primer prior to finish coats of paint being applied.
3. Remove and replace cracked or worn window glazing and apply two primer coats and two finish coats. Window glass will be the responsibility of the contractor, selected to replace if broken, at the contractor's expense. Glass must be replaced with same type as existing.
4. Remove and inspect the Brunswick station sign located on the west end of the building. Repair and/or replace if needed or repaint and reinstall.
5. Remove window iron on the south side of the building, strip, prime, repaint and reinstall.
6. Inspect and repair or replace slate roof tiles, including inspection and repairs to, and reinstallation of, snow rail, gutters and downspouts, flashing, ridge cap and ridge end caps with appropriate hardware and/or treatment.
7. Remove all holly and juniper shrubs located on the north and northeast side of the building and re-grade to create positive drainage away from the building.
8. Reset and level brick patio on east side of building to improve drainage.
9. Other miscellaneous repairs as noted by contractor during site visit.
10. All existing train informational signage must be removed and reinstalled when repairs and painting is completed.
11. All materials and repairs must be made with prior approval from the Maryland Historic Trust.
12. Contractor shall maintain site to collect loose paint and debris and remove from site.
13. Contractor must protect cars and surfaces in the vicinity of the site from debris and paint drift.
14. Contractor to obtain all applicable permits.
15. Contractor shall arrange for and provide all necessary equipment and personnel.
16. Contractor shall provide two references for similar jobs completed with bid submission.

TERMS: The City reserves the right to accept or reject any and all bids/proposals, in whole or in part, received as a result of this solicitation and to waive minor irregularities.

PAYMENT: The City shall provide 50% deposit upon acceptance of bid, and 50% upon successful completion and inspection of project by City personnel.

TIME LINE: If desired, contractors shall arrange for site visit by contacting Bruce Dell at 301-834-7500 or CityHall@BrunswickMD.gov.

Sealed bids on City provided bid sheets will be due **Monday, May 4, 2015 at 4:00 p.m.** Bids may be mailed, faxed, or e-mailed to:

City of Brunswick
Attn: Bruce Dell, Planning & Zoning Administrator
1 West Potomac Street
Brunswick, MD 21716
Fax: 301-694-6040
E-mail: CityHall@BrunswickMD.gov

Bids will be opened on **Monday, May 4, 2015** at 4:01 p.m. Bids will be reviewed and compared with an estimated award within ten days of due date. Bidders need not be present at bid opening or award.

QUESTIONS: Contact Bruce Dell at above information. The City of Brunswick is an Equal Opportunity Employer.

**Brunswick Historic Train Station Renovation Project
Bid Sheet**

Company Name: _____

Company Representative: _____

Email: _____

Phone: _____

Bid

1. Scrape, repair and/or replace all exterior cedar siding as necessary and paint with two coats exterior paint. Any new or bare wood must have two coats of primer prior to finish coats of paint being applied

Strip, scrape, repair and/or replace all other exterior trim to include all fascia, soffit, ban-boards, eaves, siding, doors and jams, windows and frames, overhangs and supports as needed and paint with two coats exterior paint. Any new or bare wood must have 2 coats of primer prior to finish coats of paint being applied.

Remove and replace cracked or worn window glazing and apply two primer coats and two finish coats. Window glass will be the responsibility of the contractor, selected to replace if broken, at the contractor's expense. Glass must be replaced with same type as existing.

Remove and inspect the Brunswick station sign located on the west end of the building. Repair and/or replace if needed or repaint and reinstall.

Remove window iron on the south side of the building, strip, prime, repaint and reinstall

Amount: _____

2. Inspect and repair or replace slate roof tiles, including inspection and repairs to, and reinstallation of, snow rail, gutters and downspouts, flashing, ridge cap and ridge end caps with appropriate hardware and/or treatment.

Amount: _____

3. Remove all holly and juniper shrubs located on the north and northeast side of the building and re-grade to create positive drainage away from the building.

Amount: _____

4. Reset and level brick patio on east side of building to improve drainage.

Amount: _____

5. Other miscellaneous repairs as noted by contractor during site visit.

Amount: _____

TOTAL BID AMOUNT: _____

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: Fout Crane & Rigging, LLC.

