

**MAYOR AND COUNCIL MEETING  
TUESDAY, JULY 14, 2015, 7:00PM**

**AGENDA**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
  - a. Police Officer Swearing In
  - b. Main Street Downtown Development Strategies Presentation
- 3. APPROVAL OF MINUTES**
  - a. Mayor & Council Meeting – June 9, 2015-07-10
  - b. Mayor & Council Special Meeting – June 22, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
  - a. Ordinance 516 – Amending Code of Ordinance Section 6-2402 – Enumerated Public Nuisances – First Reading
  - b. Resolution 2015-03 – Community Legacy Application of Support for Brunswick Main Street
  - c. History Commission
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
  - a. Purchase Approvals – Water, Waste Water, and Public Works
  - b. Tap Request – 411 East D Street
  - c. Brunswick Self Storage – Sewer Easement
  - d. Caboose/WB Tower Concrete Pad Construction Award
- 8. UNFINISHED BUSINESS**
  - a. Sustainable Purchasing Policy - vote
- 9. NEW BUSINESS**
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

7/10/2015 3:38 PM

**MAYOR AND COUNCIL MEETING  
July 14, 2015**

Suggested Motions

**Agenda item 3a & 3b – Approval of Minutes**

“I move to approve the Mayor and Council Meeting Minutes from June 9, 2015 and the Mayor and Council Special Meeting Minutes from June 22, 2015.

**Agenda item 5b – Resolution 2015-03 – Community Legacy Application of Support**

“I move to approve Resolution 2015-03 for the FY16 Community Legacy Application of Support for Brunswick Main Street’s Façade Improvement Program.”

**Agenda item 7a-d – Consent Agenda**

“I move to approve the Consent Agenda.”

**Agenda item 8a – Sustainable Purchasing Policy**

“I move to approve the Sustainable Purchasing Policy.”

# *Oath of Office*

I, Brandon Smith, affirm that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Police Officer, City of Brunswick, Frederick County, Maryland, according to the Constitution and Laws of this State.

**Brandon Smith**

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 14<sup>th</sup> day of July, 2015.

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Karin B. Tome  
Mayor of Brunswick

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, June 9, 2015, 7:00 P.M.

The June 9, 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 Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Public Works Superintendent; Patrick Hoffmaster, Water and Waste Water Superintendent; Kim Miller, Accountant; and Breanna Thomas, Administrative Assistant. Harry Lashley, Council Member, participated via videoconference for a portion of the meeting.

Mayor's Remarks

- Mayor Tome recognized Devin Mallory for his achievement of earning a Maryland State Championship Title in spring track.
- Mayor Tome discussed a water line break at Yourtee Springs.
- Mayor Tome discussed the free lunch program being offered by the library from June 22 through August 21, 2015.
- Mayor Tome discussed compost bins and rain barrels for sale through City Hall.

Approval of Minutes

- Mayor & Council Public Hearing – May 12, 2015
- Mayor & Council Meeting – May 12, 2015

Mr. Burruss moved to approve the minutes. Ms. White seconded the motion, which passed 6-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from the following individuals: Jennifer Knowles – 401 9<sup>th</sup> Avenue, Antonette Vasseur – 822 East A Street, Michael Tuthill – 71 Wenner Drive, Amy Tuthill – 71 Wenner Drive, Dan Virgillio – 415 Brunswick Street, and John Dayton – 608 Brunswick Street.

Introduction and Adoption of Resolutions and Ordinances

- FY2015 Budget Amendment – Special Ordinance 514

Mr. Burruss made a motion to approve Special Ordinance 514. Mr. Snoots seconded the motion, which passed 6-0.

- FY2016 Budget – Special Ordinance 515

Mr. Snoots made a motion to approve Special Ordinance 515. Ms. White seconded the motion, which passed 6-0.

- Ordinance 516 – Amending Code of Ordinances Section 6-2402 – Enumerated Public

### Nuisances

Council Member discussed the proposed changes. The consensus was to hold a Public Hearing for this item at the July 2015 meeting.

### 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, Brunswick Area Recreation Council, Brunswick History Committee, Brunswick Food Bank, and Sustainable Brunswick.

### Consent Agenda

- Purchase Approvals – Water, Waste Water, and Public Works Departments
- C&O Canal Scenic Byway Sign Post Information & Maintenance Agreement
- Master Plan Amendment – Heritage Area Management Entity

Ms. White made a motion to approve the consent agenda. Mr. Stull seconded the motion, which passed 6-0.

### New Business

- Code of Ordinances Update 2015

Council Members reviewed the latest supplementation of the Code of Ordinances. They also discussed Mr. Burruss' request to review the entire Code for relevancy, accuracy, and applicability. Mr. Burruss made a motion to create an Ordinance Review Subcommittee. Mr. Snoots seconded the motion. All Council Members expressed their desire to be a part of said subcommittee. Mayor Tome mentioned that with that many Council Members present, a Special Meeting of the Council would be held to discuss Ordinance changes.

- Sustainable Procurement Policy

Ms. White made a motion to table this issue until the July 2015 meeting. Mr. Snoots seconded the motion, which passed 5-0.

- Hired Car Service Fees – Amending Commercial Regulations Regarding Taxicabs

Mr. McGrory discussed the background of this item, which will be proposed for legislation at the July 2015 meeting.

- Paving Bid Award

Mayor Tome discussed the background of this project. The Council discussed options about having homeowners cost-share with the City for sidewalk replacement, versus establishing a precedence for future City-funded sidewalk replacements. Mr. Gerstner explained asphalt fabric and the benefits of using it in the City. The consensus of the Council was to discuss a sidewalk improvement program throughout the City at the July 2015 meeting.

Mr. Burruss made a motion to award the paving, sidewalk, and curb project bid (Primary Bid,

Alternate Bid A, Primary Sidewalk, Primary Curb, Alternate A Sidewalk, and Alternate A Curb, and portions of Alternate Bid B as determined by the Superintendent of Public Works) to CJ Miller and execute Purchase Order AD-2015-25, not to exceed the price of \$810,000. Mr. Stull seconded the motion, which passed 5-0.

- **Striping Bid Award**

Mr. McGrory gives the background of this project. Mr. Stull made a motion to award the bike lane and West Potomac Street striping bid to FSM, Inc. and execute Purchase Order AD-2015-23 for \$19,632. Ms. White seconded the motion, which passed 4-1, with Council Member Jones opposing.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 5-0. The meeting was adjourned at 9:08 p.m.

Submitted by: Carrie Myers

Approved By: \_\_\_\_\_  
Mayor Date

Witnessed By: \_\_\_\_\_  
City Administrator Date

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Monday, June 22, 2015, 5:00 P.M.

The June 22, 2015 City of Brunswick Mayor and Council Special meeting was called to order at 5:00 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, Jeff Snoots, and Harry Lashley, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; and Carrie Myers, Office Manager. Council Member Angel White entered the meeting at 5:01 p.m.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from the following individual: Teresa Price, 11 Wenner Drive.

New Business

- 2015 Code of Ordinances Update

Mr. Burruss discussed his desire to review the Code of Ordinances for inaccuracies and outdated language, as well as grammatical errors. He suggested beginning a thorough analysis of the document chapter by chapter and adding a possible sunset provision to each ordinance.

Other Council Members discussed their opinions and various methods possible for reviewing the large document. Mr. McGrory discussed options for review he has seen work in other jurisdictions.

By consensus the review process was decided to be: two Council Members will review each Chapter then submit recommendations for changes to the Office Manager. The Office Manager will compile said changes in an editable format and disseminate the document to the City Administrator and other applicable staff for comments. Once staff comments are added, the document will be redistributed to the full Council and a review meeting will be scheduled.

Council Members were grouped together and assigned the following Ordinance chapters for review: Chapters 1 and 2 – Mr. Burruss and Mr. Lashley, Chapter 3 – Mr. Jones and Mr. Snoots, Chapter 4 – Mr. Stull and Ms. White.

It was decided that Mr. Burruss and Mr. Lashley would begin their review of Chapters 1 and 2 immediately, and the Council will meet tentatively on July 28, 2015 at 7:00 p.m. for their review of those chapters.

Adjournment

Mr. Burruss moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 6:04 p.m.

Submitted by: Carrie Myers

Approved By: \_\_\_\_\_  
Mayor Date

Witnessed By: \_\_\_\_\_  
City Administrator Date

**MAYOR AND COUNCIL OF BRUNSWICK  
ORDINANCE NUMBER 516**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND SECTION 6-2402,  
ENUMERATED PUBLIC NUISANCES, OF THE BRUNSWICK CITY CODE.**

WHEREAS, changes to Section 6-2402, Enumerated Public Nuisances, of the Code of Ordinances were prepared and submitted to the Mayor and Council of Brunswick and vetted at public meetings on July 14, 2015 and August 11, 2015, and

WHEREAS, the City government desires to amend the Code language to reflect changes regarding disorderly places and snow removal from sidewalks, and

WHEREAS, Ordinance 515 was drafted and presented as a first reading at the July 14, 2015 regular meeting of the Mayor and Council of Brunswick and a Public Hearing and second reading of Ordinance 515 was held on August 11, 2015, and

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick, that pursuant to the authority granted to it by the Annotated Code of Maryland, Section 16-3 of the Charter of the City of Brunswick, and Section 1-1204 of the Brunswick City Code, that Section 6-2402, Enumerated Public Nuisances is hereby repealed and reenacted and attached to this Ordinance as Exhibit A.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by a vote of \_\_\_\_ for, \_\_\_\_ against, \_\_\_\_ abstaining, and \_\_\_\_ absent.

ATTEST:

Council of the City of Brunswick

\_\_\_\_\_  
Bob McGrory  
City Administrator

\_\_\_\_\_  
Angel White  
Mayor Pro Tem

Approved this \_\_\_\_ day of \_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Bob McGrory  
City Administrator

\_\_\_\_\_  
Karin B. Tome  
Mayor

## Proposed changes to Section 6-2402 - Enumerated Public Nuisances

### Section 6-2402. Enumerated Public Nuisances:

It shall be a public nuisance to create or to cause or to maintain within the City or within one half mile of the City limits, any of the following conditions which directly or by their consequence cause injury or annoyance to the general public:

(A) Bawdyhouses. For purposes of this Section, a bawdyhouse is defined as a blatant and/or noisome place for licentious commerce, including a house of ill fame, ~~a disorderly house~~ and a house of prostitution, lewdness or assignation.

*(B) Disorderly Place. For purposes of this Section, a Disorderly Place is defined as any property at which the police department has substantiated four (4) events within the period of January 1st through December 31th of a given year. A disorderly event is defined as a situation created within or in the immediate vicinity of a property by a property's owner, occupants, or tenants, or the invitees of an owner, tenant or occupant, which would have a tendency to disturb unreasonably the community, the neighborhood or an ordinary individual occupying property in or near the disorderly activity, including but not limited to loud music; boisterous parties; excessively loud noise, repeated police responses for violations or unnecessary noises emanating from within or near the property which are audible outside the building; fights within the property or in its vicinity involving occupants of the property or their invitees; occupants of the property or their invitees being intoxicated outdoors in the vicinity of the property; and other similar activities at the property or in the vicinity of the property. This section applies to the owner and occupants of the property.*

~~(B)~~ (C) Unremoved Snow or Ice. For purposes of this Section, unremoved snow or ice is defined as a hazardous condition resulting from an accumulation of snow or ice upon any sidewalk within the City. The owners and occupants of properties abutting a sidewalk shall:

- (1) Remove or cause the removal of snow and ice for a width of at least five feet for the entire length of any sidewalk abutting their property,
- (2) Refrain from depositing or causing a deposit of removed snow or ice upon any public street, road, highway or alley.
- (3) Remove or cause the removal of snow and ice within eight (8) hours after a snowfall or before 2:00 p.m. in the event of a snowfall between the hours of 5:00 p.m. and 7:00 a.m.
- (4) Be charged a removal cost in the event that the City shall have caused the removal of accumulated snow and ice upon failure of the owner and occupant to comply with the City's notification and order to remove such snow and ice.

