

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, AUGUST 11, 2015, 7:00 P.M.**

AGENDA

1. Call to Order
2. Ordinance 516 – Amending Code of Ordinance Section 6-2402 – Enumerated Public Nuisances
3. Ordinance 517 – History Commission
4. Adjournment

7/21/2015 9:06 AM

PUBLIC HEARING SCRIPT

August 11, 2015

MAYOR: I NOW CONVENE THIS HEARING CONCERNING ORDINANCES 516 AND 517.

WILL THE OFFICE MANAGER PLEASE SUMMARIZE THE ADVERTISEMENT FOR THE PUBLIC HEARING AND ATTEST TO THEIR PUBLICATION?

(OFFICE MANAGER summarizes ad and attests Publication with dates of ads)

MAYOR: ARE THERE ANY LEGAL MATTERS RELATING TO THE JURISDICTION OF THE MAYOR AND COUNCIL OF THE CITY OF BRUNSWICK OR ANY OBJECTIONS WITH REGARD TO THE NOTICE OF PUBLIC HEARING.

(Pause)

LET THE RECORD SHOW THERE WERE NONE.

I WILL NOW TURN THE HEARING OVER TO THE CITY ADMINISTRATOR TO DESCRIBE THE ORDINANCE AND ITS PURPOSES.

(ADMINISTRATOR's presentation)

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING ORDINANCES 516 AND 517.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?

(Pause)

THE FIRST READING OF THESE ORDINANCES TOOK PLACE ON JULY 14, 2015.

SECOND READING AND CONSIDERATION OF THE ORDINANCES IS
SCHEDULED FOR THE MAYOR AND COUNCIL MEETING LATER TONIGHT.

DO I HEAR A MOTION TO ADJOURN THIS HEARING? SECOND?

ALL IN FAVOR?

I NOW DECLARE THIS HEARING TO BE ADJOURNED

**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 516 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 a duly authorized Law Enforcement Agency (e.g. Brunswick Police Department, Frederick County Sheriff's Office, Maryland State Police) has documented two (2) or more incidents within any 12 calendar month period. 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.

Deleted: 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 31st of a given year.

~~(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 ~~the entire width and length~~ of any sidewalk abutting their property,
- (2) Refrain from depositing or causing a deposit of 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 2:00p.m. in the event of a snowfall between the hours of 5:00p.m. and 7:00a.m.,
- (4) Be charged a removal cost in the event that the City shall have caused the removal of accumulated snow or ice upon failure if the owner and occupant to comply with the City's notification and order to remove such snow and ice.

Deleted: a width of at least four feet for the entire length

~~(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, comport, or repose of any person, including noise which may cause:
 - (a) Temporary or permanent hearing loss,

Proposed changes to Section 6-2402- Enumerated Public Nuisances

- (b) Interference with sleep, speech communication, work, or other human activities,
 - (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.

MUNICIPAL INFRACTION

SECTION	PENALTY CLASS	
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
6-2402(B)	B

**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, 2035,
- 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 (10th) day following its enactment by the Council over the veto by the Mayor.

Deleted: 2018.

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

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Exhibit A

Article 2. Commissions and Committees

Title 3. History Commission

Section 2-2301. Created

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

Deleted: may be

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 collect, organize, and preserve records of local historical significance, and have the authority and duty to make recommendations to the Mayor and Council on matters relating to the history of Brunswick.

**MAYOR AND COUNCIL MEETING
TUESDAY, AUGUST 11, 2015, IMMEDIATELY FOLLOWING 7PM PUBLIC HEARING**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Appointment – Economic Development Commission
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council Meeting – July 14, 2015
 - b. Mayor & Council Special Meeting – July 28, 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 – Second Reading and Vote
 - b. Ordinance 517 - History Commission – Second Reading
 - c. Ordinance 518 – Vacant Property – First Reading
 - d. Resolution 2015-02 – Proposed Charter Change – Section 16-20 Recall of Elected Officers
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Purchase Approvals – Public Works
 - b. Public Information Act Policy Changes
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - a. Plan of Organization and Salary Scale – Vote
 - b. Amending Code of Ordinance Chapter 3 Title 2 – Animal Control – Review and Staff Input
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

8/10/2015 11:35 AM

MAYOR AND COUNCIL MEETING
August 11, 2015

Suggested Motions

Agenda item 3a & 3b – Approval of Minutes

“I move to approve the Mayor and Council Meeting Minutes from July 14, 2015 and the Mayor and Council Special Meeting Minutes from July 28, 2015.

Agenda item 5a – Ordinance 516 – Amending Code of Ordinance Section 6-2402 – Enumerated Public Nuisances

“I move to approve Ordinance 516, amending the Code of Ordinance Section 6-2402 for Enumerated Public Nuisances.”

Agenda item 7a-b – Consent Agenda

“I move to approve the Consent Agenda.”

Agenda item 9a – Plan of Organization and Salary Scale

“I move to approve the Plan of Organization and Salary Scale.”

Oath of Office

I, Sandy Wagerman, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Economic Development Commission, City of Brunswick, Frederick County, Maryland.

Sandy Wagerman

August 11, 2015 – August, 2016

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 11th day of August, 2015.

Karin B. Tome
Mayor of Brunswick

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

The July 14, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Superintendent of Public Works; Carrie Myers, Office Manager; and Terri Householder, Economic Development Coordinator.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on July 14, 2015 at 5:30 P.M. at City Hall to discuss personnel issues, and to consider the acquisition of real property for a public purpose and matters related directly thereto. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem Stull, Council Members Burruss, Jones, Lashley, Snoots, and White and City Administrator McGrory were present. Public Works Superintendent John Gerstner attended the first part of the meeting. All members present voted to close the meeting. The Council discussed the following items: Real Property Acquisition – discussed the possible acquisition of a piece of real property for a public purpose, and authorized staff action; and Personnel Matters - approved a specific action about a specific employee. The Council unanimously concurred with the Mayor's recommendation regarding a specific personnel action. The Council voted unanimously to authorize the execution of an agreement regarding the possible acquisition of real property for a public purpose.
- Mayor Tome discussed the passing of Sergeant Jim Moxley of the Brunswick Police Department.
- Mayor Tome swore in Officer Brandon Smith.
- Mayor Tome discussed the free lunch program being offered at Kim Weddle Park, the beginning of the downtown mural project, United Way opportunities available to the public, the Habitat for Humanity groundbreaking ceremony taking place, and the opening of a new STEM lab at the library.
- Frederick County Council Member, Jerry Donald offered comments.
- Tom Fidler presented the Main Street Downtown Development Strategies presentation.
- Delegate Kathy Afzali offered comments.

Approval of Minutes

- Mayor & Council Meeting – June 9, 2015
- Mayor & Council Special Meeting – June 22, 2015

Mr. Burruss made a motion to approve the minutes. Mr. Snoots seconded, and the motion passed 6-0.

Citizens’ Forum (Petitions, Remonstrances, and Communications)

Comments were offered from: Michael Tuthill - Wenner Drive, Jennifer Knowles - 401 9th Avenue, Brett Knovick – Brunswick Street and Potomac Street, Ginger Caio - Musgrove Alley, Chris Holte, Christopher Vigliotti – A Street, Jen Effler – 20 Jeffrey Lane, Charlotte Gaither – East H Street, Amy Savia – 5th Avenue, Katherine Reig – Fiona Way, Jan Stockman – Concord Drive, Peggy French – Concord Drive, Patrick Kelly – West G Street, John Dayton – Hillcrest Drive – Frederick, Kay Nicholson – Wenner Drive, Carmen Lescure – 5th Avenue, Katy Dayton – Hillcrest Drive – Frederick, John Dayton – Brunswick Street, Jeff Raney – Winchester Street – Frederick, Dwayne Stockman – Concord Drive, Amy Tuthill – Wenner Drive. Ms. Tuthill presented a draft ordinance amendment and a petition to allow chickens in City limits.

As many comments during Citizens’ Forum were in support of, or against, amending the Code of Ordinances to allow chickens in City limits, Mr. Snoots stated he would like to see the issue added to the August Mayor and Council Meeting, with a possible vote on the issue in September. Mr. Jones and Ms. White agreed.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 516 – Amending Code of Ordinance Section 6-2402 – Enumerated Public Nuisances – First Reading

Mayor Tome read Ordinance 516. Mr. Jones discussed concerns over the Brunswick Police Department dealing with enforcement issues outside of City limits. Mr. McGrory read an email sent by Council Member Jones on June 10, 2015, regarding proposed changes to this ordinance. All Council Members concurred on those proposed changes.

- Resolution 2015-03 – Community Legacy Application of Support for Brunswick Main Street

Ms. White made a motion to approve Resolution 2015-03 for the FY2016 Community Legacy Application of Support for Brunswick Main Street’s Façade Improvement Program. Mr. Lashley seconded the motion, which passed 6-0.

- History Commission Ordinance – First Reading

Mr. Burruss read the proposed ordinance. The Council discussed proposed changes to the draft ordinance. Mr. Stull made a motion to make the changes discussed and bring the ordinance back for Public Hearing. Mr. Burruss seconded the motion, which passed 6-0.

Report of Officers – Council - Committees

Mr. McGrory discussed administrative staff reports.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family

Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- Purchase Approvals – Water, Waste Water, and Public Works

Purchase Order #WW138 was for Burns Septic in the amount of \$12,486.75, and was for the cleaning of tanks, pumps, and wells at the Water Treatment Plant and Galyn Manor Pump Station. Purchase Order #WW135 was for Univar in the amount of \$13,800, and was for 50,000 pounds of chemicals for the Waste Water Treatment Plant. Purchase Order #PW4365 was for HD Supplies in the amount of \$15,072.31, and was to purchase a new water tap machine. Purchase Order #PW4364 was for 4B Water in the amount of \$19,425.67, and was for the purchase of various supplies needed to complete water line projects on Maple Avenue, Dayton Avenue, and 4th Avenue and D Street.

- Tap Request – 411 East D Street

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

- Brunswick Self Storage – Sewer Easement

This request was 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 recommended approval of the Deed of Easement for the Sanitary Sewer Main.

Mr. Lashley made a motion to approve the consent agenda. Mr. Snoots seconded the motion, which passed 6-0.

Unfinished Business

- Sustainable Purchasing Policy

Ms. White made a motion to approve the Sustainable Purchasing Policy. Mr. Lashley seconded the motion, which passed 6-0.