DATE: 5/7/2015

P.O. NO.: AD-2015-17

SHIP TO:

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

- 1. Direct all payment inquiries to 301-834-7500.
- 2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
- 3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
- 4. Prepay all freight shipments.
- 5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1	Community Legacy Grant - caboose relocation			19,500

CM 5/7/2015

SHIPPING _____

TOTAL \$19,500

Approved by:

City of Brunswick Price Comparison
Results

Caboose Relocation (Community Legacy Grant)

Business	Comments	Bid Amount	
Digging And Rigging		\$72,561.94	
Fout Crane and Rigging		\$19,500.00	
NA			

Fout Crane and Rigging, LLC
8095 Hillmark Court
Frederick, MD 21704
phone-301-662-1989 fax-301-662-3600

May 6, 2015

QUOTE # 1400

City of Brunswick
Attn: Carrie Myers, Office Manager
1 West Potomac Street
Brunswick, MD 21716

p-301-834-7500
f-301-694-6040

Contact: Bob McGrory / Carrie Myers
Jobsite: Spruce Knob-Seneca Rocks to Brunswick Caboose Move

Fout Crane and Rigging is pleased to quote to supply all necessary labor, equipment and permits to move 1925 B&O Caboose from Upper Tract, WV to South Maple Ave, Brunswick, MD.

- NOTE: 1. Caboose shall be moved in (3) pieces (Main body, (2) bolsters and (1) track section)
2. One tree shall be removed at the Brunswick location by others to allow access for Caboose to be set on new pad.
3. City of Brunswick shall supply all necessary building permits.
4. Fout Crane and Rigging is figuring on a 3-day move.
5. Fout Crane and Rigging will furnish all necessary hauling permits.

All work to be completed for a cost of \$19,500.00

If I can be of any further assistance, please do not hesitate to call me.
To schedule labor and equipment please call Sam Austin 301-662-1989.
Sincerely,

Barry Rock
301-662-1989
Office - Dispatch

Additional Terms:

1. Proposal must be signed, dated and returned to our office before job can be scheduled.
2. Payment terms NET 15 days. (Lessee agrees to pay 2% per month interest charges on any past due accounts, plus any attorneys' fees and costs required for collection of any past due accounts).
3. In the event of any disputes, Customer agrees to submit to the exclusive jurisdiction of the courts of the State of Maryland and to venue in Frederick County, Maryland.
4. Plus any State, Federal and Local Taxes.
5. No retainage.
6. Access by others.
7. Fout Crane & Rigging is not responsible for driveways, sidewalks or under ground utilities.
8. Daily Rates will be Based on 8 hrs. (Monday thru Friday 7:00 am to 3:30 pm)
9. Price does not reflect ANY SCALE RATES unless noted on this quote.
10. Customer agrees to be bound by any Job Tickets signed by it's employees or agents on its behalf at the jobsite.
11. Customer is responsible for making sure job site is prepared in proper working condition.
12. IF CRANE BECOMES IMMOVEABLE DUE TO POOR SITE CONDITIONS, CUSTOMER IS RESPONSIBLE FOR ALL EXPENSES RELATED TO THE REMOVAL OF THE CRANE FROM SITE.

ACCEPTENACE OF PROPOSAL

Signature _____ Date _____

Print _____

**Invitation to Bid
Caboose Relocation Project**

DATE: February 4, 2015

BACKGROUND: The City of Brunswick, MD is seeking proposals to move a circa 1925 B&O Caboose from Upper Tract, WV to Brunswick, MD.

SCOPE: Contractor shall provide City with a bid to include and/or in accordance with the following specifications:

1. Caboose is currently located at 784 Walnut Springs Lane, Upper Tract, WV 26866 (near Petersburg, WV). Final destination will be South Maple Avenue, Brunswick, MD 21716.
2. Caboose dimensions are 33 feet long by 9 feet wide by 11 feet tall.
3. Approximate caboose weight is 48,000 pounds.
4. Contractor to prep unit and current site for transport. Owner will prep final destination site for structure delivery.
5. Contractor to obtain all applicable permits for transport.
6. Contractor shall arrange for and provide all necessary equipment and personnel, including cranes at Upper Tract and Brunswick, hauling vehicles, backhoe, etc. to facilitate move.
7. Unit shall be moved in three (3) sections, and can be torch welded and cut to accommodate the move. Contractor shall provide all necessary equipment and personnel to disassemble sections prior to transport, and reassemble sections upon delivery.
8. Contractor to provide estimated timeframe for length of move, as well as timeframe of when move could be facilitated.
9. Contractor shall provide two references for similar jobs completed with bid submission.
10. Pictures of caboose, current site, and proposed location are attached for review.