Deleted: four

~~(C)~~ (D) Unreasonable Noise.

- (1) For purposes of this Section, unreasonable noise is defined as any loud, disturbing and unnecessary noise of such character, intensity and duration as to be detrimental to the life or health of any person or to unreasonably disturb or annoy the quiet, comfort or repose of any person, including any noise which may cause:
  - (a) Temporary or permanent hearing loss;
  - (b) Interference with sleep, speech communication, work, or other human activities;

Proposed changes to Section 6-2402 - Enumerated Public Nuisances

- (c) Adverse physiological responses;
  - (d) Psychological distress;
  - (e) Harm to animal life;
  - (f) Devaluation of or damage to property; and
  - (g) Unreasonable interference with the enjoyment of life or property.
- (2) No person shall create, cause or maintain an "unreasonable noise" public nuisance, including:
- (a) The sounding of a horn or other warning device of any motor vehicle except as a danger signal or in compliance with the requirements of a motor vehicle law or regulation;
  - (b) The sounding of a radio or phonograph or any musical instrument in such manner or with such violence as to annoy or disturb any person;
  - (c) The operation of any sound truck for commercial sound advertising with sound amplifying equipment without the consent of the Mayor or Chief of Police.
  - (d) The operation of any sound device attached to a vehicle and used for the purpose of attracting attention thereto for advertising purposes without the consent of the Mayor or Chief of Police.
  - (e) The calling or crying out for advertising purposes from any vehicle without the consent of the Mayor or Chief of Police.

SECTION	PENALTY CLASS	MUNICIPAL INFRACTION
3-1102 to 3-1104	C	[Section 3-1103 is included here as Class C]
3-1103	D	[Section 3-1103 is specified separately as Class D]
3-1105 to 3-1106	D	
3-1107 to 3-1109	C	
3-1110	F	
3-1201 to 3-1202	D	
3-1203 to 3-1205	D	
3-1207	D	
3-2104	C	
3-2201	A	
3-2202	C	
3-2204	B	
5-1103	D	
5-1106	D	
5-1107	B	
6-1301	D	
6-1302	D	
6-1402	D	
6-1403	D	

Proposed changes to Section 6-2402 - Enumerated Public Nuisances

6-1404(A) and (B)	G
6-1404(C)	E
6-1404(D) and (J)	C
6-1404(E) and (F)	D
6-1404(G)	F
6-1404(H) and (I)	E
6-1405	D
6-1406	D
6-1408	E
6-2305	D
6-2401	D
<u>6-2402 (B)</u>	<u>B</u>

**Resolution 2015-03**

Resolution of the City of Brunswick, Maryland, Mayor and Council to approve the application and receipt of financing for a Community Legacy project (the "Project") further described in the Application dated July 15, 2015 (the "Application"), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the City of Brunswick, Maryland, Mayor and Council recognizes that there is a significant need for reinvestment and revitalization of the communities in Frederick County; and,

WHEREAS, the Department, through Community Legacy or through other programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by the City of Brunswick, Maryland, Mayor and Council and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the City of Brunswick, Maryland, Mayor and Council hereby endorses the Project in the Sustainable Community Area; and, HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of \$100,000; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating her approval thereof; and,

BE IT FURTHER RESOLVED THAT, the following persons are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions;

Karin B. Tome	Mayor	_____
Walter S. Stull	Mayor Pro-Tem	_____
Robert C. McGrory	City Administrator	_____ ; and

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

**READ AND PASSED THIS 14<sup>th</sup> day of July, 2015.**

I hereby certify that Resolution Number 2015-03 is true and correct and duly adopted by the City of Brunswick, Maryland, Mayor and Council.

ATTEST/WITNESS: CITY OF BRUNSWICK, MARYLAND, MAYOR AND COUNCIL

_____	By:	_____
	Name:	<u>Walter S. Stull</u>
	Title:	<u>Mayor Pro-Tem</u>
	Approved By:	_____
	Name:	<u>Karin B. Tome</u>
	Title:	<u>Mayor</u>
	Date:	<u>July 14, 2015</u>

**MAYOR AND COUNCIL OF BRUNSWICK  
ORDINANCE NUMBER 517**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND AND REVISE THE  
BRUNSWICK CITY CODE TO REFLECT CHANGES TO ARTICLE 2, COMMISSIONS AND COMMITTEES.**

WHEREAS, changes to Article 2, Commissions and Committees of the Code of Ordinances were prepared and submitted to the Mayor and Council of Brunswick and vetted at public meetings on July 14, 2015 and August 11, 2015, and

WHEREAS, the City Council seeks to create a new commission, and

WHEREAS, Ordinance 517 was drafted and presented as a first reading at a regular meeting of the Mayor and Council of Brunswick and a Public Hearing and second reading of Ordinance 517 was held on August 11, 2015,

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick, that pursuant to the authority granted to it by the Annotated Code of Maryland, Section 16-3 of the Charter of the City of Brunswick, and Section 1-1204 of the Brunswick City Code,

- 1) Article 2, Commissions and Committees of the Code is hereby amended to include Title 3, attached to this Ordinance as Exhibit A, and
- 2) This legislation will remain in effect until December 31, 2018.
- 3) 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 (10<sup>th</sup>) day following its enactment by the Council over the veto by the Mayor.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by a vote of \_\_\_\_ for, \_\_\_\_ against, \_\_\_\_ abstaining, and \_\_\_\_ absent.

ATTEST:

Council of the City of Brunswick

\_\_\_\_\_  
Bob McGrory  
City Administrator

\_\_\_\_\_  
Angel White  
Mayor Pro Tem

Approved this \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Bob McGrory  
City Administrator

\_\_\_\_\_  
Karin B. Tome  
Mayor

Exhibit A

## **Article 2. Commissions and Committees**

### Title 3. History Commission

#### Section 2-2301. Created

A History Commission may be created for the City of Brunswick. The members of the Commission shall serve without compensation.

#### Section 2-2302. Composition

The History Commission may consist of not fewer than three (3) nor more than seven (7) members. Members shall be appointed by the Mayor, with the advice and consent of the Council, and shall serve for three (3) years.

#### Section 2-2303. Officers

The members of the History Commission shall elect their own Chair, Secretary, and all other necessary officers at their first meeting in each calendar year. All officers shall serve for a period of one (1) year.

#### Section 2-2305. Functions

The History Commission shall have the authority and duty to make recommendations to the Mayor and Council on matters relating to the history of Brunswick.



## Brunswick Police Department Monthly Report

Reporting Month and Year: June 2015

### Traffic Enforcement Activity

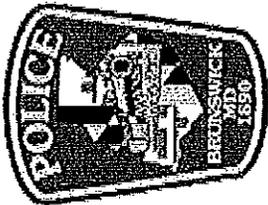
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	52	236	38	199
Maryland State SEROS:	4	27	5	34
Warning Citations:	98	441	37	362
Parking Citations:	43	142	57	233

### Parking Enforcement Revenue

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

### Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1103	7387	1437	8737
Homicide	0	0	-	0
Rape	1	1	-	1
Robbery	0	0	-	0
Assault	10	63	3	17
B&E	0	6	1	6
Theft	9	30	10	40
Auto Theft	0	0	-	2
Motor Vehicle Accidents	10	49	3	30



# Brunswick Police Department

## Listing of Arrests

### June 1, 2015 to June 30, 2015

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015006401	06/03/2015	22:41	FAILURE TO DRIVE RIGHT OF CENTER	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015006499	06/07/2015	01:33	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015006505	06/07/2015	01:35	CDS, POSS COCAINE/OPIUM/OTHER DERIVATIVES	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015006878	06/12/2015	13:19	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	ERIC BITTNER	CLEARED BY ARREST
2015006769	06/13/2015	16:22	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015006743	06/13/2015	22:35	DRIVING VEH ON HWY W/O REQUIRED MINIMUM EQUIPMENT	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015006687	06/16/2015	02:20	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015006937	06/17/2015	18:34	DISORDERLY CONDUCT/DISTURB PEACE	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007036	06/20/2015	03:32	THEFT, SHOPLIFTING \$999 OR LESS	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015007040	06/20/2015	03:46	OTHER AGENCY WARRANT/SUMMONS SERVICE	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2013010241	06/20/2015	04:10	DESTRUCTION OF PROPERTY- PUBLIC PROPERTY	CLOSED/CLEARED	ADULT	JAMES MOXLEY	CLEARED BY ARREST
2015007043	06/21/2015	19:38	UNDERAGE POSSESSION 18-20	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015007074	06/21/2015	19:39	CDS; POSS MARIJUANA LT 10 GRAMS	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015007163	06/23/2015	19:12	THEFT LESS \$1000	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015007217	06/25/2015	13:48	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JAMES MOXLEY	CLEARED BY ARREST
2015006828	06/26/2015	16:34	FORGERY PRIVATE DOCUMENT	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015007269	06/27/2015	01:13	DRIVING VEH ON HWY W/O REQUIRED MINIMUM EQUIPMENT	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007299	06/28/2015	02:48	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015007321	06/28/2015	21:35	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007297	06/29/2015	09:45	FAIL TO REMAIN AT SCENE OF ACCIDENT	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST

Total Number of Arrests: 20



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

<b>Call Type</b>	<b>Counts</b>
ABANDONED / UNATTENDED VEHICLE	2
ANIMAL COMPLAINTS	1
ANY SEX OFFENSE / RAPE	1
ASSAULT - OCCURED EARLIER	4
ASSAULT IN PROGRESS - ALERT TONE	2
ASSIST FIRE DEPARTMENT	11
ASSIST OTHER PD (SHERIFF)	21
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	10
BANK ALARM	1
CARDIAC ARREST	1
CHILD / JUVENILE ABUSE	1
COMMERCIAL	1
COMMERCIAL BURGLARY - REPORT ONLY	1
COURT - BPD	10
COURT PAPERWORK	7
DESTRUCTION OF PROPERTY / VANDALISM	3
DISABLED VEHICLE	3
DISORDERLY CONDUCT - INTOXICATED SUBJECT	1
DISTURBANCE - ALL GATHERINGS	16
DOMESTIC	3
DOMESTIC ESCORT TO RETRIEVE PROPERTY	3
DOMESTIC IN PROGRESS - ALERT TONE	4
EMERGENCY EVALUATION	5
ESCORT (MSP)	1
FOLLOW UP - ALL TYPES	57
FOUND PROPERTY	5
FRAUD	8
FUNERAL ESCORT	1
HARRASSMENT	7
HIT AND RUN PROPERTY DAMAGE	2
INDECENT EXPOSURE	1
JUVENILE COMPLAINT	2