New Business

- Caboose/WB Tower Concrete Pad Construction Award

Mr. Lashley made a motion to award the contract to Northstar Foundations for \$10,425. Mr. Snoots seconded the motion, which passed 6-0.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 9:44 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Special Meeting Minutes
Tuesday, July 28, 2015, 7:00 P.M.

The July 28, 2015 City of Brunswick Special 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; and Bruce Dell, Planning and Zoning Administrator. Council Member Harry Lashley entered the meeting at 7:38 p.m.

Mayor's Remarks

The Mayor discussed the recent fire in Harpers Ferry.

Citizens' Forum (Petitions, Remonstrances, and Communications)

No comments were received.

Unfinished Business

- Code of Ordinance Review – Chapters 1 & 2

The Mayor and Council discussed proposed changes to the Code of Ordinances, Chapters 1 and 2. The next review meeting was scheduled for Tuesday, August 25, 2015 at 7:00 p.m.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 9:00 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

**MAYOR AND COUNCIL OF BRUNSWICK
ORDINANCE NUMBER 518**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND SECTION 3-1104 – VACANT STRUCTURES AND LAND, OF THE BRUNSWICK CITY CODE.

WHEREAS, changes to Section 3-1104, Vacant Structures and Land, of the Code of Ordinances were prepared and submitted to the Mayor and Council of Brunswick and vetted at public meetings on August 11, 2015 and September 8, 2015, and

WHEREAS, the City government desires to amend the Code language to reflect changes regarding vacant non-residential structures, and

WHEREAS, Ordinance 518 was drafted and presented as a first reading at the August 11, 2015 regular meeting of the Mayor and Council of Brunswick and a Public Hearing and second reading of Ordinance 518 was held on September 8, 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 3-1104, Vacant Structures and Land, 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

City of Brunswick

VACANT NON-RESIDENTIAL STRUCTURES ORDINANCE

1. Purpose.

The purpose of this ordinance is to promote and assure public safety, health, and welfare, to prevent deterioration of Vacant Non-Residential Structures in the City of Brunswick, to support property values, and to encourage responsible management and use of Vacant Non-Residential Structures through licensing and inspections.

2. Definitions.

- A. **BLIGHTED CONDITION** – A condition is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.
- B. **CITY** – City of Brunswick, Maryland.
- C. **DEPARTMENT** – The Department of Administration of the City.
- D. **MIXED-USE STRUCTURE** – A building that contains at least one permitted non-residential use and at least one permitted residential use.
- E. **NON-RESIDENTIAL STRUCTURE** – Any structure or premises in whole or in part that contains spaces for commercial or industrial uses such as manufacturing operations, offices, warehouses, shopping centers, retail and wholesale facilities, and other similar uses. This definition shall include mixed-use structures.
- F. **OWNER** – Any person, partnership, association, company, corporation, or other entity having a legal or equitable interest in, or control of real property. Owner shall also mean any person who, alone, jointly or severally, shall have the charge, care, or control of any premises as executor, administrator, trustee, or guardian of the estate of the owner. Owner shall also mean any person having any interest in a partnership, association, company, corporation, or other entity which owns or has any ownership interest or control of the premises. Any person, firm, partnership, association, company, corporation, or other entity whose name appears on the deed or property tax bill for the premises shall be deemed to be the owner of the premises.
- G. **PREMISES** – Any single parcel or lot of real property in the City, including the land and all improvements or structures, upon which a Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure is located.
- H. **VACANT BLIGHTED NON-RESIDENTIAL STRUCTURE** – Any non-residential structure that is vacant with a pending action to foreclose a mortgage or deed of trust; or is vacant with blighted conditions; or has been placarded by the City as uninhabitable. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual structure meets this definition, that individual structure within the larger property shall be subject to the terms of this ordinance.
- I. **VACANT NON-RESIDENTIAL STRUCTURE** – Any non-residential structure that is vacant for a continuous six (6) month period. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual

structure is vacant for a continuous six (6) month period, that structure shall be subject to the terms of this chapter. For calculation of the continuous six (6) month period required to satisfy the definition of Vacant Non-Residential Structure, the following periods of time shall not be included: (i) the one (1) year period immediately following the issuance of a use and occupancy permit for new construction; and (ii) any period of time during which active work is being legally performed pursuant to a valid permit issued by the City.

3. Vacant Non-Residential Structure License Required.

It shall be unlawful for the owner(s) of any Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure to fail to apply for and obtain a Vacant Non-Residential Structure License and abide by the inspection requirements contained in this ordinance.

4. Application; License Fee.

In addition to the inspection requirements of Section 5 of this ordinance, an applicant for a Vacant Non-Residential Structure License shall provide the following information and documents for each Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure on the appropriate application form provided by the Department:

- A. The address of the vacant structure;
- B. The number and location of the spaces contained in the structure;
- C. The name, street address, and telephone number of all owners of the vacant structure;
- D. If the owner of the Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure is not an individual, the applicant shall provide the name, street address, resident agent, resident agent's address and telephone number;
- E. The name, street address and telephone number of a designated contact person for the owner(s);
- F. A certificate of property insurance in the amount equivalent to or greater than the assessed tax value; and
- G. A non-refundable annual license fee pursuant to the schedule set by the City Council.
- H. Payment for said license shall be due in full from the owner within thirty (30) days from the application mailing. Failure to remit payment in full may result in collection pursuant to the City Code, or by other civil proceeding.

5. Inspection.

In connection with the application requirements contained in Section 4 of this ordinance, the exterior of the vacant structure shall be inspected at the time of the initial application and on an annual basis thereafter. Required re-inspections for noted conditions shall be as directed by the Department.

Interior inspections shall be conducted in accordance with the following schedule:

Vacant Blighted Non-Residential Structures – At initial application and on annual basis thereafter.

Vacant Non-Residential Structures – At first renewal and annually thereafter.

All inspections conducted hereunder shall be conducted by the Department or its designees and shall be performed to ensure compliance with all applicable property maintenance, fire, and other City codes, including for vacant, unoccupied structures, and Section 6 of this ordinance.

6. Vacant Non-Residential Structure Inspection Standards.

In addition to the inspection requirements of Section 5 of this Chapter, an owner of a Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure shall maintain the structure to the following standards, which are based on Crime Prevention through Environmental Design.

- A. Exterior lighting at all entry doors.
 - 1. Shall be illuminated from dusk to dawn.
 - 2. Shall be directed downward and away from adjoining premises.
 - 3. Shall maintain 1 footcandle of light measured at 1 foot above the ground to a minimum distance of twenty (20) feet from the center of each entry door.
 - i. Exterior lighting is not required at any entry door where street lighting meets the minimum illumination level required by this section.
- B. All entry doors shall have engaged deadbolt locks.
 - 1. Doors not capable of deadbolt locks shall be secured in an approved manner.
- C. All exterior sliding doors shall have lift and slide protection.
- D. All windows shall have lift and slide protection.
- E. All shrubbery, hedges, trees, or similar vegetation shall be maintained so that a clear view of the entry doors from the public sidewalk or street is not impeded.

7. Issuance of License; Renewal.

Upon receipt of a completed application form and full payment of the appropriate fee, the Department shall, within 30 days, issue a license for the subject Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure, unless such license is or was denied, suspended, or revoked pursuant to Section 8 hereof. Said license shall expire on its anniversary date, and shall be renewable annually, with application for said renewal being made at least 60 days prior to the expiration date of the then-current license. License renewal shall be made on the form provided by the Department.

8. Denial; Revocation or Suspension.

A Vacant Non-Residential Structure license may be denied, revoked, or suspended at any time by the Department if, after receipt of a notice of violation, the owner fails to eliminate violations of the applicable code sections (including Section 6) identified during any inspection within the time order in the notice. Denial, revocation, or suspension of a Vacant Non-Residential Structure license shall be in addition to, and not in substitution of the penalties provided for in Section 10 of this ordinance. Said denial, revocation, or suspension may be appealed within 20 days to the City of Brunswick Board of Appeals.

9. Severability.

The provisions of this ordinance are severable. If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid provision or application.

10. Violations and Penalties.

In addition to the sanctions outlined in Section 8 hereof, any owner violating the provisions of this ordinance shall be guilty of a municipal infraction and subject to a fine of up to one thousand dollars (\$1,000.00). Each day a structure is not in compliance with this ordinance shall be deemed a separate and distinct violation.

Municipal Charter Amendment Procedures

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

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

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

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

RESOLUTION 2015-02

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

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

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

Article II. Elections

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

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

In case of the mayor, a petition signed by electors entitled to vote for a successor to the incumbent mayor sought to be removed equal in number to at least twenty-five percent of the electors entitled to vote, and, in case of a councilmember, a petition signed by [electors entitled to vote for a successor to the incumbent councilmember sought to be removed equal in number to] at least twenty-five percent of electors entitled to vote, demanding an election of a successor of the person sought to be removed, shall be filed with the city administrator, which petition shall contain a general statement of the grounds for which the removal is sought. The signatures to the petition need not all be appended to one paper, but each signer shall make oath before an officer competent to administer oaths that the statements therein made are true as he believes and that each signature to the paper appended is a genuine signature of the person whose name it purports to be. Within ten days from the date of filing such petition, the City Administrator shall examine and from the voters registered ascertain whether or not the petition is signed by the requisite number of qualified electors. If necessary, the Mayor and Council shall allow him extra help for that purpose. He shall attach to such petition his certificate showing results of such examination. If by the City Administrator's certificate the petition is shown to be insufficient, it may be amended within ten days from the date of such certificate. The City Administrator shall, within ten days after such amendment, make examination of the amended petition. If his certificate shall be deemed to be insufficient, it shall be returned to the person filing the same, without prejudice however, to the filing of a new petition to the same effect. If the petition shall be deemed sufficient, the city administrator shall submit the same to the mayor and council without delay. If the petition shall be found to be sufficient, the

mayor and council shall order and fix a date for holding the election, not less than thirty days or more than forty days from the date of the city administrator's certificate to the mayor and council that a sufficient petition is filed. The mayor and council shall make or cause to be made publication of notice and all arrangements for holding such election. The same shall be conducted, returned, and the result thereof declared, in all respects as are other city elections. So far as applicable, except as otherwise provided in this Charter, notifications under this section shall be made as provided under section 16-14 by filing with the city clerk at least ten days prior to such special election, a statement of candidacy, accompanied by a petition signed by electors entitled to vote at such special election equal in number to at least ten percent of the entire vote for all candidates for the office of mayor at the last preceding general municipal election. The ballot to be used at such special election shall be as far practicable in the same general form as the ballot used at a general election.]