TERMS: The City reserves the right to accept or reject any and all bids/proposals, in whole or in part, received as a result of this solicitation and to waive minor irregularities.

PAYMENT: The City shall provide 30% deposit upon acceptance of bid, and 70% upon successful completion and inspection of project by City personnel.

TIME LINE: If desired, contractors shall arrange for site visit by contacting Carrie Myers at 301-834-7500, ext. 201 or assistant@brunswickmd.gov.

Sealed bids will be due **Monday, March 2, 2015 at 4:00 p.m.** Bids may be mailed, faxed, or e-mailed to:

City of Brunswick
Attn: Carrie Myers, Office Manager
1 West Potomac Street
Brunswick, MD 21716
Fax: 301-694-6040
E-mail: assistant@brunswickmd.gov

Bids will be opened on Monday, March 2, 2015 at 4:01 p.m. Bids will be reviewed and compared with an estimated award within ten days of due date. Bidders need not be present at bid opening or award.

QUESTIONS: Contact Carrie Myers at above information. The City of Brunswick is an Equal Opportunity Employer.



THE CITY OF BRUNSWICK MARYLAND

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

Traffic Control Request

Please complete the following questions, indicating your request, and be as specific as possible. When the completed form is returned to City Hall, copies will be forwarded for Police and Public Works review and recommendations. The matter will then be placed on a Mayor and Council meeting agenda for consideration. You will be notified by phone of the date of this meeting, and fliers will notify neighbors of the general area of your request. It may be suggested that you appear at the meeting, should questions arise. You will also be notified of the results of your request after the Council meeting. Questions, call City Hall Administrative Assistant at 301-834-7500, ext. 1.

To: Mayor and Council

Date: MAY 4, 2015

Name: MITTON FRECH

Phone #: 301.834.9101

Street Address: 20 EAST A STREET, BRUNSWICK, MARYLAND

Type of Traffic Control Requested:

Handicap Space ****Please see bold notes below before submitting this form.**

Stop Sign

Other-Explain SEE ATTACHED.

****Note: If you are applying for a handicap space, you must provide a copy of your Handicap Identification Placard and a copy of the registration for vehicle(s) to be parked in the space. Handicap spaces will only be issued for use by household vehicles.**

Location: SEE ATTACHED.

Justification: " "

For City Use Only

Police Recommendation: APPROVED

Date: _____

Public Works Recommendation/Costs: _____

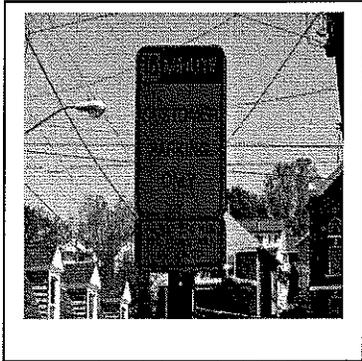
Date: _____

S:\Departments\Front Desk\BLANK FORMS\Traffic Control Request.docx

Traffic Control Request – Continuation

Listed below are multiple requests for changes to downtown parking.

#1. Remove the two “15 minute customer parking only” signs, located on South Maple Avenue, and replacing the signs with meters. There is no longer a need for the signs after the closing of Mommer’s. I spoke to Angie Strine, Precious Little Ones Daycare, who is not opposed to the signs being removed and replaced with meters.



#2. Replace the meter on the south west corner, unit block of West Potomac Street, with one of the “15 minute customer parking signs” from South Maple Avenue.

#3. Install meters (2) in the 200 block of West Potomac Street, across from old firehouse building. Spaces were reserved for fire personnel and there is no longer a need. Curb is currently painted red and will need to be cleared on red paint.