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

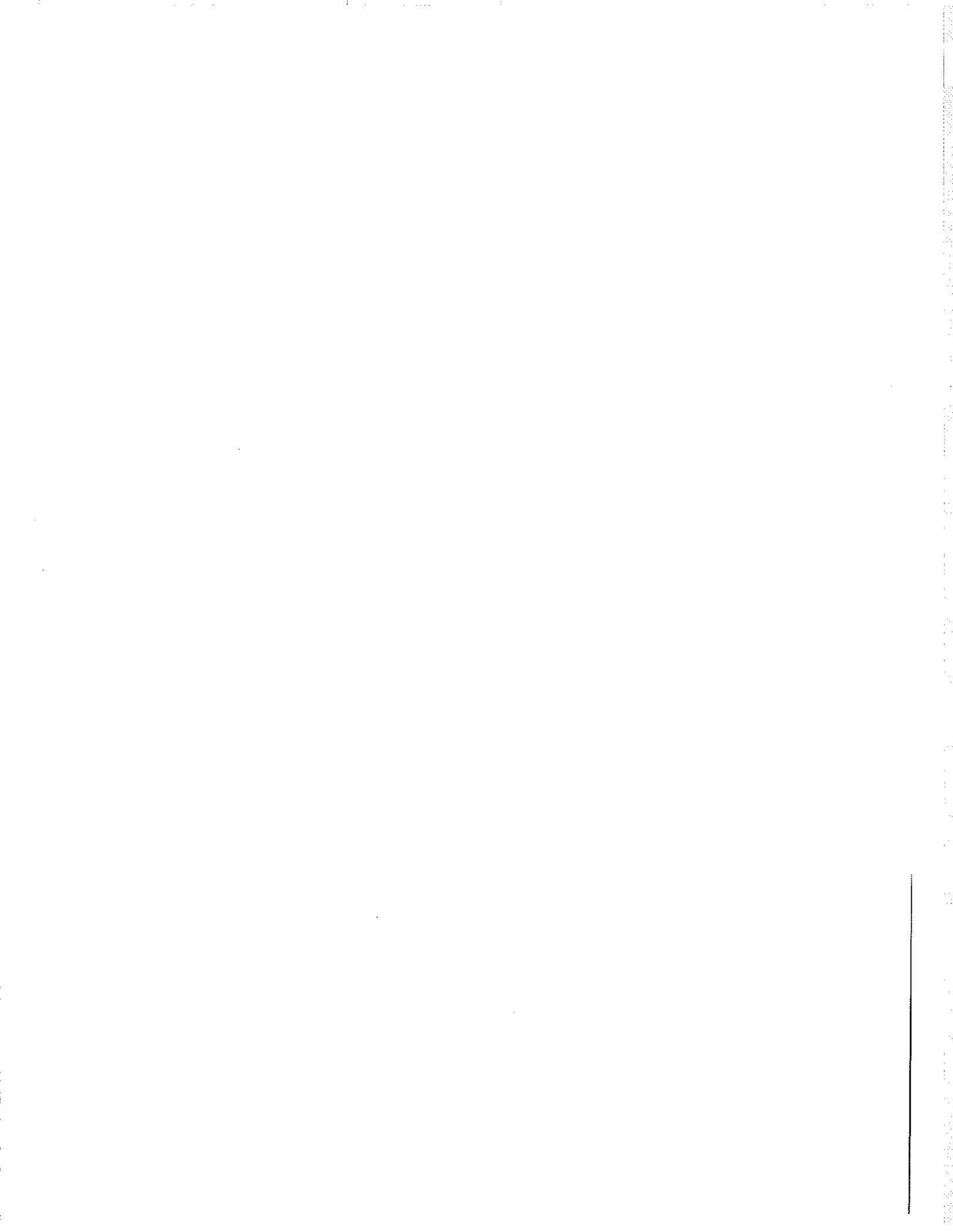
<b>Call Type</b>	<b>Counts</b>
MENTAL PERSON	4
MISSING PERSON	4
NARCOTICS - FCPD SEND TWO CARS	4
NOISE COMPLAINT	1
NOTIFICATIONS	1
OPEN DOOR	1
OPEN OR 911 HANG-UP	28
OVERDOSE - SEND AMBULANCE	1
PARKING VIOLATIONS	19
PATROL CHECK (BRUNSWICK)	459
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	2
POLICE TRAINING / EDUCATION	3
PROPERTY DAMAGE ACCIDENT	7
RELAY OR 10-5	3
REPO / TOW AWAY	3
REQUEST CHECKS	2
REQUEST OFFICER	115
RESIDENTIAL	7
RESIDENTIAL BURGLARY - REPORT ONLY	4
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	5
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	17
SEX OFFENSE	1
SOLICITING	1
SPECIAL ASSIGNMENTS	8
SUBJECT STOP	1
SUICIDE - ATTEMPTED ALSO	3
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	8
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	7
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	10
TAMPERING WITH A VEHICLE	2



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

<b>Call Type</b>	<b>Counts</b>
TELEPHONE MISUSE / THREATS VIA PHONE	2
TEST FOR TRAINING - DO NOT DISPATCH	1
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	19
TOW-A-WAY BY TOW COMPANY	3
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	4
TRESPASSING	3
UNAUTHORIZED USE	1
VEHICLE STOP (BRUNSWICK)	61
VEHICLE THEFT / UNAUTHORIZED USE	1
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	61
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	11

**Total Number of Calls: 1,103**





# THE CITY OF BRUNSWICK MARYLAND

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

## **May Planning/Code Staff Report** **Mayor and Council 7-14-2015**

### **Planning**

- Staff working with engineer to finalize improvement plans for Gums Springs Estates.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- Staff attended County-Municipal planners meeting.
- Staff attended MD Planning Directors meeting.
- Staff continued working with Ryan Homes at Brunswick Crossing.
- Staff worked with Pleasants on plat recordation.
- Staff working with MTA surveyor on MTA parking lot storm drain plans.
- Staff completed the Annual report for the NPDES as a requirement for the MS4 Phase II stormwater program for MDE.
- 29 Zoning Certificates issued June
- 4 U&O's issued June
- BoA did not meet in June and has no meeting scheduled for July.
- Planning Commission did not meet in June there is no meeting scheduled for July.

### **GIS**

- Assisted public with property data.
- Import State data.
- Georeferencing stormdrain data.
- TOD property update.
- Updating IPMC GIS mapping data.
- Exported stormdrain data
- Revised Stormdrain Maps.
- Updated Brunswick Crossing Address Map.
- Updated Zoning Violation Database.

**ZC Log 2015**

<b>ZC #</b>	<b>Tax ID #</b>	<b>Date Approved</b>	<b>Parcel #</b>	<b>Name of Owner/Applicant</b>	<b>Street #</b>	<b>Street Address</b>	<b>Improvement/Use</b>
81	25-489292	6-1-15	311	Hope & Jerry Bonanno	3	Rick Michael Way	Patio
82	25-465407	6-1-15	635	David Blackmon/Restoration Station	223	W. Potomac St.	Tenant Fit out
83	25-490304	6-2-15	311	Kalpesh Petal/ Charles Russell- Morgan & Morgan Solar	24	Donovan Ct	Solar Panels
84	25-473485	6-2-15	254	Chris Wedding/Solar City	25	E. Orndorff Drive	Solar Panels
85	25-489675	6-2-15	311	Janet Ricketts/Vivint	232	Galyn Dr	Solar Panels
86	25-589099	6-3-15	29	Brunswick Crossing LLC	1000	Potomac View Pkwy	Pool House & Pool
87	25-467566	6-3-15	948	Potomac St Grill	31	E Potomac	Off Site Sign
88	25-589787	6-4-15	Lot 14	Alvin/Pam Smith /Brendan Casey	1157	Potomac View Pkwy	Deck
89	25-589788	6-4-15	Lot 15	Craig/Cynthia / Brendan Casey	1159	Potomac View Pkwy	Deck
90	25-467094	6-8-15	943	BMS	1	E Potomac st	Event
91	25-487478	6-9-15	311	Kwame Boateng/Vivint Liane	3	Evan Ct	Solar Panels
92	25-590990	6-10-15	26 NN	NVR /T&A	607	Potomac View Pkwy	Deck/Landing
93	25-590991	6-10-15	27 NN	NVR/T&A	609	Potomac View Pkwy	Deck/Landing
94	25-590992	6-10-15	28 NN	NVR /T&A	611	Potomac View Pkwy	Deck/Landing
95	25-590993	6-10-15	29 NN	NVR /T&A	613	Potomac View Pkwy	Deck/Landing
96	25-490649	6-10-15	1494	Nathan Miles	308	E. D St	Fence
97	25-590392	6-11-15	29	Mike & Jennifer Kozicki/Tri County	1131	Dargon Quarry Ln	Fence
98	25-589903	6-12-15	KK 7	Ryan Homes	1148	Dargon Quarry Ln	SFD
99	25-476085	6-12-15	548	Robert Ewing	520	W. Potomac St.	Shed
100	25-465040	6-12-15	1516	Eric Moore	411	E D St.	SFD
101	25-466241	6-16-15	460	Dana Benito/Brain Rapp	12	S. Virginia Ave	Renovations
102	25-477138	6-16-15	978	WOTM-660/Kathy Huey	401	E. Potomac	Signage
103	25-487486	6-17-15	311	Virinia Skelly	5	Evan Ct	Fence
104	25-	6-17-15	1679	Neal Harrington/Brunswick Med	610	Ninth Ave	Renovations

**ZC Log 2015**

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
	465326						
105	25-4738912	6-22-15	99	Bill/Lynn Martin	46	Concord	Signage
106	25-492528	6-22-15	69FF	Amanda Emo/T&A Contr.	734	Potomac View Pkwy	Deck
107	25-467094	6-25-15	943	Community Picnic	1	E. Potomac St	Event
108	25-487451	6-25-15	311	Daniel Sweeney/Vivint	1	Evan Ct	Solar Panels
109	25-487451	6-29-15	311	Natalie Sweeney/Long Fence	1	Evan Ct	Fence

**U&O Log 2015**

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
22	15-22	6-22-15	605	Potomac View Pkwy	TH Ryan	125767	6-22-15
23	15-23	6-22-15	609	Potomac View Pkwy	TH Ryan	125769	6-22-15
24	15-24	6-22-15	611	Potomac View Pkwy	TH Ryan	125770	6-22-15
25	15-25	6-25-15	607	Potomac View Pkwy	TH Ryan	125768	6-25-15

**MONTHLY CODE ENFORCEMENT REPORT**

<b>Violations</b>	<b>June 2015</b>	<b>YTD January- June 2015</b>	<b>Past January - June 2014</b>
<b>WARNINGS</b>			
Vehicles/ Vehicle repair	0/0	8/1	15/0
Property trash/ Unsec.	2/0	28/0	32/4
Property Repair/Property	0/1	1/7	0/5
Overgrowth /Unsanitary	13/0	34/2	37/0
Vac. prop.trash/ Unsec.vac	0/1	4/4	6/7
S.walk repair/ S.Walk Trash	0/0	2/0	1/2
Littering	0	2	3
Vacant Overgrowth	4	20	22
Animal Waste / Snow and	0/0	0/272	3/119
Livestock	0	3	0
Trash Cans /Signs	1/0	4/3	1/13
<b>Warning Totals</b>	<b>22</b>	<b>396</b>	<b>270</b>
<b>CITATIONS</b>			
Vehicles/ Vehicle repair	0/0	0/0	4/0
Property trash/ Unsec.	0/0	2/0	3/2
Property Repair/ Property	0/22	2/23	0/0
Overgrowth/ Unsanitary	0/0	1/1	1/0
Vac. prop. trash,/ Unsec.	3/0	3/6	0/2
S walk repair/ S walk trash	5/0	10/0	0/0
Littering	0	0	0
Vacant Overgrowth	2	4	6
Animal Waste/ Snow and	0/0	0/4	0/13
Livestock	0	0	0
Trash Cans	0	0	0
Signs	1	2	0
<b>Citation Totals</b>	<b>33</b>	<b>58</b>	<b>31</b>
<b>Complaints</b>	<b>7</b>	<b>30</b>	<b>40</b>



# THE CITY OF BRUNSWICK MARYLAND

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

## Department of Public Works Mayor & Council Monthly Report for June 2015

### Water Line Repairs and Maintenance

Flushed out 2" line along Petersville Rd.  
Replace crock lid at 412 East E. St.  
Replace service lines on North Maple  
Replace broken yoke bar at 16 East Orndroff  
Put out deployers  
Put new water main in service at 800 blk. Of N. Maple  
Repair leak and reline water boot at 26 East D St.

### Sewer Line Repairs

Repair service lateral at 520 Brunswick St.  
Camera sewer lines

### Water Valve Maintenance

#### Re-adjust cla-valves

### Fire Hydrant Maintenance

None

### Street Repair and Maintenance

#### Cold Mix

#### Hot Mix

### CIP Projects

None

### Storm Drain Maintenance

Repair storm drain on 2<sup>nd</sup>. Ave. at H st.