A mayor or council member may be removed from office at any time by voters qualified to vote for a successor to that office pursuant to the procedure set forth in subsection B. hereof.

B. Procedure:

1) A petition in substantially the form set forth in subsection C. hereof shall be filed with the City Administrator which contains the signatures of 25% of registered voters and a statement of the reasons for the recall. Sufficient reason for recall shall be limited to the following: (1) failure to uphold the oath of office; (2) malfeasance (wrongdoing or misconduct) in office; (3) misfeasance (the performance of lawful action in an illegal or improper manner) in office; (4) nonfeasance (failure to act or do what ought to be done) in office; (5) conviction of a criminal offense of a felony category; (6) engaging in illegal conduct involving moral turpitude, fraud or deceit; (7) engaging in conduct involving mismanagement or misappropriation of public funds, a gross abuse of public authority or a substantial and specific danger to public health, safety or welfare; (8) coercion of any City employee into taking illegal or improper action or taking any retaliatory action against any City employee because of that employee's disclosure of information relating to illegal and improper action in the City Government; (9) gross negligence or incompetence in the performance of public duties; (10) engaging in personal conduct injurious to the reputation and well-being of the government of this City and its' citizens; (11) failing or refusing to perform, or acting contrary to, an official duty or obligation imposed by the City's Charter or duly enacted law or ordinance; (12) the inability or incapacity to properly perform public duties due to a permanent or chronic physical or mental ailment or other incapacitating defect.

2) Each signer shall state his or her name and address and shall indicate the date on which he or she signed the petition. A signature shall be valid for ninety (90) days, except that signatures valid at the time of the submission of a petition to the City Administrator for review for sufficiency shall remain valid until a referendum election on a valid petition is concluded or the expiration of the ten-day period set forth in Subsection B.5 below for amendment and resubmission of a deficient petition, whichever is later. Each signer shall print his or her name legibly beneath his or her signature.

3) Each signer shall make an oath or affirmation, under penalty of perjury, that he or she is a registered voter in the City of Brunswick and that the stated date of signature is accurate.

4) After initial examination for sufficiency by the City Administrator, a petition shall be given to the Frederick County Board of Elections for validation of signatures.

5) If a petition is found to be insufficient by either the Administrator or the County Board of Elections, the petitioners shall be so notified by the City Administrator. The petition may be amended by the petitioners and resubmitted within ten days of the date on which the petitioners are notified of the insufficiency.

6) If a petition is found to be sufficient, the petitioners shall be so notified by the City Administrator and the petition shall be submitted to the Mayor and Council who shall by resolution fix a date for an election

upon the petition to be held no earlier than fifteen (15) days, nor later than ninety (90) days from the date that the petitioners are notified that the petition is sufficient.

7) No recall petition shall be filed against any person until that person shall have been in office for at least three months, nor shall any recall petition deal with more than one public official. The election shall be held in accordance with Section 16-15 of this Charter.

8) The question on the ballot shall read: "Should _____ (name of official) be removed from the office of _____?" Yes or No?

9) If a majority of the persons voting in the recall election vote in favor of removal of the official, the office shall be deemed vacant upon the certification of the election results by the Frederick County Board of Elections.

10) Promptly after a recall election in which the voters remove an official from office, a special election shall be called to fill the office in accordance with the charter's vacancy procedures. At the next regular City election or, in the Council's discretion at a special election occurring before the next regular election.

C) A recall petition shall contain the following:

1) A statement: "We petition the Mayor and Council of Brunswick to hold an election to recall (name of official) from the office of _____ for the following reason(s):"

2) A statement of the reason(s) for the recall

Authentication: "Each signer of this petition affirms under penalty of perjury that he or she is a registered voter in the City of Brunswick, MD and that the date indicated below his or her signature is the date upon which he or she signed this petition."

<u>Printed name</u>	<u>Signature</u>	<u>Address</u>	<u>Date</u>
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(repeated as necessary to fill a standard sheet)

Petition circulator's statement:

"I affirm, under penalty of perjury, that I am a registered voter in the City of Brunswick, Md and that I described the contents of this petition to each signer and am satisfied that each signer understands the nature of the petition and the responsibilities which accompany the signing of it."

<u>Printed name</u>	<u>Signature</u>	<u>Address</u>
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(NOTE: Underlining indicates language added to the Charter,
[Brackets] denote language deleted from the Charter.)

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is June 9, 2015 and that the Amendment to the City Charter hereby proposed by this enactment shall be and become effective on July 29, 2015, unless a proper petition for referendum shall be filed as required by law.

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

Section 4. AND BE IT FURTHER RESOLVED, that the Mayor shall cause a fair summary of this Resolution and the amendment to the Charter to be published four (4) times at weekly intervals in the Brunswick Citizen, a newspaper of general circulation in the Brunswick area and Frederick County,

Maryland, within a period of at least forty (40) days starting immediately after the date of adoption of this Resolution.

Section 5. AND BE IT FURTHER RESOLVED, that in accordance with Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland, this Resolution shall become effective and observed as such, and shall be considered a part of the Charter of the Mayor and Council of Brunswick, fifty (50) days following its final passage and enactment, unless on or before forty (40) days after the final passage and enactment of this Resolution a petition for referendum meeting the requirements of § 4-304(d) of the Local Government Article of the Annotated Code of Maryland, be presented to the Mayor within said forty (40) day period.

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

ATTEST:
BRUNSWICK

COUNCIL OF THE CITY OF

Bob McGrory
City Administrator

By: _____
Angel White
Mayor Pro Tem

APPROVED this 9th day of June, 2015.

ATTEST:

Bob McGrory
City Administrator

Karin B. Tome
Mayor



Brunswick Police Department Monthly Report

Reporting Month and Year: July 2015

Traffic Enforcement Activity

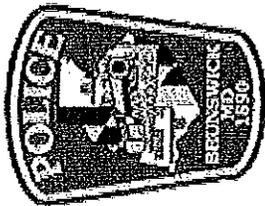
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	42	278	20	219
Maryland State SEROS:	11	38	0	34
Warning Citations:	76	517	17	379
Parking Citations:	32	174	62	295

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	948	8335	1497	10234
Homicide	0	0	-	0
Rape	1	1	-	1
Robbery	1	1	1	1
Assault	13	76	8	25
B&E	3	9	5	11
Theft	3	33	3	43
Auto Theft	1	1	1	3
Motor Vehicle Accidents	12	61	5	35



Brunswick Police Department Listing of Arrests

July 1, 2015 to July 31, 2015

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015007564	07/08/2015	12:28	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015007508	07/13/2015	10:07	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	WILBUR JESSON	CLEARED BY ARREST
2015007677	07/15/2015	20:55	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007844	07/16/2015	18:30	DRIVING MOTOR VEH ON HWY W/O REG LICENSE	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007925	07/19/2015	02:58	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015007940	07/19/2015	23:07	DRIVING ON SUSPENDED OUT OF STATE LICENSE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015007939	07/20/2015	01:51	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008037	07/22/2015	00:08	OTHER AGENCY WARRANT/SUMMONS SERVICE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008044	07/23/2015	04:19	FELONY WARRANT	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008141	07/26/2015	00:29	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015008044	07/27/2015	17:59	OTHER AGENCY WARRANT/SUMMONS SERVICE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008192	07/27/2015	20:56	SEX OFFENSE, THIRD DEGREE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008186	07/28/2015	06:31	VIOLATION OF PROBATION	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015005522	07/28/2015	13:53	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015005522	07/29/2015	21:13	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST

Total Number of Arrests: 15



Brunswick Police Department
Call Type Counts Listing
July 1, 2015 to July 31, 2015

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	1
ANIMAL COMPLAINTS	1
ANIMAL LOCKED IN VEHICLE	2
ARMED ROBBERY - ALERT TONE	1
ASSAULT - OCCURED EARLIER	3
ASSAULT - REPORT ONLY	2
ASSAULT IN PROGRESS - ALERT TONE	1
ASSAULT WITH INJURY	1
ASSIST FIRE DEPARTMENT	17
ASSIST OTHER PD (SHERIFF)	24
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	11
BANK ALARM	6
BURGLAR ALARM	1
CARDIAC ARREST	1
CHILD / JUVENILE ABUSE	1
COMMERCIAL BURGLARY - REPORT ONLY	1
COURT - BPD	10
COURT PAPERWORK	4
DESTRUCTION OF PROPERTY / VANDALISM	3
DISABLED VEHICLE	1
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	1
DISTURBANCE - ALL GATHERINGS	10
DOMESTIC	10
DOMESTIC ESCORT TO RETRIEVE PROPERTY	2
DOMESTIC IN PROGRESS - ALERT TONE	5
DUMPING / LITTERING	1
EMERGENCY EVALUATION	5
EVICION	1
FIGHTS / 10 - 10'S - ALERT TONE	1
FIREWORKS COMPLAINT	7
FOLLOW UP - ALL TYPES	39
FOUND PROPERTY	2



Brunswick Police Department
Call Type Counts Listing
July 1, 2015 to July 31, 2015

Call Type	Counts
FRAUD	5
FUNERAL ESCORT	2
HARRASSMENT	14
HIT AND RUN PROPERTY DAMAGE	3
JUVENILE COMPLAINT	3
MUNICIPAL INFRACTION	2
NARCOTICS - FCPD SEND TWO CARS	10
NOISE COMPLAINT	5
NOTIFICATIONS	2
OPEN OR 911 HANG-UP	44
OVERDOSE - SEND AMBULANCE	2
PARKING VIOLATIONS	22
PATROL CHECK (BRUNSWICK)	274
PERSONAL INJURY ACCIDENT	3
POLICE INFORMATION	14
PROPERTY DAMAGE ACCIDENT	6
RELAY OR 10-5	4
REPO / TOW AWAY	2
REQUEST OFFICER	129
RESIDENTIAL	4
RESIDENTIAL BURGLARY - REPORT ONLY	2
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	1
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	9
SEX OFFENSE	1
SPECIAL ASSIGNMENTS	9
SUBJECT STOP	1
SUICIDE - ATTEMPTED ALSO	1
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	4
SUSPICIOUS PERSON	9
SUSPICIOUS VEHICLE	13
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	3