### Miscellaneous Tasks and Maintenance

Located 61 Miss Utility Tickets  
Install hose reel in shop  
Repair water fountain at pool  
Put in a retaining wall at splash park  
Rebuilt retaining wall at Police Department  
Hauled trash away from 1006 Petersville Rd. to land fill  
Assemble picnic table and installed at Kim Weddle Park

### **Construction and Contractor Support**

Side walk inspection

### **Water Meter**

Settlements-33, Replacements-13, Repairs-11, High Bill Investigations-7, New Installs-7  
Meter Inspections-5, U & O's - 5, Cut-offs- 14

Completed the quarterly water meter reading for the city July 2015 billing period

Completed water service cut-offs at address where the water/ sewer account balance remained past-due

### **Safety**

David Woods successfully completed "Construction Site Safety II training

James Daugherty and Hugh Powers completed D.O.T Physical Exams

Completed the monthly fire extinguisher inspections.

**Mayor & Council Meeting  
Consent Agenda Summary  
July 14, 2015**

The Council is being asked to consider the following items as the Consent Agenda:

- **Item #7A – Purchase Approvals – Water, Waste Water, and Public Works**

Purchase Order #WW138 is for Burns Septic in the amount of \$12,486.75. This Purchase Order is for the cleaning of tanks, pumps, and wells at the Water Treatment Plant and Galyn Manor Pump Station.

Purchase Order #WW135 is for Univar in the amount of \$13,800. This Purchase Order is for 50,000 pounds of chemicals for the Waste Water Treatment Plant.

Purchase Order #PW4365 is for HD Supplies in the amount of \$15,072.31. This Purchase Order is to purchase a new water tap machine.

Purchase Order #PW4364 is for 4B Water in the amount of \$19,425.67. This Purchase Order is for the purchase of various supplies needed to complete water line projects on Maple Avenue, Dayton Avenue, and 4<sup>th</sup> Avenue and D Street.

- **Item #7B – Tap Request – 411 East D Street**

This request is for one sanitary sewer tap and one water tap to serve 411 East D Street. Staff recommends allocation of both taps with noted conditions.

- **Item #7C – Brunswick Self Storage – Sewer Easement**

This request is to approve a deed to create a 20' easement over a relocated sanitary sewer main to provide the City access to maintain and service the proposed sanitary sewer main. Staff recommends approval of the Deed of Easement for the Sanitary Sewer Main.

- **Item # 7D – Caboose/WB Tower Concrete Pad Construction Award**

This item is to award Purchase Order #AD-2016-04 to North Star Foundations, Inc. in the amount of \$10,425.00 for the above noted project.

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

**PURCHASE ORDER**

VENDOR:

BURNS SEPTIC

DATE: 6-15-15

P.O. NO.: WW138

SHIP TO:

WWTP/WTP

JUN 18 2015

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
	EQ TANK PUMP / CLEAN			5,693.00
	WET WELL CLEANING AT 324 E. POTOMAC ST.			\$4500.00
	FUEL FEE:			6.25
	CHARGE TO ACC.#			<u>10,199.25</u>
	60-533-12-6116			
	PUMP + CLEAN WET WELL AT GALYN MANOR			\$275.00
	FUEL FEE:			6.25
	CHARGE TO ACC.#			<u>\$281.25</u>
	60-533-12-6119			
	PUMP + CLEAN DECANT WELL AT HIGH WATER PLANT			\$2,000
	CHARGE TO			6.25
	ACC. #20-532-12-6116	SHIPPING		<u>2,006.25</u>
	TOTAL			

Approved by:

Pat Hoff

Total = 12,486.25  
Inv. = 12,493.00

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

PURCHASE ORDER

VENDOR:

UNIVAR

DATE:

6/15/15

P.O. NO.:

WW135

SHIP TO:

WWTP

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
50,000 lbs.	SODIUM HYDROXIDE CAUSTIC SODA 50%	0.276		13800.00

WWTP, ACC. 60-533-12615

JUN 15 2015

SHIPPING

TOTAL

13800.00

Approved by:



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

PURCHASE ORDER

VENDOR: MD Supplies

DATE: 7-9-2015

P.O. NO.: PW4365

SHIP TO: FW

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

20-532-12-8106

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
	Water Tap Machine			15072.31

SHIPPING N/A

TOTAL \$15072.31

Approved by: John Seratna

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

**PURCHASE ORDER**

VENDOR: L/B WATER

DATE: 8 July 2015

P.O. NO.: P.W. 4364

SHIP TO: P.W's

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

20-532-12-8006  
NBW

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
	MAPLE AVE. WATER LINE		\$	11,152.90
	DAYTON AVE. WATER LINE		\$	4,254.73
	4 <sup>th</sup> AVE. & D ST. WATER LINE		\$	4,018.04

SEE ATTACH Sheets

SHIPPING

N/A

TOTAL

\$ 19,425.67

Approved by:



# THE CITY OF BRUNSWICK MARYLAND

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

**Mayor & Council**  
**411 E D St.**  
**Water & Sewer Tap Allocation Request**  
**Staff Report**  
**July 14, 2015**

## **BACKGROUND:**

On March 9, 2004, the City adopted the Water & Sewer Rules & Regulations and on April 27, 2004, Council approved Water & Sewer Allocation Policy.

This request is for allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap to serve 411 E D Street (Tax Map 202, Lot 13, Parcel 1516).

## **ANALYSIS:**

The Tap Allocation process was established to ensure that taps are used within the appropriate time period to the maximum extent possible and to preclude the potential hoarding of taps. This process requires that a Tap Allocation Request with Fee be filed and approved by Mayor & Council.

Once the Tap Application is approved, the Applicant must pay the capacity fees for the water and sewer taps within 30 days of approval. A Zoning Certificate Application Package with Fee, an Entrance Permit Package with Fee, a Modified Public Works Agreement and fee, the purchase of the water meter and payment of the lateral inspections fees will follow.

This application has come before Mayor & Council to approve purchase of the requested taps. This parcel is a lot of record. Improvements within the property and right-of-way will be inspected for approval by Public Works prior to issuance of occupancy permit.

This request is for a Water & Sanitary Sewer tap for 411 E D Street. The primary structure on the property will be a single family dwelling. All work for connections to City infrastructure will be regulated by the Modified Public Works Agreement. The Allocation Pool has one thousand, one hundred and eighty four (1,184) remaining sanitary sewer taps from the 2015 Tap Allocation Report. All fees and surety has been paid.

## **RECOMMENDATION:**

Staff recommends allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap in accordance with the City Tap Allocation Policy and the City Water & Sewer Rules and Regulations, with the following conditions:

1. No work is to be conducted within a Right-of-Way without Public Works approval and inspection.
2. All County permits are applied for prior to start of construction.



# THE CITY OF BRUNSWICK MARYLAND

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

## **Mayor and Council Staff Report July 14, 2015**

**Hopwood Properties LLC - Brunswick Self Storage II - Located West of Walnut Avenue, South of West Potomac Street, Zoning Classification: I-1; Water and Sewer Classification: W-1, S-1; Sanitary Sewer Easement**

### **BACKGROUND:**

The Eastern Portion of this site was reviewed as a Concept Plan on an existing Lot of Record fronting Walnut Street by the Planning Commission on September 24, 2003. The Site Plan for Brunswick Self Store I was conditionally approved on June 26, 2006 and the Improvement Plans were conditionally approved on August 28, 2006. A Variance for the Rear Yard Setback was granted by the Board of Appeals on April 28, 2011 by Board of Appeals Resolution BR-BOA-11-01-R. The application for this Site Plan was submitted February 21, 2013. The request is for 49,568 square feet of warehouse self storage to be completed in two phases. A TAC Meeting was held on March 21, 2013. The Brunswick Self Storage II Site Plan was conditional approval on April 22, 2013 and the Improvement Plan was conditionally approved September 23, 2013.

### **ANALYSIS:**

The Improvement Plan proposes a relocation of the existing Sanitary Sewer Main and provides a 20' Sanitary Sewer Easement over the Sewer Main traversing Parcel 418.

This submission is the deed to create a 20' easement over the relocated sanitary sewer main to provide unlimited access to City of Brunswick to maintain and service the proposed sanitary sewer main. This action was one of the conditions of approval for the Improvement Plans.

### **Recommendation**

Staff recommends Approval of the Deed of Easement for the Sanitary Sewer Main.

## Carrie Myers

---

**From:** Bruce Dell  
**Sent:** Thursday, July 02, 2015 9:46 AM  
**To:** Carrie Myers  
**Subject:** FW: Sewer Easement for Brunswick Self Storage

**Categories:** Already read - needs action for next M&C mtg.

Engineering has signed off on the easement scheduled for the July meeting.

Bruce Dell  
Planning & Zoning Administrator  
City of Brunswick  
601 East Potomac Street  
Brunswick, MD 21716  
301-834-7500 ext. 300  
[planner@brunswickmd.gov](mailto:planner@brunswickmd.gov)

---

**From:** [jholtzinge@aol.com](mailto:jholtzinge@aol.com) [mailto:[jholtzinge@aol.com](mailto:jholtzinge@aol.com)]  
**Sent:** Thursday, July 02, 2015 9:44 AM  
**To:** Bruce Dell  
**Cc:** John Gerstner; Bob McGrory  
**Subject:** Re: Sewer Easement for Brunswick Self Storage

Bruce:

I have reviewed the easement and attached description exhibit. The easement is the basic standard form utilized by the City of Frederick and Frederick County. The description provides adequate access for public works. Accordingly, I recommend easement and exhibit be approved.

Jeff

-----Original Message-----

From: Bruce Dell <[planner@brunswickmd.gov](mailto:planner@brunswickmd.gov)>  
To: 'William' <[jholtzinge@aol.com](mailto:jholtzinge@aol.com)>  
Cc: John Gerstner <[publicworks@brunswickmd.gov](mailto:publicworks@brunswickmd.gov)>; Bob McGrory <[CityAdmin@Brunswickmd.gov](mailto:CityAdmin@Brunswickmd.gov)>  
Sent: Wed, Jun 17, 2015 11:28 am  
Subject: Sewer Easement for Brunswick Self Storage

Jeff,  
Please review for completeness this is the sewer easement going through Phase 1 Brunswick Self storage on the relocated sewer line.  
Thanks

Bob,  
please confirm if you want to take this to M&C before signature, if you would I would like to put on July Agenda.

John, review easement meets your needs it is per approved plans.

LAW OFFICES  
OF

**RAND D. WEINBERG, LLC**

15 NORTH COURT STREET  
FREDERICK, MARYLAND 21701  
TELEPHONE (301) 698-2350  
FACSIMILE (301) 662-1166

MANUEL M. WEINBERG  
(1907-1987)

DAVID S. WEINBERG  
RETIRED

RAND D. WEINBERG  
OF COUNSEL  
TO  
MILES & STOCKBRIDGE P.C.

October 29, 2014

Mr. William Hopwood  
Hopwood Properties, L.L.C.  
3940 Southview Court  
Jefferson, MD 21755

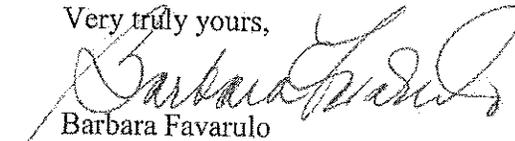
Re: Sanitary Sewer Easement

Dear Mr. Hopwood:

Enclosed please find a Deed of Easement for the purpose of establishing a sanitary sewer easement across the Hopwood Properties, L.L.C. property. Please sign same where indicated and have your signature notarized. Please also have Frederick County Bank sign the lienholder consent on page 4 and have their signatures notarized. Once the document is executed by you and the lienholder, you may submit it to the Town of Brunswick for their review and recordation.

If you have any questions, please do not hesitate to contact our office.