Brunswick Police Department
Call Type Counts Listing
July 1, 2015 to July 31, 2015

Call Type	Counts
TAMPERING WITH A VEHICLE	1
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	12
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	8
TRESPASSING	7
UNAUTHORIZED USE	1
VEHICLE STOP (BRUNSWICK)	84
VEHICLE THEFT / UNAUTHORIZED USE	1
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	39
WARRANT SERVICE (BPD)	4
WELFARE CHECKS	8

Total Number of Calls: 948



THE CITY OF BRUNSWICK MARYLAND

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

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

Water Line Repairs and Maintenance

Repair water leak on Addition Ave
Repair water leak on Mule Path Alley
Repair water leak on Tritapoe Drive
Repair water leak on Brunswick St Extended
Replace water service lines on Maple Ave

Sewer Line Repairs

Jet sewer mains

Water Valve Maintenance

None

Fire Hydrant Maintenance

Replace hydrant at 2nd Ave & Potomac St
Flush hydrants

Street Repair and Maintenance

Fill pot holes

CIP Projects

None

Storm Drain Maintenance

Miscellaneous Tasks and Maintenance

Mark Miss utility tickets
Mulch 2 play ground areas in parks
Cut down tree & take down old metal building at R&R square

Construction and Contractor Support

**CITY OF BRUNSWICK
MONTHLY WATER FLOW REPORT**

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.43</u>	*M.G. <u>0.11</u> M.G.
Water pumped from Potomac River.....	<u>12.74</u>	M.G. <u>0.43</u> M.G.
Total.....	<u>16.17</u>	M.G. <u>0.54</u> M.G.
Finished water pump from Plant...	<u>12.13</u>	M.G. <u>0.41</u> M.G.

Submitted By Patricia Hoffsta
Date 8-5-13

*Million Gallons

JULY 2015 WATER METER/ SAFETY MONTHLY REPORT

WATER METERS:

Settlements – 31

Replacements – 15

Repairs - 9

High Bill Investigations – 23

New Installs – 1

Meter Inspections – 1

U & O Inspections – 1

Cut-offs – 0

SAFETY:

Inspected tripod, safety harnesses, winch and lanyards. Sent one of our gas monitors out to National Safety Supply for re-calibration.

Completed monthly fire extinguisher inspection.

Began replacing our Material Safety Data Sheets (MSDS) with new Safety Data Sheets (SDS) per the new "Hazard Communications-Right to Know"- Global Harmonization Standard (GHS) enacted by OSHA.

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Treated Effluent Flow ---13.71 M.G.

Rain --- 1.6 INCHES

Sludge to Landfill ---77.70 TONS

Submitted By --- Patrick Hoffmaster

Date 8/5/15

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

Brunswick WWTP Operations & Projects July 2015

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Installed the new hood on the f-150
- 5) Tommy cleaned up the caustic pit
- 6) Installed the rebuilt caustic pump
- 7) Mowed grass at galyn manor
- 8) Changed the oil in the E.Q. pumps
- 9) Operator Bobby Bowers started at the WWTP
- 10) WWTP staff rebuilt the sludge press conveyor system
- 11) Staff performed maintenance work on head works equipment
- 12) Began training the new employee
- 13) Dale completed this years DMRQ lab certificate for the WWTP lab
- 14) Gene Grimm and Dale Marshall retired on July 31st and we would like to thank them for their dedication and hard work.

WATER PLANT PROJECTS & MAINTENANCE –July 2015

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Cleaned reservoir cover
- 4) Drained and cleaned both sedimentation basins
- 5) Received chemical deliveries for Acid, Caustic Soda and hypo chlorite
- 6) Mowed, trimmed and cleaned around the fences at the Springs
- 7) Yourtee Springs generator was monitored after it was brought in service and was having issues after its weekly exercise/new board was installed
- 8) Replaced all finished water sample lines
- 9) Rebuilt the Potassium permanganate feeder, Hypo chlorite feeders and #2 Del Pac Feeder
- 10) Installed a new service water line to the Carbon feed system in order to flush it out more thoroughly after shut down
- 11) Alban preformed annual service on the WTP and Reservoir generators
- 12) Dennis services completed the annual service on all chlorine equipment and LMI chemical feeders



THE CITY OF BRUNSWICK MARYLAND

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

July Planning/Code Staff Report **Mayor and Council 8-11-2015**

Planning

- Staff working with engineer and contractor to finalize improvement plans for Gums Springs Estates and met with home owner to discuss final improvements.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- 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 received Site Plan, Improvement Plans and Plat for review for the Weis Market at Brunswick Crossing.
- 30 Zoning Certificates issued July
- 2 U&O's issued July
- No BoA meeting in July and no meeting is scheduled for August.
- No Planning Commission 28 and no meeting is scheduled for August.

GIS

- Assisted public with property data
- Assisted public works with stormwater and sewer mapping data
- Developing various maps.

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
110	25-471296	7-1-15	1803	LM Property Buyer LLC	714	Park Ave	Renovations
111	25-492609	7-2-15	29	Joshua Evans/Vivint Solar	749	Appalachian Way	Solar Panels
112	25-466853	7-8-15	1905	Liz Knott Fritter	915	E. A St	Fence
113	25-590994	7-7-15	30NN	Ryan Homes	615	Potomac View Pkwy	TH
114	25-590995	7-7-15	31 NN	Ryan Homes	617	Potomac View Pkwy	TH
115	25-590996	7-7-15	32 NN	Ryan Homes	619	Potomac View Pkwy	TH
116	25-590997	7-7-15	33 NN	Ryan Homes	621	Potomac View Pkwy	TH
117	25-491424	7-7-15	19FF	Ryan Homes	1402	Hope Farm Ct	SFD
118	25-491246	7-7-15	7GG	Ryan Homes	1409	Hope Farm Ct.	SFD
119	25-464095	7-8-15	1404	Paul Herbert	814	2nd Ave	Renovations
120	25-589883	7-8-15	29	Chris Paul Van Doren/Solar City	1220	Lander Creek Dr	Solar Panels
121	25-589092	7-8-15	29	Wendy & Frank Turchich/Decks Unlimtd	1208	Lander Creek Dr	Deck
122	25-471245	7-9-15	1575	Linda & Clyde/Valene Thee	409	4Th Ave	Yard Sale
123	25-465474	7-14-15	1108	Emilee Feaster/J&E Properties LLC	23	E. B St.	Renovations
124	25-472861	7-15-15	119	John Swerda	805	W. Potomac St.	Shed
125	25-473019	7-15-15	1927	Joe Fagan	723	E. Potomac St.	Shed
126	25-483979	7-16-15	1018	Gretchen Miller	8	5th Ave	Solar Panels
127	25-475534	7-17-15	231	Sarah Sanders	73	Wenner Drive	Solar Panels
128	25-475836	7-17-15	202	Gerald Vargo	816	N. Maple Ave	Fence
129	25-464559	7-17-15	1304	Sandra Cole	14	W. H St.	Pool
130	25-589752	7-20-15	64 FF	Ryan Homes	722	Potomac View Pkwy	SFD
131	25-487737	7-20-15	311	Kevin Barrett/Vivint	13	Afton Ct	Solar Panels
132	25-488997	7-20-15	311	Leslie Hickman/Kelly Cornwell	124	Fiona Way	Deck

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
133	25-487370	7-21-15	821	Robert/Gale Carr--Unique Ent.	110	W D ST.	Accessory Structure
134	25-589879	7-27-15	1306	Lander Creek Dr.	1306	Lander Creek Dr.	Fence
135	25-589897	7-29-15	1143	Raehael Sitjar	1143	Dargon Quarry Lane	Deck
136	25-471229	7-30-15	712	Drew Peters	706	Brunswick St	Renovations
137	25-485394	7-30-15	1608	Matt & Andrea Mueller	613	5th Ave.	Fence
138	25-491432	7-30-15	20 FF	Ryan Homes	1404	Hope Farm Court	SFD
139	25-590948	7-30-15	39KK	Ryan Homes	1133	Long Farm Circle	SFD

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
26	15-26	7-15-15	303	W. B St.	Eric Moore	126336	6-17-15
27	15-27	7-20-15	223	W. Potomac St.	Daivd Blackmon	131185	6-20-15

MONTHLY CODE ENFORCEMENT REPORT

Violations	July 2015	YTD January - July 2015	Past January - July 2014
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WARNINGS

Vehicles/ Vehicle repair	1/0	9/1	18/0
Property trash/ Unsec.	4/0	32/0	40/7
Property Repair/Property	1/0	2/7	2/3
Overgrowth /Unsanitary	6/0	40/2	44/0
Vac. prop.trash/ Unsec.vac	1/1	5/5	3/1
S.walk repair/ S.Walk Trash	0/0	2/0	1/10
Littering	1	3	3
Vacant Overgrowth	9	29	32
Animal Waste / Snow and	1/0	1/272	3/119
Livestock	0	3	1
Trash Cans /Signs	0/0	4/3	2/18
Warning Totals	25	420	307

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	5/0
Property trash/ Unsec.	0/0	2/0	4/2
Property Repair/ Property	0/0	2/23	0/0
Overgrowth/ Unsanitary	1/1	2/2	0/3
Vac. prop. trash,/ Unsec.	0/1	3/7	0/1
S walk repair/ S walk trash	0/0	10/0	0/2
Littering	0	0	0
Vacant Overgrowth	1	5	9
Animal Waste/ Snow and Ice	0/0	0/4	0/13
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	2	0
Citation Totals	4	62	39
Complaints	8	38	51

**Mayor & Council Meeting
Consent Agenda Summary
August 11, 2015**

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

- **Item #7A – Purchase Approvals –Public Works**

Purchase Order #PW-4366 is for Apple Ford in the amount of \$19,438 for the purchase of a 2015 Ford Transit Connect Van.

Purchase Order #PW-436 is for Apple Ford in the amount of \$38,488 for the purchase of a F350 pick-up truck with snow plow and salt spreader.

Purchase Order #PW-4373 is for Alban Cat in the amount of \$15,763.21 for the purchase of a cold planer.

Purchase Order #PW-4371 is for LB Water Service in the amount of \$36,293 for the purchase of flow meters.

- **Item #7B – Public Information Act Changes**

The General Assembly passed SB695/HB 755, which amends the state's Public Information Act (PIA). This request is to approve changes to the City's PIA policy in accordance with changes made by the state.

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

PURCHASE ORDER

VENDOR: Apple Ford

DATE: 7/10/15

P.O. NO.: P.W. - 4366

SHIP TO: P.W.

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

30-530-12-8004

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	2015 FORD TRANSIT CONNECT VAN	\$	19,438	\$ 19,438

SHIPPING

N/A.

TOTAL

\$ 19,438.00

Approved by:

John Gerstner

John Gerstner

From: Tom Leasure [TLeasure@appleford.com]
Sent: Saturday, July 11, 2015 1:20 PM
To: John Gerstner
Subject: RE: Price quote on vehicles

July 11, 2015

John Gerstner
Public Works Superintendent
City Of Brunswick MD
Phone (301)-834-6270
Fax (301)-834-7638

RE: Quote for 2016 Ford Transit Connect per MD BPO 001B5400248 Van's & SUV's

Line 1. Type 11. Specialty Compact Van/Wagon
2016 Ford Transit Connect Cargo Van 105" WB Model S6E \$19,358.00
55A Fixed Rear Door Glass 80.00
Total \$ 19,438.00
Paint Z2 Frozen White
Delivery 16-18 weeks

Tom Leasure
Fleet/ Govt Sales Mgr.
Apple Ford Inc.
8800 Stanford Blvd.
Columbia, Md. 21045
443-539-1292
410-456-8430 cell
410-312-0935 fax

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400248

PRINT DATE: 12/03/14

PAGE: 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	07048-110000	EA	19,358.0000

VEHICLE, TYPE 11, 7 PASSENGER MINI-VAN

VEHICLE, TYPE 11, SPECIALTY COMPACT WAGON/VAN

PER THE ATTACHED ST OF MD SPECIFICATIONS.

SPECIFY MAKE AND MODEL NUMBER FOR VEHICLE OFFERED IN THE COMMENT SECTION OF YOUR BID.

PLEASE NOTE - THIS IS A COMPACT WAGON/VAN AND NOT A 7 PASSENGER VAN AS NOTED ABOVE.

LINE 005 OF THE ITB: 2015 FORD TRANSIT CONNECT VAN 105" WBS6E
5 PASSENGER WAGON. \$19,358.00

ADDITION FOR 4 PASSENGER SEATING-WAGON: \$2,425.00

ADDITION FOR SIDE DOOR GLASS: \$80.00

ADDITION FOR REAR AIR CONDITIONING/HEAT: N/A

ADDITION FOR ADDITIONAL INSULATION XLT MODEL: \$1,556.00

ADDITION FOR 121" WB: \$1,188.00

ADDITION FOR 121" WB 7 PASS WAGON : \$2,960.00

0002	07048-171000	EA	20,049.0000
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VEHICLE, TYPE 17-1, 3/4 TON CARGO VAN, SPECIALITY, DIESEL - *OPTIONAL Engine*

VEHICLE, TYPE 17-1, FULL SIZE 3/4 TON SPECIALTY CARGO VAN

PER THE ATTACHED ST OF MD SPECIFICATIONS.

SPECIFY MAKE AND MODEL NUMBER FOR VEHICLE OFFERED IN THE COMMENT SECTION OF YOUR BID.

PLEASE NOTE THAT THIS VEHICLE DOES NOT COME WITH DIESEL AS NOTED ABOVE BUT HAS AN OPTION FOR DIESEL AS PRICED BELOW.

LINE 011 OF THE ITB: 2015 FORD TRANSIT E1Z. \$20,049.00

ADDITION FOR REAR AIR CONDITIONING/HEAT: \$1,090.00

ADDITION FOR HIGH ROOF LWB MODEL R2X: \$5,920.00 *\$5320.00*

ADDITION FOR REAR GLASS: \$90.00

ADDITION FOR DIESEL ENGINE: \$5,532.00

ADDITION FOR MEDIUM ROOF EIC: \$1,138.00

ADDITION FOR 3.5L ECO-BOOST ENGINE: \$1,810.00

ANY OTHER OPTIONS MSRP -2%

0003	07048-170000	EA	20,049.0000
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VEHICLE, TYPE 17, FULL SIZE 3/4 TON CARGO VAN

*** CONTINUED, NEXT PAGE ***

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

PURCHASE ORDER

VENDOR: *Apple Ford*

DATE: *7-13-2015*

P.O. NO.: *PW-436*

SHIP TO: *PW*

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

30-530-12-8004

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
----------	-------------	------	-------	-------

F350 pick up with plow & spreader

see attached paper

SHIPPING *N/A*

TOTAL *\$38,488.00*

Approved by: *John Gerster*

John Gerstner

From: Tom Leasure [TLeasure@appleford.com]
Sent: Saturday, July 11, 2015 1:39 PM
To: John Gerstner
Subject: Quote for F350 pickup
Attachments: DOC071115-07112015122033.pdf; MD.001B5400289.TRUCKS..pdf

July 11, 2016

John Gerstner
Public Works Superintendent
301-834-6270

RE: Quote for Ford F350 4x4 Pickup with Snow Equipment per MD BPO 001B5400289 Lt. Duty Trucks

Line 1. Type 8-1 1 Ton Pickup with Crew Cab	
2016 Ford f350 Crew Cab Pickup 4x2	\$24,328.00
Line 4. Class V Towing Package	120.00
Line7. 4 Wheel Drive	3580.00
Credit to Deduct crew cab and provide regular cab	(2860.00)
TBM LT245/17 All Terrain Tires	162.00
X4M 4.30 Locking Rear Axle	380.00
18B Molded Cab Steps	310.00
213 Electronic Shift On The Fly 4x4	180.00
473 Snow Plow Prep Package	83.00
52B Factory Electronic Trailer Brake Controller	266.00
66S Upfitter Switches	122.00
Intercon Truck Quote: 8' Boss S/D Plow	4439.00
Henderson Stainless Spreader with gas Engine attached ..	7378.00
Total Delivered Price	\$38,488.00
Paint YZ Oxford White	
Delivery 18 weeks	
If any plow or spreader options are desired, please modify total on quote.	
Intercon Truck Equipment quotes attached.	

Tom Leasure
Fleet/ Govt Sales Mgr.
Apple Ford Inc.
8800 Stanford Blvd.
Columbia, Md. 21045
443-539-1292
410-456-8430 cell
410-312-0935 fax

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

PURCHASE ORDER

VENDOR: ~~Allen~~ Allentat

DATE: 8-5-2015

P.O. NO.: PW-4373

SHIP TO: PW
30-530-12-8003
~~40-530-12-6131~~

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	CP 24-95 Cold Planner 24"			15,763. ²¹

AUG 05 2015

SHIPPING N/A

TOTAL \$15,763.²¹

Approved by: *John Berthel*



Alban Tractor Co. Inc.

July 24, 2015

John Gerstner
Brunswick City Hall
1 W Potomac St.
Brunswick, MD 21716

Dear John,

We are pleased to quote the following for your consideration.

(1) Road Hog CP24-G5, 24" Cold Planer Unit# N.I.S., S/N Factory Order, Price: \$15,763.21

The following factory and dealer options are included:

- * CP24-G5 Cold Planer 24"
- * 27GPM/2000PSI
- * 3 Line, 1 Circuit Plumbing,
- * 106-0647 Gehl 6635DXT Control,
- * QDSET014 Couplers (3) Gehl,

Cash Sale Price: \$15,763
Price Complete, Delivered: \$15,763

We believe the equipment as quoted will exceed your expectations. On behalf of Alban Tractor Co. Inc., thank you for the opportunity to quote Caterpillar machinery.

Sincerely,

Kevin L. Lochner
Alban Cat Sales Representative

CUSTOMER ACCEPTANCE:
'I accept the equipment & terms stated herewith.'

Gerstner

'This proposal is good for 30 days'

Washington, DC MD	Baltimore MD	Delmar MD	Essex MD	Frederick MD	Myersdale MD
Calverton DE	Washington VA	Manassas VA	Stennis MS	Washington PA	



Alban Tractor Co. Inc.

July 24, 2015

John Gerstner
Brunswick City Hall
1 W Potomac St.
Brunswick, MD 21716

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- * QDSET014 Couplers (3) Gehl,

Cash Sale Price: \$15,763

Price Complete, Delivered: \$15,763

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Sincerely,

Kevin L. Loelner
Alban Cat Sales Representative

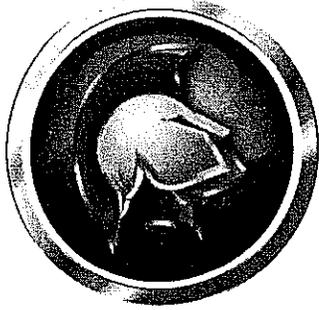
CUSTOMER ACCEPTANCE:

'I accept the equipment & terms stated herewith.'