Very truly yours,

  
Barbara Favarulo  
Legal Assistant

Enclosure

**DEED OF EASEMENT**

THIS DEED OF EASEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by, Hopwood Properties, L.L.C., a Maryland limited liability company, Grantor, and the Mayor and Council of Brunswick, a body politic and corporate of the State of Maryland, Grantee.

WITNESSETH, that for and in consideration of the sum of Five Dollars (\$5.00) and other good and valuable considerations, the receipt of which is hereby acknowledged, the said Grantor does hereby grant and convey unto the Mayor and Council of Brunswick and its successors and assigns, the following described perpetual easement for the purpose of maintaining, replacing, and operating a sanitary sewer line, and related service pipes, manholes, valves and accessory equipment (all hereinafter called "Equipment") through and across the real estate located in Frederick County, Maryland, being part of the land which was conveyed unto Grantor by deed dated October 15, 2004 from Peatwick Property Management Limited Partnership recorded in Liber 4910, folio 25 of the Land Records of Frederick County, Maryland, and also being part of the land which was conveyed to Grantor by quitclaim deed from CSX Transportation, Inc. dated March 4, 2011 and recorded in Liber 8367, folio 240 of the aforesaid Land Records.

A. All that perpetual easement being more particularly described as "PROPOSED SS EASEMENT, PHASE ONE, 4,472 S.F. OR 0.103 AC." on Exhibit A attached hereto and incorporated herein by reference.

The Grantor and Grantee, for themselves, their heirs, successors and assigns, hereby covenant and agree as follows:

1. The main and sewer line and all Equipment shall be and remain the property of the Grantee.
2. The Grantee, and its agents, shall have the right of ingress and egress to and from the aforesaid easement, on and across the land of the Grantor, provided, however, that the Grantee shall use existing roadways where possible, and shall minimize damage to growing crops, planted or cultivated fields, streams, lawns, pastures and structures.
3. The Grantee shall have the right to trim, cut and remove trees, shrubbery, fences, structures or other obstructions, or facilities in the easement area, deemed by Grantee to interfere with the proper and efficient use of the easement for the purposes named; provided, however, the Grantee, at its own expense, shall restore, as nearly as possible, the property to its original condition, including the backfilling of trenches, the replacement of fences, resurfacing of roadways, and re-seeding of lawns and pasture areas, disturbed during original construction or future maintenance, but not the replacement of structures, trees or other obstructions. These provisions regarding the restoration, replacement and

re-seeding shall be applicable not only during original construction, but also during future maintenance, replacement, or removal of any sewer lines or Equipment related thereto.

4. The sanitary sewer line or lines shall be installed below cultivation and the Grantor reserves the right to construct and maintain roadways and/or other paved surfaces over the easement and to make any use of the easement not inconsistent with the rights herein conveyed, or with the use of the easement by the Grantee for the purposes named. Among other uses inconsistent with the easement, the Grantors shall not, within the easement area, erect any building or other structure, make a fill which will result in more than twelve (12) feet of ground cover over an existing or proposed sewer or water line, excavate to an extent which will result in ground cover of less than four (4) feet over an existing or proposed sewer line or water line, or inundate the land with water.

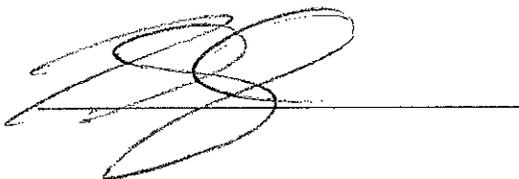
5. The Grantor warrants specially said easement and will execute such further assurances thereof as the Grantee may request.

WITNESS the hands and seals of the parties:

WITNESS:

GRANTOR

Hopwood Properties, L.L.C., a  
Maryland limited liability company



BY:

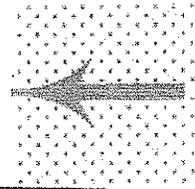
  
William Hopwood, Member

(SIGNATURES CONTINUED ON THE FOLLOWING PAGE)

GRANTEE

Attest:

The City of Brunswick,  
A body corporate and politic of the  
State of Maryland



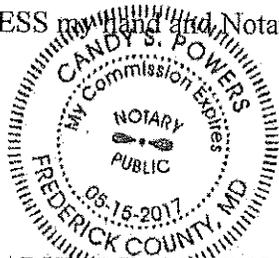
**SIGN  
HERE**

BY: \_\_\_\_\_  
Karin B. Tome, Mayor

STATE OF MARYLAND, FREDERICK COUNTY, TO-WIT:

I HEREBY CERTIFY that on this 12 day of June, 2014 before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared William Hopwood, who acknowledged himself to be the Member of Hopwood Properties, LLC a Maryland limited liability company, and that he was authorized by the company to execute this instrument for the purposes contained herein.

WITNESS my hand and Notarial Seal.



Candy Powers  
Notary Public  
My Commission Expires: 5-15-2017

STATE OF MARYLAND, FREDERICK COUNTY, TO-WIT:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared Karin B. Tome, who acknowledged herself to be the Mayor of the City of Brunswick and that in her capacity as Mayor, being authorized to do so, executed the foregoing instrument on behalf of the City for the purposes contained herein.

WITNESS my hand and Notarial Seal.



\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

The undersigned lienholder does hereby consent to the aforesaid Deed of Easement for the property described herein, and by signature of the authorized officers/trustees as set forth below does hereby grant and convey the above described easement to Grantee as legal title holder of the therein described property upon the terms and conditions and for the purposes as set forth herein, and does hereby further agree that such easement shall survive any sale under its Indemnity Deed of Trust from Hopwood Properties, LLC, to Terrence P. Lee and Wendy L. Wotring, Trustees on behalf of Frederick County Bank dated August 17, 2007 and recorded in Liber 6707, folio 436 of the Land Records of Frederick County, Maryland, and Assignment of Rents dated August 17, 2007 recorded in Liber 6707, folio 444 of the aforesaid Land Records; and under its Indemnity Deed of Trust from Hopwood Properties, LLC to Terrence P. Lee and Wendy L. Wotring, Trustees on behalf of Frederick County Bank dated September 23, 2008 and recorded in Liber 7083, folio 791 of the aforesaid Land Records, and Assignment of Rents dated September 23, 2008 recorded in Liber 7083, folio 799 of the aforesaid Land Records; and under its Indemnity Deed of Trust from Hopwood Properties, LLC to Terrence P. Lee and Wendy L. Wotring, Trustees on behalf of Frederick County Bank dated September 23, 2008, and recorded in Liber 7085, folio 175 among the aforesaid Land Records, and Assignment of Rents dated September 23, 2008 recorded in Liber 7085, folio 183 of the aforesaid Land Records; and under its Purchase Money Deed of Trust from Hopwood Properties, LLC to Terrence P. Lee and Wendy L. Wotring, Trustees on behalf of Frederick County Bank dated March 4, 2011 and recorded in Liber 8279, folio 201 of the aforesaid Land Records and which was re-recorded in Liber 8367, folio 250 of the aforesaid Land Records; and under its Indemnity Deed of Trust from Hopwood Properties, LLC to Wendy L. Wotring and Denise Guyton Boyer, Trustees on behalf of Frederick County Bank dated October 24, 2012 and recorded in Liber 9207, folio 174 of the aforesaid Land Records, and Assignment of Rents dated October 24, 2012 recorded in Liber 9207, folio 183 of the aforesaid Land Records.

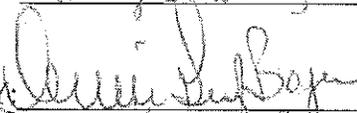
Attest:

FREDERICK COUNTY BANK

  
Witness

BY:   
Wendy L. Wotring, Trustee

  
Witness

BY:   
Denise Guyton Boyer, Trustee

STATE OF Maryland, COUNTY OF Frederick, TO WIT:

I HEREBY CERTIFY that on this 5<sup>th</sup> day of June, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared Wendy L. Wotring, who acknowledged himself/herself to be one of the Trustees of Frederick County Bank, and that he/she, as such Trustee, being authorized so to do, executed the foregoing instrument by signing the name of the lienholder by himself/herself as Trustee, as his act.

WITNESS my hand and Notarial Seal.

Roxann M. Weiss  
Notary Public

My Commission Expires: April 12, 2016

STATE OF Maryland, COUNTY OF Frederick, TO WIT:

I HEREBY CERTIFY that on this 5<sup>th</sup> day of June, 2015, before me, the subscriber, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared Denise Guyton Boyer, who acknowledged himself/herself to be one of the Trustees of Frederick County Bank, and that he/she, as such Trustee, being authorized so to do, executed the foregoing instrument by signing the name of the lienholder by himself/herself as Trustee, as his act.

WITNESS my hand and Notarial Seal.

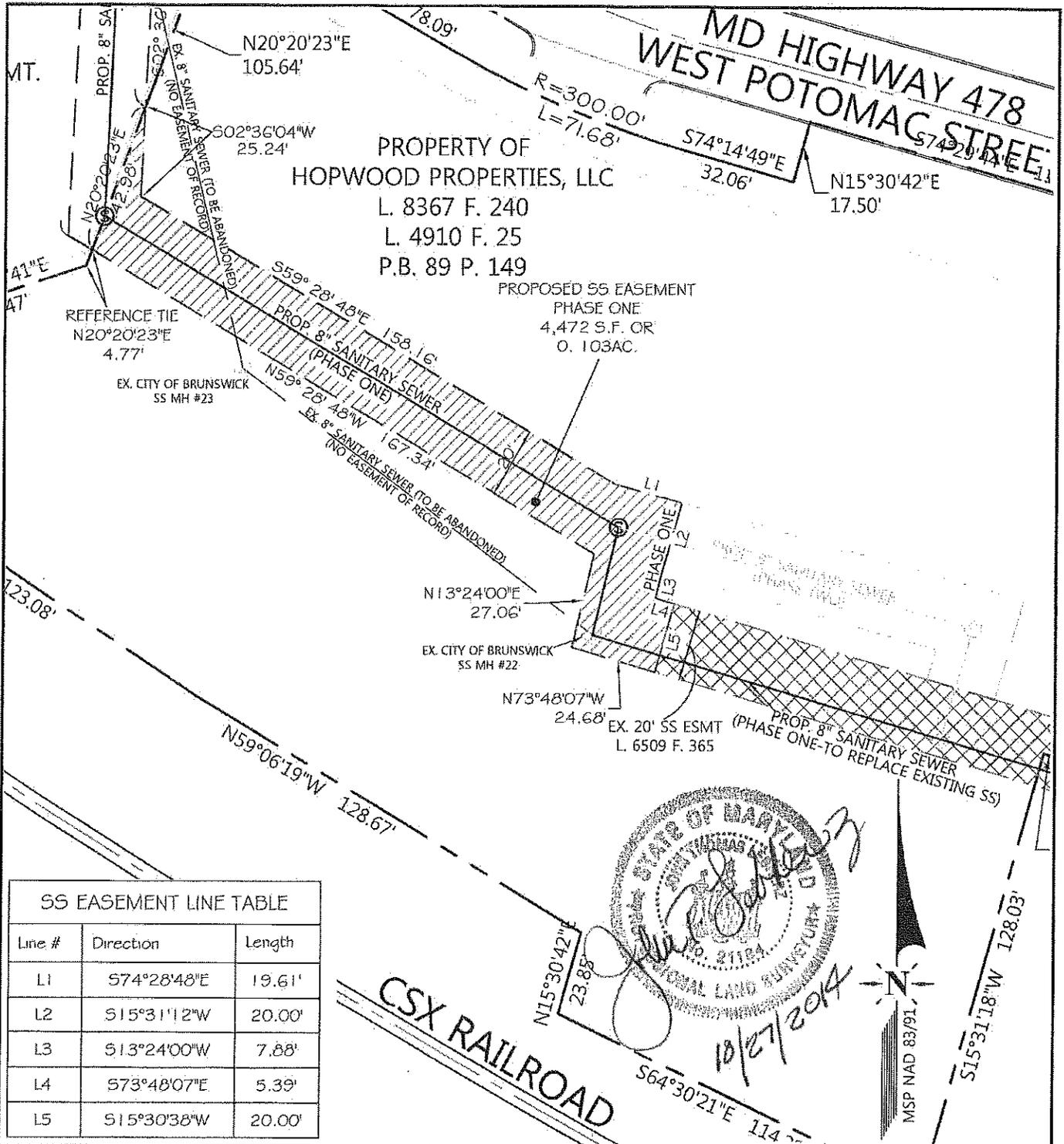
Roxann M. Weiss  
Notary Public

My Commission Expires: April 12, 2016

I, the undersigned, hereby certify that I am an attorney duly admitted to practice before the Court of Appeals of the State of Maryland and that the within instrument was prepared under my supervision.