Gerstner

'This proposal is good for 30 days'

Alban Tractor Co. Inc.	Edinburg, MD				
10000 01	10000 01	10000 01	10000 01	10000 01	10000 01



**SPARTAN
EQUIPMENT.**

Price Quotation

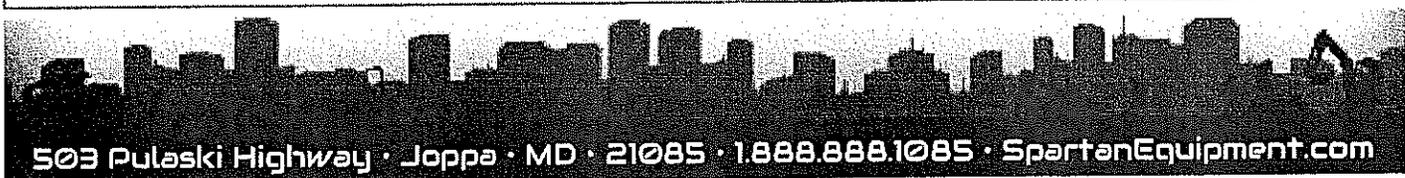
4624

Bill To
CITY OF BRUNSWICK
1 WEST POTOMAC STREET
BRUNSWICK, MD 21716

Ship To
CITY OF BRUNSWICK
600 PETERSVILLE ROAD
BRUNSWICK, MD 21716
(301) 834-6270
JOHN GERSTNER

P.O. Number	Terms	Date	Payment Due Date	Rep	Ship Via	
	Due At Order	7/20/2015	7/20/2015	BK	GROUND	
Qty	Item Number	Description			Price Each	Total Amount
1	100266	Planer Model HP600 24" Hydraulic Side-Shift/Tilt/Depth			17,878.00	17,878.00
1	17778	36 To 44 GPM Hydraulic Motor			1,500.00	1,500.00
1	114874	OEM In-Cab Control Option for Bobcat, Ditch Witch, Gehl, Mustang, JCB, Takeuchi, Volvo			595.00	595.00
1	Freight	Freight			875.00	875.00
Price Quote is good till August 31, 2015						

Signature: _____	Sales Tax (0.0%) \$0.00
All Pricing Contained Herein Expires 10 Days From Date of Publication.	Total Amount \$20,848.00



503 Pulaski Highway · Joppa · MD · 21085 · 1.888.888.1085 · SpartanEquipment.com

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

PURCHASE ORDER

VENDOR: *L B Water Service*

DATE: *8-4-2015*

P.O. NO.: *PW-4371*

SHIP TO: *pw*

AUG 05 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
4	<i>Model 500 NPT insert table</i>		<i>\$</i>	<i>27,720.00</i>
	<i>Interface display w/ Battery powered Built in data logger</i>			
8	<i>Hydronics 2 core cable interface</i>		<i>\$</i>	<i>5600.00</i>
	<i>Data loggers</i>			
1	<i>pressure sensor PPCR Umik 20 20 psi with meter cable</i>		<i>\$</i>	<i>694.00</i>
	<i>connector for display</i>			
	<i>connector for pressure sensor Racrap BTM</i>			
1	<i>RS485 32 communication lead to PC</i>		<i>\$</i>	<i>290.00</i>
1	<i>Wimpulund software</i>		<i>\$</i>	<i>600.00</i>
1	<i>1" NPT Bourne pipe internal diameter</i>		<i>\$</i>	<i>900.00</i>
2	<i>Quick release coupling</i>		<i>\$</i>	<i>72.00</i>
2	<i>coiled hose with Quick release coupling both ends</i>			<i>194.00</i>
1	<i>metalog antenna AER 6000</i>			<i>103.00</i>
1	<i>communication lead</i>			<i>120.00</i>
	SHIPPING			
	TOTAL		<i>\$</i>	<i>36293.00</i>

Approved by: *John Heister*



PROPOSAL

Page email
Quote # 4565445

L/B WATER SERVICE INC.
169 EBONY ROAD
P.O. BOX 458
EBENSBURG, PA 15931-0000
Phone: (814)471-1980
Fax : (814)471-1983

Proposal submitted to: 033872
City of Brunswick
Attn: Accounts Payable
1 West Potomac Street
Brunswick, MD 21716
Phone: () -
Contact: John

Job Name: Hydreka Insertion Meters
Job Location:
Quote Date: 07/09/15
Expiration Date: 08/09/15
Quoted By: JB

Qty	Item	Description	U/M	Quote Price	Total Price
		===== INSERTION METER ASSEMBLY =====			
5	SI_HYDD2P-50	MODEL 500,NPT (1" TAP MIN (19.69") OF INSERTABLE STEM LENGTH)	EA		
5	AFFHYDG	INTERFACE DISPLAY G, BATTERY POWERED BUILT-IN DATA LOGGER,SMS OR GPRS COMM	EA		
5	CNT120S-5	HYDRINS2 SIGNAL CABLE TO INTERFACE DISPLAY UNIT (5M)(15')	EA		
5		BRUNSWICK HYDRINS INSERTION METER INSTALL AND STARTUP	EA		
	** Sub-Total **	COMPLETE METER ASSEMBLY	EA		34650.00
		== PRESSURE GAUGE FOR INSERTION METER ==			
5		PRESSURE SENSOR PDCR UNIK 20 BAR 290PSI WITH 5 METER CABLE P_UD5020B-5	EA		
5		CONNECTOR FOR DISPLAY G PD_CNT130S	EA		
5		CONNECTOR FOR PRESSURE SENSOR RACRAPBFM	EA		
	** Sub-Total **	COMPLETE PRESSURE SENSOR ASSEMBLY	EA		3470.00
		==== ONLY ONE NEEDED FOR ALL METERS =====		0.00	
1	CC_HYDUSBS-3	RS232 COMMUNICATION LEAD,HYDRINS2 TO PC (3M)(9.84')	EA	290.00	290.00
1	LOGWINFLU	WINFLUID SOFTWARE	EA	600.00	600.00
1		1" NPT GAUGE, PIPE INTERNAL DIAMETER UP TO 500 MM (19.69") JD_HYD10A-088	EA	900.00	900.00
	----->>>	1" TAP, CORP AND PIT BY CUSTOMER		0.00	
		== STAND ALONE PRESSURE SENSOR/LOGGER ==		0.00	
1		FCS/RADCOM MULTIOLOG 2 INPUT PRESSURE LOGGER RDL86GPRS2LF/86 W/ GPRS	EA	1244.00	1244.00
2		QUICK RELEASE COUPLING (STANDARD WITH 1/4 " BSP MALE THREAD) RAP C02	EA	36.00	72.00
2		COILED HOSE WITH QUICK RELEASE COUPLINGS BOTH ENDS (MALE/FEMALE) RAP C03	EA	97.00	194.00
1		MULTIOLOG ANTENNA AER6000	EA	103.00	103.00
1		COMMUNICATION LEAD (MULTIOLOG) COM AE	EA	120.00	120.00

September 25, 2013

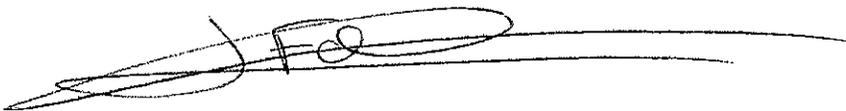
To Whom It May Concern

This letter is to confirm that:

LB Water represents Hydreka SAS as a full service authorized distributor (sales and support) for our range of flow monitoring equipment (Insertion Magmeter, Transit Time Flow meter, Open Channel Flow Meter) in Pennsylvania, New Jersey, Delaware, Virginia and West Virginia.

Please do not hesitate to contact the undersigned for any further assistance

Yours faithfully,



Vincent Favre
North American Sales Manager

To Whom It May Concern

I have looked at different vendors for this product. I could not find any produce like the one I am asking for. The other vendors have something similar but they need a power source to make them work. This unit has a self contained battery that last 3-4 years that can be replace for a \$170.00. What I am looking to do with these flow meters is to get a base line of water flow on each of our water mains that leave the reservoir. After that I would like to move them to other water mains to get a base line water flow on them. This produce gives me the capability to move them wherever I need.

Policy Title: City of Brunswick Procedures for Compliance with the Maryland Public Information Act

Effective Date: August 11, 2015

Deleted: August 17, 2007

Policy Number: 07-01

Discussion:

The City of Brunswick maintains certain files and records that are classified as public records. Generally, these public records may be made available to the public in accordance with the guidelines of the Maryland Public Information Act (MPIA).

Deleted: (Section 10-11 *et seq.* of the State Government Article, Annotated Code of Maryland, as amended.)

Policy:

City documents that are designed for public use, and certain other documents designated by the City, may be provided to members of the public promptly without requiring that the applicant make a formal request. These include:

- Copies of sections of the City Code
- Standard forms
- City policies
- Resolutions and Ordinances
- Council Meeting Briefing Book – Agenda, Agenda items and Non-Confidential Supporting Material, as well as those of the Planning Commission, Board of Appeals, and any other City-sanctioned Boards, Committees, or Commissions
- Annual Operating and CIP Budget and financial reports
- Prepared staff and committee reports
- Documents designed to be provided to the public
- Documents available on the City's website

Deleted: <#>Landlord-tenant publications¶

Deleted: CAFR

Receiving a Request:

A request for a document that does not fall into the categories listed above must be made in writing using the City's "Maryland Public Information Act" request form. E-mail requests on this form will be accepted. The request should be as clear and as detailed as possible. For example, it should include the specific date and/or time frames, the subject and/or document names, and specific addresses, when relevant. Staff may ask questions of the requestor to help clarify the request.

When a request is received, copies are to be distributed as follows:

Part 1: Upon receipt, routed to the Office Manager's office for logging in and tracking the request when it is received

Deleted: City Administrator's

Part 2: To the appropriate staff member for processing the request

Deleted: Department Head

Part 3: Upon completion, to the Office Manager's office for verifying that the request has been fulfilled, with copies attached, when required. Also, any fees incurred will be collected through the Office Manager's office. (See below.)

Deleted: City Administrator's

Deleted: City Administrator's

An applicant cannot be required to provide his/her name, address, organization, or reason for request as a precondition for making an MPIA request. Staff can require this information when necessary to be able to contact the applicant, or to decide about permissible denials or whether to grant a fee waiver request. (Section 10-614).

Deleted: If the request comes in via email, then 3 copies should be made and delivered as noted above.¶

Response to a Request:

The request for record shall be granted or denied promptly, and in any event, no later than 30 days after receipt of the request. If a record is found to be responsive to a request and is recognized to be open to inspection, it must be produced promptly after receipt of the written request, and in any event, within 30 days of receiving the request. If a record is found to be responsive to a request, but cannot be produced within 10 working days, the requestor must be notified as such. When a request is denied, the applicant must be notified immediately, and a written statement must be provided to the applicant within 10 working days stating the reason for denial, the legal authority for the denial, and notice of the remedies for review of the denial. Legal advice may be obtained prior to any denial of an MPIA request.

Deleted: (section 10-6123, State Government Article, Annotated Code of Maryland.)

The responsive material should be forwarded to the Office Manager's office, which will process the response. Certain records are specifically excluded from public review, such as personnel records, confidential records, attorney-client documents, etc. This is not a complete list. If you have any questions, please contact the Office Manager.