Rand D. Weinberg  
Rand D. Weinberg, Esq.

Exhibit A



SS EASEMENT LINE TABLE		
Line #	Direction	Length
L1	S74°28'48"E	19.61'
L2	S15°31'12"W	20.00'
L3	S13°24'00"W	7.88'
L4	S73°48'07"E	5.39'
L5	S15°30'38"W	20.00'

EXHIBIT SKETCH OF A PROPOSED  
 SANITARY SEWER EASEMENT  
 ACROSS THE PROPERTY OF  
 HOPWOOD PROPERTIES, LLC  
 LIBER 8367 FOLIO 240  
 LIBER 4910 F. 25  
 P.B. 89 P. 149  
 CITY OF BRUNSWICK  
 BRUNSWICK ELECTION DISTRICT No. 25  
 FREDERICK COUNTY, MARYLAND

**Terra Solutions Engineering, LLC**  
 Commercial & Residential Land Planning and Engineering  
 164 West Main Street, Suite 'C' Phone: 301-798-2547  
 New Market, MD 21774  
 Email: TerraSolutionsEngineering@gmail.com

NOTES  
 1) PLAN PREPARED WITHOUT THE  
 BENEFIT OF A TITLE REPORT.  
 2) DEPICTION OF PROPOSED SAN.  
 SEWER IS BASED UPON APPROVED  
 SITE PLAN (BR-13-02-SP).

SCALE: 1" = 40'  
 DRAWN BY: JTL  
 PROJECT No.: 0041  
 DATE: OCTOBER 27, 2014

**Invitation to Bid**  
**Concrete Project – Railroad Square Park**

**DATE:** July 1, 2015

**BACKGROUND:** The City of Brunswick, MD is seeking proposals for two concrete slabs, to house the WB Tower and B&O Caboose.

**SCOPE:** The City of Brunswick has purchased two historic railroad structures: the WB Tower and a B&O Caboose. The structures will be moved from their current locations and housed on the south side of the Railroad Square Park in downtown Brunswick. Contractor shall provide City with a bid to include and/or in accordance with the following specifications:

1. Location of project is Railroad Square Park on South Maple Avenue, Brunswick, MD 21716.
2. Bid should be in accordance with attached drawings, maps, and location of project.
3. Concrete to be 4,000 PSI. Rebar to be 60 KSI. Compacted CR6 under thickened slab to frost depth (30 inches). Maximum slump to be 3 inches.
4. WB Tower frame to be anchored to slab with ¾" anchor bolts @ 2' c/c with anchor bolts embedded 8" into concrete.
5. All work to be in compliance with current ACI standards and specifications.
6. Owner to remove shed and trees at sight prior to concrete installation.
7. Contractor to obtain any applicable permits.
8. Contractor shall arrange for and provide all necessary equipment and personnel to facilitate project.
9. All work to be inspected by City Department of Public Works and/or Engineer.
10. Contractor shall provide two references for similar jobs completed with bid submission.
11. Pictures of current site and proposed location, as well as detailed specs are attached for review.
12. All work must commence within two weeks of bid award and be completed within four weeks of bid award.

**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 pay for completed work upon presentation of invoices from the contractor 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.

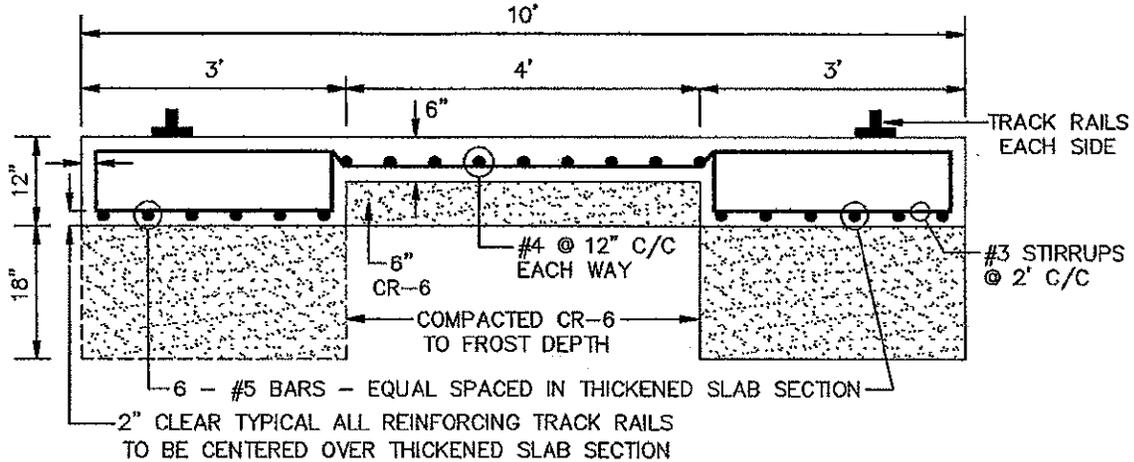
Bids will be due **Monday, July 13, 2015 at 2:00 p.m.** Bids may be mailed, faxed, or e-mailed to:

City of Brunswick  
Attn: Carrie Myers, Office Manager  
1 West Potomac Street  
Brunswick, MD 21716  
Fax: 301-694-6040  
E-mail: [Assistant@BrunswickMD.gov](mailto:Assistant@BrunswickMD.gov)

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

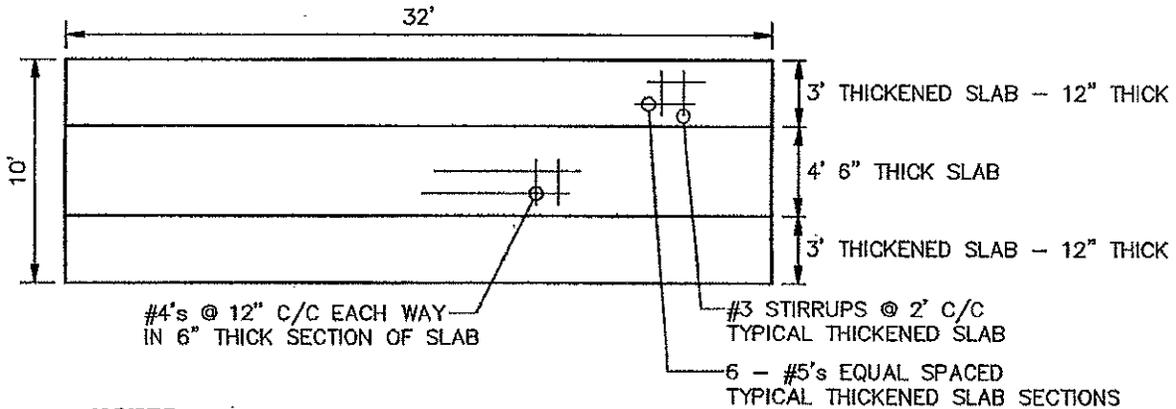
## TYPICAL SLAB CROSS SECTION

SCALE: 1/2" = 1'-0"



## SLAB PLAN

SCALE: 1/8" = 1'-0"



### NOTES

1. CONCRETE TO BE 4,000 PSI.
2. REBAR TO BE 60 KSI.
3. COMPACTED CR6 UNDER THICKENED SLAB TO FROST DEPTH (30 INCHES).
4. ALL WORK TO BE IN COMPLIANCE WITH CURRENT ACI STANDARDS AND SPECIFICATIONS.
5. MAX. SLOPE TO BE 3 INCHES.
6. CONCRETE SHALL NOT BE PLACED ON FROZEN GROUND AND PROTECTIVE MEASURES TAKEN FOR CONCRETE POURS WHEN TEMPERATURE IS LESS THAN 50° F.



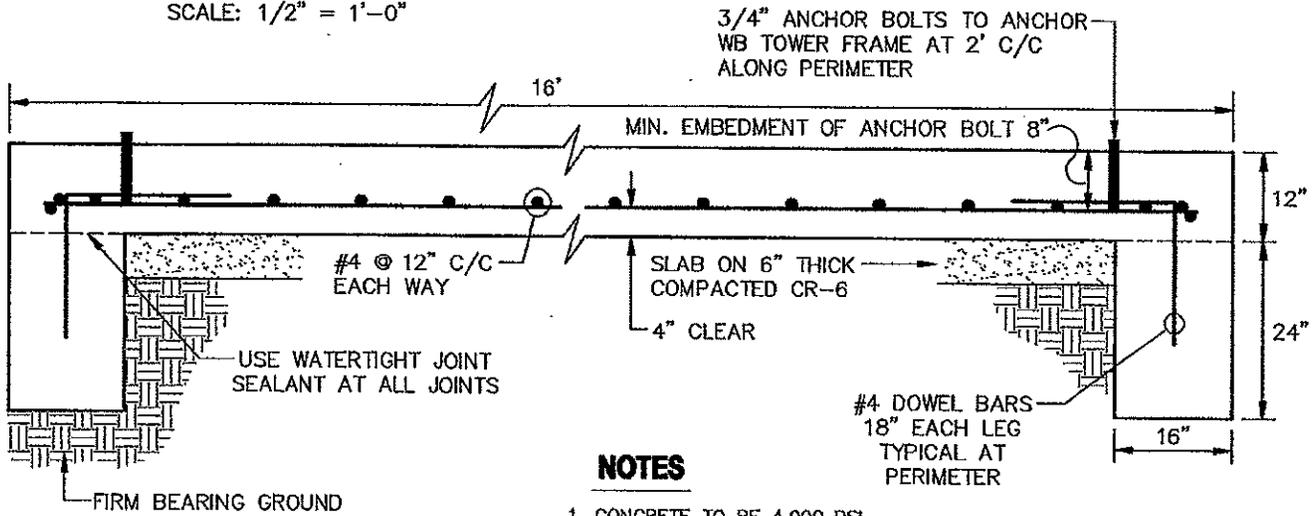
**CITY OF BRUNSWICK  
CONCRETE PAD FOR CABOOSE**

*William J. Holzinger*  
5-26-2015

**MAY 2015**

# SLAB SECTION

SCALE: 1/2" = 1'-0"

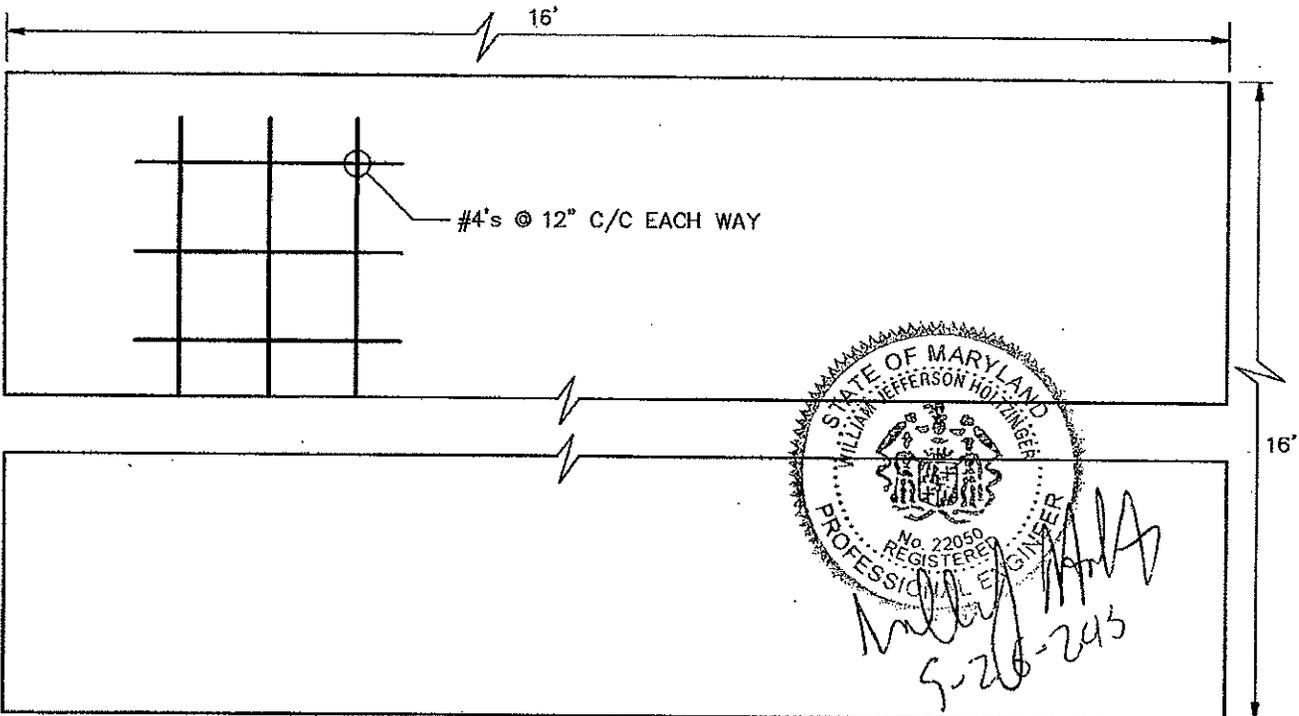


## NOTES

1. CONCRETE TO BE 4,000 PSI.
2. REBAR TO BE 60 KSI.
3. COMPACTED CR6 UNDER THICKENED SLAB TO FROST DEPTH (30 INCHES).
4. ALL WORK TO BE IN COMPLIANCE WITH CURRENT ACI STANDARDS AND SPECIFICATIONS.
5. MAX. SLOPE TO BE 3 INCHES.
6. CONCRETE SHALL NOT BE PLACED ON FROZEN GROUND AND PROTECTIVE MEASURES TAKEN FOR CONCRETE POURS WHEN TEMPERATURE IS LESS THAN 50° F.
7. WB TOWER FRAME TO BE ANCHORED TO SLAB W/ 3/4" ANCHOR BOLTS @ 2' C/C W/ ANCHOR BOLTS EMBEDDED 8" INTO CONCRETE.

# SLAB PLAN

SCALE: 1/2" = 1'-0"



**CITY OF BRUNSWICK  
SLAB FOR WB TOWER**

**MAY 2015**

## Carrie Myers

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**From:** Great Eastern Concrete [great-eastern@comcast.net]  
**Sent:** Wednesday, July 01, 2015 2:20 PM  
**To:** Carrie Myers  
**Subject:** Re: City of Brunswick Estimate

**Categories:** Already read - needs action for next M&C mtg.

Carrie,  
I appreciate the opportunity to bid this work , but at this time I'm going to pass due to being to busy.  
Thank You Rocky

*Sent from my Verizon Wireless 4G LTE DROID*

On Jul 1, 2015 12:00 PM, Carrie Myers <[assistant@brunswickmd.gov](mailto:assistant@brunswickmd.gov)> wrote:  
Rocky-

I am requesting an estimate for a project being completed by the City of Brunswick. I have attached several documents to include:

1. Request for Proposal
2. Caboose Slab Drawing
3. Tower Slab Drawing
4. Map of Project Area
5. Pictures of Project Area

Please feel free to email or call me should you have any questions, and thanks in advance for your assistance.

Thanks-  
Carrie Myers  
Office Manager - Brunswick City Hall  
1 West Potomac Street  
Brunswick, MD 21716  
301-834-7500, ext. 201  
Fax 301-694-6040  
[assistant@brunswickmd.gov](mailto:assistant@brunswickmd.gov)  
[www.brunswickmd.gov](http://www.brunswickmd.gov)

## Carrie Myers

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**From:** Hayes Stouffer [Hayes@nstarfd.com]  
**Sent:** Tuesday, July 07, 2015 12:59 PM  
**To:** Carrie Myers  
**Cc:** Charlene Slaybaugh  
**Subject:** Caboose and Tower Pad Proposal  
**Attachments:** NA- BRUNSWICK CO-CABOOSE PAD- BRUNSWICK MD- 15305920- 7-6-2015.pdf

**Categories:** Already read - needs action for next M&C mtg.

Good Afternoon,

Attached is the proposal you requested for two concrete pads for the city of Brunswick

Please let us know that you received your proposal and feel free to contact us with any questions or concerns

Thank you,

Riley Tisher



Estimating Department  
North Star Foundations, Inc.  
301-360-9694 x 215

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

**PURCHASE ORDER**

VENDOR: North Star Foundations

DATE: 7/10/15

P.O. NO.: AD-2016-041

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	Concrete Slabs			\$10,425

SHIPPING

TOTAL \$10,425.00

Approved by:



# North Star Foundations, Inc.

5920 Frederick Crossing Lane; Frederick, MD 21704  
P: (301) 360-9694 F: (301) 360-9721 nstarfd.com

## City of Brunswick

Attn: Carrie Myers (assistant@brunswickmd.gov)  
1 West Potomac St, Brunswick, MD 21716

July 7, 2015

P: (301)-834-7500 x 201

We are pleased to provide you with a proposal for The

### Caboose and Tower Pads

Address; Brunswick, MD

<b>Building</b>	<b>Not in Scope</b>
<b>Site Work</b>	<b>\$10,425.00</b>
<b>Total*</b>	<b>\$10,425.00</b>

An itemized scope of work is provided on the following page(s) for clarity and conciseness. The above price is a reflection of that scope of work. Anything that is not specifically listed within the proposal is not included. We are available to meet and refine our proposal to meet your needs.

We have done our best to ensure that our proposal meets the required specifications for the project. However, there may be specifications that we will either not meet or that are unachievable. Please refer to our standard specification sheet provided with our proposal.

Thank you for considering North Star Foundations and giving us an opportunity to work with your company on the bid phase of this project.

Sincerely,  
Riley Tisher  
Project Estimator

North Star: RT  
Estimator: RT

\*Prices are subject to change. Please call to verify pricing before starting your job.

# Site Work Scope Sheet

City of Brunswick  
 Caboose and Tower Pads

7/7/15

**BASE SCOPE OF WORK**

Qty	Unit	Description
1	Ea	Backhoe to excavate (no rock removal or exterior backfill; spoils piled on-site)
1	Ea	Concrete Caboose Pad- 192' <sup>2</sup> of Slab 12" thick with 32 pc #3 Stirrups at 2' o.c and 384' #5 Rebar; 128' <sup>2</sup> of Slab 6" thick with 288' #4 Rebar at 12" o.c.e.w; 20 Tons of Stone under Slabs
1	Ea	Concrete Tower Pad- 256' <sup>2</sup> of Slab 12" thick with #4 Rebar at 24" o.c.e.w; 64' of Turndown Slab with #4 Dowel Bars at 12" o.c to anchor 12" Slab and 32 pc Anchor Bolts at 24" o.c (installation only, bolts to be supplied by others); 5 Tons of Stone under Slab
115	Lf	Contraction Joints (saw-cut; caulk by others)
576	Sf	Curing Compound (no sealer, hardener, or stain)
1	Ea	Plasticizer
1	Ea	Renovation/Addition Project
0	Ea	Scale Wages
<b>Excluded</b>		<b>Demo, Site Work, Rock Removal, Exterior Backfill, Import/Export Dirt, Furnishing Embeds, Grout, Caulk, Sealer, Hardener, Stain, Stamped Concrete, Metal Decking, Railings, Sleeves, Expansion Bolts, CMU Rebar, Inspections, Testing, Engineering, Sheeting, Shoring, Traffic Controls, Sales Tax, Dewatering,</b>

Cost for Site Work -

**\$10,425.00**

**NOTE: Performance bond not included in price. Rate is available upon request.  
 There is nothing for Scale Wages in this proposal.  
 All work shall be performed during normal business hours.  
 Excavation excludes hand excavation adjacent to utility markings.**

Initials \_\_\_\_\_

F- 0  
 W- 0  
 S- 21  
 Str- 1.3  
 Stl- 0.6

North Star: RT  
 Estimator: RT

# Scheduling & Payment

**ESTIMATOR NOTES:** If you did not receive a General Conditions Cover Sheet or Specifications Sheet for this proposal or if you have any questions concerning this proposal, please call the office at (301)360-9694.

**All options & details will be decided and finalized at the pre-construction site meeting. All testing, inspections, and engineering by others.**

**Addendums Received: None**

**SCHEDULING:** It is very important that once you have obtained your building permit and have signed and returned the proposal with all necessary paperwork to the office, call the Pre-Construction Department directly at (301)360-9694 ext. 235 to be placed on the schedule. For proper scheduling of your job we must have reasonable notice of site readiness for footers. If your site is not ready when expected, your job will be moved forward accordingly to the next available slot. Your requested date will be subject to acknowledgment & confirmation. Rain or freezing means rescheduling.

**PAYMENT TERMS:** Credit references may be requested. Unless otherwise agreed to by contract, if you do not receive an invoice within 10 days of the pour contact the billing department at (301)360-9694. The payment due date is 30 days from the invoice date, unless other terms are expressly written. Finance charges from and after due date shall accrue at 1.5% per month. If the bill remains unpaid at 60 days from date of invoice your account will become delinquent and collection procedures will begin. Customer is responsible for fees if North Star Foundations, Inc. places liens, engages legal or professional services, or otherwise incurs expenses. There will be a \$50.00 charge for all returned checks, to cover bank and administration fees.

\_\_\_\_\_ Representative, North Star Foundations, Inc.

**PROPOSAL ACCEPTED:** Owner / Builder agrees to this proposal, understands and accepts all terms, specifications, prices and has read, understands and accepts the "Estimator Notes" above. (Signed and initialed proposal must be returned to the office before work can be scheduled.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Your Estimated Start Date: \_\_\_\_\_ (see above notes for scheduling)

North Star: RT  
Estimator: RT

MHIC 70688    WV026003    VA 2705 059114    PA 3099632    PAHIC 020907    DC 410512000279

# Specifications

The following specifications are incorporated herein by reference and Contractor's liability is limited as therein stated. The term "Owner" is to be interpreted as either the Owner or Owner's Agent (Builder) while the term "Contractor" is to refer to North Star Foundations, Inc..

**SPECIFICATIONS FOR POURED CONCRETE FOUNDATION/FLATWORK**

**GENERAL:** This bid was done assuming the site has a 30 PSF lateral soil load and a 2000psf soil bearing. If this is not correct, the Owner must notify the Contractor in writing. Also, since site conditions can vary beyond the Contractor's control, the Owner is responsible for ensuring that all work performed meets all applicable codes.

**SCHEDULE:** The Owner's date requests will be subject to acknowledgment and confirmation. Rain or freeze means rescheduling.