Deleted: City Administrator's

Deleted: City Administrator

The following additional guidelines shall be followed:

- **Legal Advice:** Legal advice may be obtained for certain MPIA requests before processing. These include requests deemed to be complex or likely to involve controversy, those that come from a party engaged in a dispute or litigation with the City, files containing attorney-client communication, and any request involving an enforcement action. The Attorney should review any request that is to be denied. If in doubt, ask the Attorney.
- **Integrity of Files:** When otherwise allowed, a requestor is entitled to review a file. To maintain the integrity of the records, the original documents or files shall never be presented for review unless a designated City employee is in constant attendance.
- **Copies of Records:** Copies generally do not need to be kept of the items provided to the requestor for standard requests. In the case of a request when the Attorney has been consulted, copies should be kept.
- **Creation of Records:** The City has no obligation to "create" records to satisfy a Public Information Act request, nor is an agency required to reprogram its computers or aggregate computerized data files so as to effectively create new records.
- The MPIA does NOT require a staff person to explain or clarify the documents being provided. However, questions may be asked of the requestor to help clarify and narrow down the scope of the request.

Fees:

There are occasions when fees may be charged to produce documents requested under the Maryland Public Information Act. It is the policy of the City of Brunswick to notify the applicant of the fees that

will be incurred, require prepayment of such fees, and that said fees must be paid in full prior to the release of the documents. The fee schedule is below. All fees should be paid at City Hall.

- **Copies:** The first 10 pages are free; thereafter, copies are 25 cents per page. The actual cost will be charged when outsourced.
- **Staff Time:** The first 2 hours are free; thereafter, up to \$25/hour is charged for staff time for research, preparation, and production of records for inspection and copying. Different charges may apply if staff members with certain expertise are utilized, and depending on scope and complexity of request.
- **Payment:** Shall be made in cash, by credit card, or check payable to the "City of Brunswick" and must be received before the documents are released.
- **Fee Waiver:** If the requestor asks that fees be waived and if a waiver would be in the public interest. Consider the ability of the applicant to pay, whether the information is sought for a broad public purpose or a narrow personal or commercial interest, as well as other relevant factors.

Deleted: <#>Copy of Meeting Audio Cassette Tape: \$5 per tape (in-house) or actual cost when outsourced.¶
 <#>Copy of Meeting Video (VHS or DVD): \$5 per tape (in-house) or actual cost when outsourced.¶

If you have any questions about the administration of the above guidelines, please do not hesitate to contact the Office Manager at 301-834-7500 or CityHall@BrunswickMD.gov.

Deleted: City Administrator

Deleted: administrator@brunswickmd.gov.

 Mayor Date

 City Administrator Date

Deleted: /

Deleted: Public Information Act Coordinator

Office Manager/ Date
Public Information Act Coordinator



The **UPDATED** PUBLIC INFORMATION ACT

What Every Municipal Records Custodian Needs to Know

by Tom Curtin, Associate, Government Relations and Research

This article and the law use phrases such as “custodian may charge” and “custodian is responsible for”—these are understood as the local government entity, and not the custodian in their individual capacity. At no point will a custodian be responsible for indemnifying a local government, or be held personally liable, for actions taken or not taken under this law. The phrasing is used for the sake of simplification only.

The General Assembly this session passed SB 695/HB 755, which makes changes to the state's Public Information Act (PIA). This law, which had not been comprehensively updated since 1970, makes several changes to public disclosure requirements and also establishes a Public Information Act Compliance Board and the Office of Public Access Ombudsman.

MML and other government stakeholders met several times throughout the session with proponents of the legislation to negotiate the terms of several key items. Among these was the “free time” provision in the law, which states that a government entity must allow for two free hours of staff time to complete a PIA request before charging a fee for that time. Despite efforts by

the legislation's proponents to increase the amount of complimentary staff time, this will remain at two hours. Additionally, government entities retained the ability to charge “actual costs” in searching for, preparing, and reproducing documents in response to a PIA request.

New Entities Created by the Act

The bill establishes two new bodies under Maryland law. First, the Public Information Act Compliance Board will be established under the Attorney General and operate similarly to the Open Meetings Law Compliance Board. It will have five members and hear only claims brought by the public alleging unreasonably high fees for document preparation and production. The threshold fee for a case to be brought before the Board is \$350.

The Board will review materials submitted by a complainant and respondent government entity and attempt to resolve fee disputes. If unable to do so by analyzing the written materials alone, the Board may ask for an informal conference at a location convenient for all parties, or by phone/video conference. The Board must issue opinions within 30 days, which may be in writing and, if so shall be posted online.

The new Public Access Ombudsman will be available to members of the public as well as local governments for general compliance questions arising from PIA requests. This person will be a Maryland attorney appointed by the Attorney General and will be charged with resolving disputes related to exemptions, redactions of records, overly broad records requests, denial questions, time and

staff needs for large requests, fees and fee waivers, and repetitive or redundant requests. Whenever you have a question about a PIA request, you may call the Ombudsman—this office is meant to prevent disputes from arising and to help all sides to ensure compliance with the law and expedite requests. It should be noted that, at any time, a claim for denial of records or unreasonable fees may be brought before the circuit court. This is regardless of whether the Board or Ombudsman has been engaged in an attempt to resolve the dispute.

Procedural Impact

Records custodians will need to follow new procedural rules in order to comply with the changes made to the PIA. First, while the current law requires custodians to fulfill a request made under the Act within 30 days after receipt of the application, a new provision requires that if the custodian believes fulfillment of the request will take longer than 10 working days, s/he must provide a written or email response indicating the reason for the delay along with an estimate of “the range of fees that may be charged to comply” with the request.

Notwithstanding the 30-day requirement in the law, if the custodian is in contact with the applicant in the manner specified above, and the applicant consents, the length of time taken to respond may be extended an additional 30 days. As noted above, the office of the Public Access Ombudsman is available for questions at any time during the process. Additionally, by notifying the applicant that you have engaged the Ombudsman in their request, the “clock” on the 30-day time requirement stops pending review by that office.

All custodians should strive to be in contact with PIA applicants and give reasonably detailed updates within two weeks of receiving a request for documents. Moreover, providing estimates may help to narrow the scope of the request, ultimately saving time and money.

What Fees Can I Charge to Find, Compile, and Reproduce Records?

The new law further defines language regarding how much a government entity can charge an applicant for the costs

Other Legislation of Note for Custodians

HB 674/SB 852 require government entities to post on the entity’s official website a contact person for PIA requests. This person and their contact information must also be sent to the Attorney General’s office for inclusion in an online statewide directory.

HB 83/SB 444 endeavor to make the PIA request process speedier by having an official custodian proactively designate certain records eligible for immediate distribution if a request is made. The legislation also requires the official custodian to maintain a current list of the types of public records that have been so designated and repeals the requirement that an applicant may not receive a copy of a judgment until the time for appeal expires or the appeal is dismissed or adjudicated.

HB 244, the Maryland Second Chance Act, authorizes individuals to shield records related to specified criminal convictions. Under this legislation, upon receiving a petition to shield a conviction, law enforcement agencies must contact the State’s Attorney’s office. The State’s Attorney may either agree to shield the conviction or ask the court to hold a hearing on the matter. If the State’s Attorney or the court determine that a conviction should be shielded, a record custodian must deny inspection of criminal records and police records relating to the conviction of that crime.

associated with fulfilling a PIA request. The law retains the requirement that the government provide two complimentary hours of staff time to search, prepare, and reproduce the records requested. Additionally, custodians retain the ability to charge for actual costs associated with compiling records and data in a customizable format.

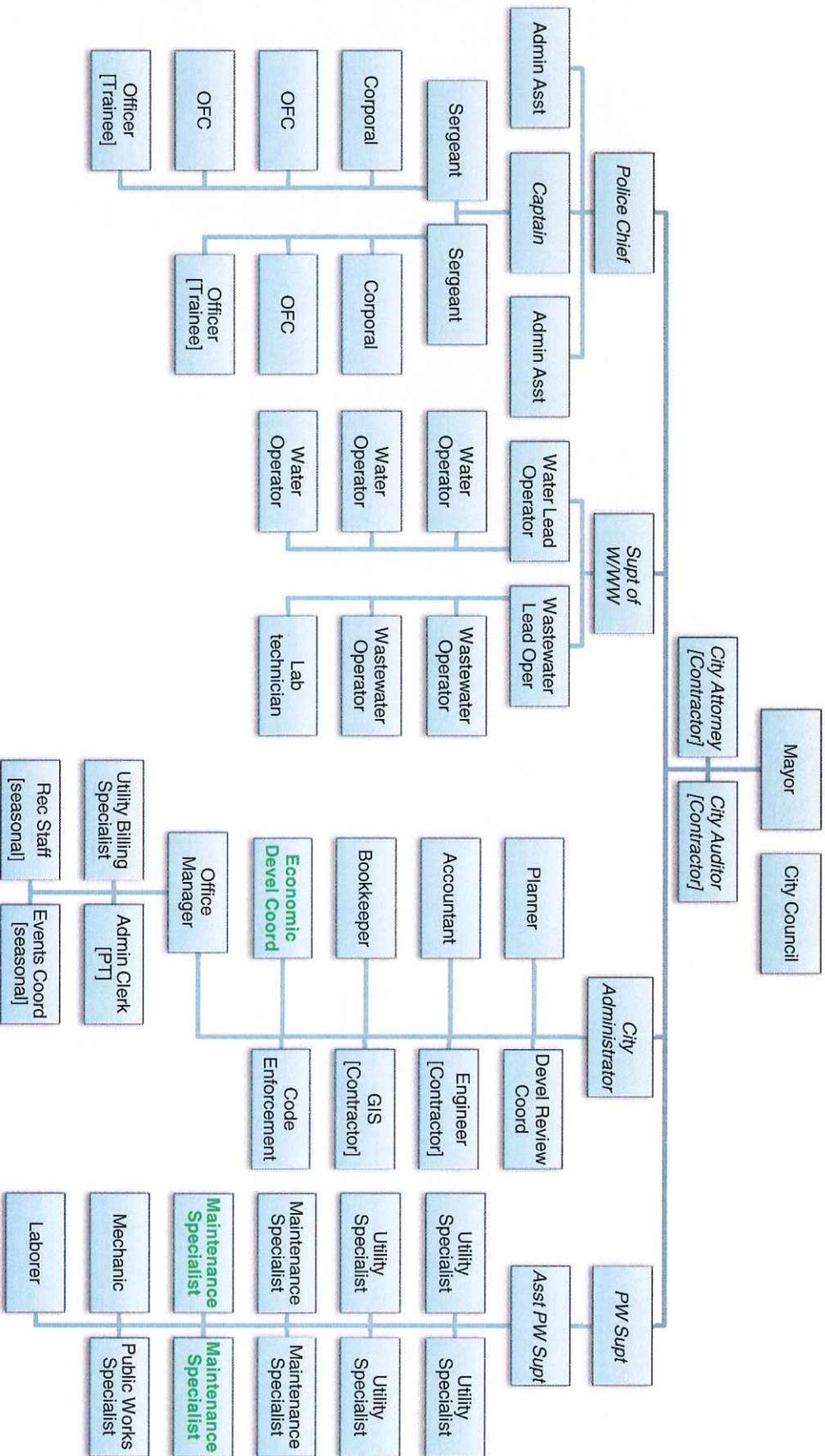
It is common practice for municipal governments, and particularly local law enforcement agencies, to refer PIA requests to their local municipal attorney. This is done to ensure that sensitive and private information—including information prohibited from disclosure by law—is not inadvertently released as a result of fulfilling a PIA request. The costs associated with this practice are expressly permitted in the new law, which states that “the staff and attorney review costs included in the calculation of actual costs incurred... shall be prorated for each individual’s salary and actual time attributable to the search for and preparation” of the records in question.

Finally, a custodian may waive a fee if an applicant requests a waiver on the basis of indigency. Such applicants should file along with their fee waiver request an “affidavit of indigency.” Fee waivers may

also continue to be granted in accordance with the law if the custodian determines, after considering an applicant’s ability to pay, that such a waiver would be in the public interest.

When Should I Deny a Records Request?

The law retains all statutory provisions for denials of certain records. These are found in the General Provisions Article of the Maryland Code, §§ 4-304 through 4-355. This list includes a number of discretionary denial provisions. In these instances, the custodian must make a determination as to whether inspection of all or part of a document would be counter to the public interest. These may include emergency management records, real estate appraisals for government-owned properties, site-specific locations of certain plants and animals, and local research projects. Please refer to the Code for a full listing of these items, and remember to consult with your city or town attorney before releasing any items you may think are subject to the denial requirements or allowances. Again, the law permits government entities to charge an applicant for the attorney’s time—it’s always better to be safe than sorry! ❖



Administrative Organization Chart City of Brunswick

Italics indicates Quadrennial Mayoral Appointee
Green Indicates active recruitment
 DRAFT As of 09/2013

Section 3-1111. Enforcement by Mayor

The Mayor or the Mayor's designee may enforce all prohibitions and standards set forth in this article including, but not limited to, any action to remove or cause the removal, at the expense of the owner, of any junk vehicle upon failure to remove within ten (10) days of a written notice of violation delivered to and posted at the address of the violation; such expense shall be billed to the owner, and if unpaid within thirty (30) days, such expense shall be recorded and indexed on the tax rolls and thereupon shall be a charge, until paid, levied upon the real property against which the removal charges have been made, and shall be collectible by a suit at law or by the same manner as delinquent municipal corporation taxes or charges levied against the property.

Mayor and Council of Brunswick Code of Ordinances

Section 3-1112. Penalty for Violation

Any violation of the provisions of this Article 1 shall be a municipal infraction as enumerated at Section 10-2202.

Title 2. Animal Control

Section 3-1201. Prohibited Animals

It shall be unlawful for any person to have in his possession within the City limits any animal which, by barking, howling, or in any other manner, disturbs the peace, order and quiet of the City, or which has bitten or attempted to bite any person.

Section 3-1202. Livestock

It shall be unlawful for any person to maintain any pen, sty, or any other enclosure for the maintenance of livestock, including hogs, pigs, chickens, sheep, cattle, horses, goats, or more than two (2) rabbits.

Section 3-1203. Horses

All horses shall be kept under the immediate custody and control of the owner or person in possession at all times, and no horse shall be allowed to stand upon any street, highway, alley or public place without being under such control.

Section 3-1204. Adoption of County Animal Regulations

There is hereby adopted by the City of Brunswick, for the purpose of establishing rules and regulations for control of animals, including County license requirements and penalties, the provision of Chapter 1-5 (Animals and Fowl), Frederick County Code, 2004, as amended, save and except such portions as are deleted, modified, or amended by this Title, of which one copy shall remain on file in the City Hall, and the same is incorporated as fully as if set out at length herein.

Mayor and Council of Brunswick Code of Ordinances

Section 3-1205. Animal Waste

No owner or other person who has possession or control of a dog, domestic pet or other animal shall permit its feces to remain upon or adjacent to any of the streets, sidewalks or parks or in any public place within the boundaries of the City of Brunswick. The owner or other person who has possession or control of a dog, domestic pet or other animal which deposits its feces upon or adjacent to any of the streets, sidewalks or parks or in any public place within the boundaries of the City of Brunswick shall immediately remove the feces therefrom or shall immediately cause the feces to be removed therefrom.

Section 3-1206. Penalty for Violation

Any violation of the provisions of Sections 3-1201, 3-1202, 3-1203, and 3-1205 shall be a municipal infraction as enumerated at Section 10-2202.

Article 2. Public Responsibilities

Title 1. Collection and Removal of Solid Waste

Section 3-2101. Definitions

In this Title, the following words, terms, phrases, and their derivations shall have the meanings indicated.

Bulk Trash. Large items of solid waste, including but not limited to appliances, furniture, mattresses, similar items which cannot be handled by normal municipal waste processing, collection or disposal methods.

Commercial. Any non-residential building or establishment, including but not limited to, those used for manufacturing, retail, wholesale, dining, offices, professional services, shipping and receiving areas and cafeterias. Home businesses which generate solid waste from locations other than the owner's residence or which generate more than 64 gallons of solid waste per week and multi-family dwellings containing more than four units are considered commercial properties for the purposes of this Chapter.

Hazardous Material. Any substance regulated as a hazardous material under Title 49 of the Code of Federal Regulations.

Recyclable Materials. Those materials that:

- (1) Separated from waste stream for the purpose of recycling; and
- (2) As defined by Frederick County Division of Utilities and Solid Waste Management Recycling, Office of Recycling.

Sec. 3-1201 Domesticated Chickens:

(a) Purpose: The purpose of this section is to provide standards for the keeping of domesticated chickens. It is intended to enable residents to keep a small number of female chickens on a non-commercial basis while mitigating potential adverse effects on the surrounding neighborhood.

Educational Clinic Required.

A onetime clinic, to be held bi-annually for all applicants seeking to own chickens, must attend a course designed to teach residents best practices for the keeping and maintenance of chickens. A certificate of completion will be included with the application package.

Permit Required.

An annual permit is required for the keeping of any domesticated chickens.

(1) The annual permit to keep chickens is personal to the permittee and may not be assigned. In addition, the permit authorizes the keeping of chickens only upon the property described in the permit. The permittee must occupy the residence on the property where the chickens are kept as the permittee's personal, primary residence. An applicant for a permit must either own the property or have permission from the property owner to be eligible for a permit. Only one permit is allowed per household. In the event the permittee is absent from the property for longer than thirty (45) days, the permit automatically shall terminate and become void. The issuance of a permit does not create a vested right to renewal of the permit beyond the stated term thereof.

(2) The first permit year shall extend from the date of issuance through December 31, 20___. Thereafter the permit year shall be January 1 through December 31.

Fees.

The fee for an annual permit to keep chickens is twenty-five dollars (\$25.00). In addition, a ten (\$10.00) dollar renewal fee shall be required for the subsequent years following the initial application.

Number and Type of Chickens Allowed.

(1) Up to one chicken per one-thousand (1000) square feet of lot space may be allowed. The provisions of this section apply to all lots regardless of how many dwelling units are on the lot. In the case of multifamily residential complexes without individually owned back yards, the maximum number of chickens allowed is six (6) per complex.

(2) Only female chickens (hereinafter "hens") are allowed. There is no restriction on domestic chicken breeds. However, fowl and poultry other than chickens are not allowed.

Non-Commercial Use Only.

Hens shall be kept for personal use only; no person shall sell eggs or engage in chicken breeding or fertilizer production for commercial purposes. The slaughtering of chickens is prohibited.

Fenced Enclosures and Henhouses.

- (1) Hens must be kept in a safe, clean, and fenced enclosure. Hens must be wing-dipped to prevent escape. Hens shall be secured within the henhouse during non-daylight hours.
- (2) In addition to the fenced enclosure, hens shall be provided with a covered, predator-resistant henhouse, coop, shed or doghouse.
- (4) Fenced enclosures and henhouses must be properly ventilated, clean, dry, and odor-free, kept in a neat and sanitary condition at all times, in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor or other adverse impact.
- (5) The henhouse and fenced enclosure must provide adequate ventilation and adequate sun, shade and must be constructed in a manner to resist predators, including dogs and cats. The henhouse shall be well-maintained.
- (9) Neither the henhouse nor the fenced enclosure may be located less than five (5) feet from any abutting property line, unless otherwise conditionally approved by neighboring property owners. Permanent structure must follow current building, planning and zoning codes.
- (10) Henhouses and enclosures shall not be permitted in front yards.

Application for permit. Every applicant for a permit to keep domesticated hens shall:

- (j) Complete and file an application on a form prescribed by the city.
- (2) Deposit the prescribed permit fee with the city administrative office at the time the application is filed. Any material misstatement or omission shall be grounds for denial, suspension or revocation of the permit.
- (k) Approval of permit. The City shall issue a permit if the applicant has demonstrated compliance with the criteria and standards in this section.

(1) Denial, suspension or revocation of permit.

City shall deny a permit if the applicant has not demonstrated compliance with all provisions of this section. A permit to keep domesticated hens may be suspended or revoked by the Animal Control Board where there is a risk to public health or safety or for any violation of or failure to comply with any of the provisions of this section or with the provisions of any other applicable ordinance or law. Any denial, revocation or suspension of a permit shall be in writing and shall include notification of the right to and procedure for appeal.

(m) Penalty. In addition to any other enforcement action which the city may take, violation of any provision of this section shall be a civil violation and a fine not exceeding fifty dollars (\$50.00) may be imposed. Each day that a violation continues will be treated as a separate offense.

(n) Separability. In the event that any portion of this section shall be declared by any competent court to be invalid for any reason, such decision shall not be deemed to affect the validity of any other portion of this section.