**EXCAVATION:** Excavating is done by the Owner at the Owner's expense. The excavation will be made a minimum of 36 inches wider than the exterior face of each outside foundation wall to allow working room for setting and stripping forms. Excavating is to be made to plus or minus 0.2 ft of grade to allow the Contractor to form 4 inches and dig 4 inches of the footing. The Owner will establish all grade lines and building lines for the Contractor. If the contour of the ground is such that the concrete cannot be placed in the forms by direct pouring from the concrete truck, the Owner will build ramps for concrete trucks or furnish equipment (i.e. pump, crane, etc.) necessary to elevate the concrete and place it in the top of the form. Location of foundation is the responsibility of the Owner. Owner responsible for assuring OSHA minimum requirements for excavation are maintained.

**FOOTINGS:** Footings will be formed and poured by the Contractor. Distance from street lines and location elevation of buildings are solely the responsibility of the Owner. Footings, where required to go below frost line, will be poured by the Contractor and charged at a linear foot price. Soil conditions will be the responsibility of the Owner and not the Contractor. If poor soil is encountered and additional footings are required, these will be dug and poured by the Contractor at a quoted price per cubic yard of concrete. Should the excavation cave in before the foundation is completed and it is necessary for the Contractor to remove dirt in order to continue work, it will be charged on a time and materials basis (quoted labor rate not less than \$40.00 per man hour, material costs, plus 20%).

**WALL:** The wall height is measured from the top of footing to the top of the poured wall. Finished wall height may be more or less due to other trades construction methods (i.e. 8' formed wall after slab pour will yield a 7'8" wall height); wall thicknesses are nominal.

**Construction Debris:** Contractor will place debris in a Owner specified disposal area while we are still on site.

**WINTER POURS:** It is the Owner's responsibility to ensure that the foundation/flatwork is properly covered and protected from freezing conditions during cold weather pours. All costs incurred for Cold Weather Concreting work shall be charged on a time and materials basis (quoted labor rate not less than \$40.00 per man hour, material costs, plus 20%).

**WINDOWS, DOORS AND OTHER OPENINGS:** Windows as indicated in the bid will be furnished and installed by the Contractor. If wooden bucks are to be made, they will be furnished to the Contractor, by the Owner, in the size the Owner desires. It is the Owner's responsibility to properly brace these bucks and damages due to improper bracing shall be the Owner's responsibility. Pipes and other inserts must be provided before the wall is set. If the wall has to be opened it will be charged on a time and materials basis (quoted labor rate not less than \$40.00 per man hour, material costs, plus 20%).

**INSPECTIONS:** Inspections will be ordered by the Contractor unless otherwise stated. Inspections, other than private source, may require the Owner to wait for the inspection to pass and notify the Contractor when passed; delays may occur. All inspections to be paid by the Owner.

**ENGINEERING, SURVEYING AND TESTING:** Layout and elevation controls to be furnished by the Owner. The minimum requirements are offsets with elevations at each corner or radius and at increments not to exceed 25'. The Owner is responsible to pay for any testing and engineering necessary. If the Contractor receives these bills on the Owner's behalf after the Contractor has already invoiced for the work, the Owner will receive a new invoice for these charges.

**CONCRETE:** The attached bid is based on current delivered concrete prices. Any increase in concrete prices prior to the start of the job can cause the final invoice to be raised accordingly. The Owner must call the office immediately, prior to the start of the Owner's job, to verify current pricing. Prices for winter concrete and additives, including poly and straw, are extras and will be added to the final invoice.

**REINFORCING STEEL:** The amount, type and location of reinforcing steel shall be designated by the Owner. If the Owner furnishes reinforcing steel it will be placed by the Contractor at a quoted price. If the Contractor furnishes reinforcing steel the Contractor's quoted price will include placing. All design and engineering for reinforcing steel shall be the responsibility of the Owner.

**ROCK CLAUSE:** If rock is encountered while putting in the footing and the use of a hand pick must be utilized or stakes cannot be driven into the ground, it will be charged on a time and materials basis (quoted labor rate not less than \$40.00 per man hour, material costs, plus 20%). The Contractor will not accept responsibility for drilling to dig the footing. If the Owner does so, the Contractor will negotiate prices for putting foundations in on such conditions. Any necessary equipment such as a rotary hammer, generator, or chipping hammer will be charged at quoted prices.

**BACKFILL:** The Owner agrees not to backfill until seven days after the foundation is poured and only after properly bracing. Backfilling is done at the Owner's expense and any damage to the foundation shall be the responsibility of the Owner including, but not limited to, foundation cracks.

**CRACKS:** All concrete will crack. There is no way to eliminate cracking. Owner is responsible for the water tightness of the product. If water is a concern owner should take additional steps to protect the concrete. One way to help ensure the concrete will not leak is to have the foundation Waterproofed instead of dampproofing.

**WARRANTY:** The Contractor will warrant its foundation/flatwork for workmanship for one year. All damage to the foundation is the responsibility of the Owner. Leaking honeycombs or cold pours will be fixed by the Contractor. In all cases the warranty will not exceed one year from date of foundation installation. Any re-work performed will not extend the original warranty date. The Contractor is not responsible for damage to the Owner's yard or driveway.

**ACTUAL QUANTITIES AND MATERIALS PREVAIL OVER BID PRICE.**

**I HAVE READ AND UNDERSTAND THE ABOVE SPECIFICATIONS:** \_\_\_\_\_

## City of Brunswick SUSTAINABLE PROCUREMENT POLICY

### 1. Purpose

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**City of Brunswick** recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City of Brunswick recognizes that the types of products and services the City of Brunswick buy have inherent social, human health, environmental and economic impacts, and that the City of Brunswick should make procurement decisions that embody the City of Brunswick's commitment to sustainability.

This Sustainable Procurement Policy is intended to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Communicate the City of Brunswick's commitment to sustainable procurement.

### 2. Policy

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#### 2.1 General Policy Statement

City of Brunswick Office Manager will procure materials, products or services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.

#### 2.2 Sustainability Factors

City of Brunswick Office Manager will incorporate the following factors when writing specifications for, or procuring, materials, products, or services.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity, especially the use of persistent, bioaccumulative, and toxic (PBT) chemicals
- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Impacts on biodiversity

Social equity factors to be considered include, but are not limited to:

- Human health impacts
- Use of local businesses
- Use of State of Maryland Minority, Women, and Emerging Small Businesses

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what you really need
- Product performance and quality
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that the City of Brunswick Office Manager will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

### **2.3 Use of Best Practices**

City of Brunswick Office Manager will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

### **2.4 Toxics in Products and Services**

City of Brunswick Office Manager will utilize the framework of the Precautionary Principle as a guide when evaluating the comparative toxicity of products and services.

### **2.5 Use of Social and Environmental Product or Service Labels**

City of Brunswick Office Manager is encouraged to use independent, third-party social and/or environmental (eco) product or service label standards when writing specifications for, or procuring materials, products, or services, so long as such labels:

- Were developed and awarded by an impartial third-party;
- Were developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third-party.

## **2. City of Brunswick Code and State Law**

It is the intent of this policy to complement City of Brunswick code and State laws.

## **3. Implementation and Responsibilities**

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### **3.1 Product and Service Standards**

The City of Brunswick Office Manager shall be responsible for:

- Ensuring City of Brunswick staff utilize product and service standards and best practices that comply with this policy. Examples include, but are not limited to, standards for minimum recycled content, energy efficiency, and prohibited toxic ingredients;
- Ensuring that when the need for developing a City of Brunswick standard or best practice in sustainable procurement arises, City of Brunswick staff will participate and collaborate with other applicable City of Brunswick staff so as to harmonize and continuously improve standards throughout the City of Brunswick
- Encouraging pilot testing for environmentally preferable/sustainable products; and
- Ensuring internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy.

The City of Brunswick Office Manager shall be responsible for:

- Providing resources for assisting departments with standards and best practices in sustainable procurement.

### **3.2 Specifications and Contracts**

The City of Brunswick Office Manager shall be responsible for:

- Ensuring that specifications written by their department comply with this policy and incorporate sustainable procurement best practices.

The City of Brunswick Office Manager shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy;
- Ensuring that evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors that meet the intent of this policy; and
- Developing and integrating sustainable procurement boiler plate language into solicitation document templates.

### **3.3 Education**

The City of Brunswick Office Manager shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability; and
- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

The City of Brunswick Office Manager shall be responsible for:

- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;
- Developing buyer competency in communicating to other City of Brunswick departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-office communication among public procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential contractors and the public about this policy and related City of Brunswick requirements.

### **3.4 Data Collection and Performance Reporting**

The City of Brunswick Office Manager shall be responsible for:

- Cooperating in gathering information for the purposes of tracking, reporting, and evaluating the City of Brunswick's sustainable procurement activities and evaluating the effectiveness of this policy
- Integrating department-specific sustainable procurement goals into City of Brunswick's sustainability plans.
- Incorporating a progress report on sustainable procurement activities and the effectiveness of this policy into the City of Brunswick's annual or biennial report.

### **3.5 Resources**

The City of Brunswick Office Manager shall commit to providing the appropriate dedicated staff levels and related funding to support the implementation and coordination of this policy. This includes activities such as, but not limited to, employee training and resources, professional services, product/service pilot tests, and educational materials.

### **3.6 Policy Review**

The City of Brunswick Office Manager shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other City of Brunswick sustainability efforts and policies. The policy review shall be completed at least every 5 years, but may be done on a more frequent basis as needed.

## APPENDIX A: DEFINITIONS

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"Biodiversity": the total diversity of all organisms and ecosystems at various spatial scales (genes, populations, species, ecosystems, and biomes). Biodiversity is often used as a measure of the health of biological systems.

"Environmentally Preferable": products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

"Life Cycle Assessment or Life Cycle Analysis (LCA)": the comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

"Life Cycle Cost Assessment (LCCA)": the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

"Persistent, Bioaccumulative, and Toxic (PBT) Chemicals": chemicals that are toxic, persist in the environment, and bioaccumulate in food chains.

"Precautionary Principle": a framework that guides decision makers to take anticipatory and protective measures when an activity raises threats of harm to human health or the environment, even if some cause and effect relationships are not fully established scientifically.

"Sustainable Procurement": purchasing materials, products, and services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.

"Toxicity": the quality, relative degree, or specific degree of being toxic or poisonous.



# CITY OF BRUNSWICK

INCORPORATED 1890

1 West Potomac Street Brunswick, Maryland 21716 (301) 834-7500

**Policy Title: Procurement**

**Effective: November 12, 2013**

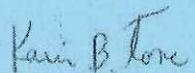
## Overview:

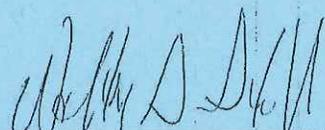
Only those individuals with procurement authority may make an obligation or purchase on behalf of the City. Individuals with procurement authority are Department Heads, the City Administrator, and the Mayor. The use of a City account for personal purchases is strictly prohibited.

## Policy

1. The only individuals able to make an obligation or purchase on behalf of the City are those with procurement authority or those designees who have advanced permission to do so from an individual with procurement authority.
2. The only exception to this policy would be an emergency situation whereby life, health, or property is at risk. In such a situation, an individual with procurement authority should be notified as soon as possible and no later than two business days.
3. Even in cases whereby items have been included in an adopted budget, the expenditure of any budgeted item(s) must still be authorized by a procurement authority or designee.
4. Purchases less than \$1,000 must be approved by the Department Head, City Administrator, or Mayor.
5. Purchases ranging from \$1,000 to \$10,000 must be approved by the Mayor or designee.
6. Purchases for more than \$10,000 must be approved by the Mayor and City Council.
7. These procedures apply to all City departments, including the pool, campground, sports complex and any commissions or committees. The administration will promulgate specific guidance to implement these procedures.

Approved by the Mayor and Council, November 12, 2013.

  
Karin B. Tore 11/12/13  
\_\_\_\_\_  
Mayor

  
William D. Smith, Mayor Pro Tem  
\_\_\_\_\_  
Mayor Pro Tem

“BIG TOWN” “SMALL CITY”

[www.brunswickmd.gov](http://www.brunswickmd.gov)