

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, SEPTEMBER 8, 2015, 7:00 P.M.**

AGENDA

1. Call to Order
2. Ordinance 518 – Vacant Property
3. Resolution 2015-02 – Proposed Charter Change – Section 16-20 Recall of Elected Officers
4. Adjournment

9/8/2015 11:01 AM

PUBLIC HEARING SCRIPT

September 8, 2015

MAYOR: I NOW CONVENE THIS HEARING CONCERNING ORDINANCE 518 AND RESOLUTION 2015-02.

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 PURPOSE .

(ADMINISTRATOR's presentation - Vacant Property Ordinance).

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING ORDINANCE 518. IF YOU WISH TO COMMENT ON THIS ORDINANCE PLEASE COME TO THE MICROPHONE, STATE YOUR NAME AND ADDRESS, AND MAKE YOUR PRESENTATION OF NOT MORE THAN FIVE MINUTES.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?

(Pause)

THE FIRST READING OF THESE ORDINANCE 518 TOOK PLACE ON AUGUST 11, 2015.

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

FOR THE SECOND PART OF THIS HEARING, I WILL NOW TURN THE HEARING OVER TO THE CITY ADMINISTRATOR TO DESCRIBE THE RESOLUTION AND ITS PURPOSE .

(ADMINISTRATOR's presentation - Charter Change RE Recall)

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING RESOLUTION 2015-02. IF YOU WISH TO COMMENT ON THIS RESOLUTION PLEASE COME TO THE MICROPHONE, STATE YOUR NAME AND ADDRESS, AND MAKE YOUR PRESENTATION OF NOT MORE THAN FIVE MINUTES.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?
(Pause)

CONSIDERATION OF THE RESOLUTION 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 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 that exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health or safety or the public welfare.
- B. **CITY** – The 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, including a Mixed-Use Structure, that contains spaces for commercial or industrial uses such as manufacturing operations, offices, apartments, warehouses, shopping centers, retail and wholesale facilities, and other similar uses.
- F. **OWNER** – Any person or business entity having a legal or equitable interest in, or control of, real property. Owner shall also mean any person who, alone, jointly or severally, has 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 business entity that owns or has any ownership interest or control of the premises. Any person or business entity whose name appears on the deed or property tax bill for the premises shall be deemed to be an 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 (1) vacant and the subject of a pending action to foreclose a mortgage or deed of trust, (2) is vacant with blighted conditions, or (3) 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 obtain a Vacant Non-Residential Structure License and to abide by the inspection requirements contained in this ordinance.

4. Application; License Fee.

A. 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 such structure on the appropriate application form provided by the Department:

1. The address of the vacant structure;
2. The number and location of the spaces contained in the structure;
3. The name, street address, and telephone number of all owners of the vacant structure;
4. If the owner of the Vacant Non-Residential Structure is not an individual, the applicant shall provide the name, street address, resident agent, resident agent's address and telephone number;
5. The name, street address and telephone number of a designated contact person for the owner(s);
6. A certificate of property insurance in the amount equivalent to or greater than the assessed tax value; and

B. An applicant for a Vacant Non-Residential Structure License shall submit a non-refundable annual license fee pursuant to the schedule set by the Mayor and Council, within thirty (30) days from the application mailing.

5. Inspection.

A. The Department or its designees shall inspect each structure that is the subject of a Vacant Non-Residential Structure License, or an application for such license, for compliance with all applicable property maintenance, fire, and other City codes, and Section 6 of this ordinance.

B. Exterior Inspections. The exterior of a structure that is the subject of an application for a Vacant Non-Residential Structure License shall be inspected at the time of the initial application and on an annual basis following the issuance of a license.

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

1. Vacant Blighted Non-Residential Structures – At initial application and annually thereafter.
2. Vacant Non-Residential Structures – At first renewal and annually thereafter.

D. Required re-inspections for noted conditions shall be as directed by the Department.

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:

- 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 one (1) footcandle of light measured at one (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, except as provided in Section 8 hereof. Said license shall expire on its anniversary date, and shall be renewable annually. A renewal application shall be 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.

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 his election by the electors qualified to vote for a successor of such incumbent. The procedure to the removal of an incumbent of an elective office shall be as follows:

In case of the mayor, a petition signed by electors entitled to vote for a successor to the incumbent mayor sought to be removed equal in number to at least twenty-five percent of the entire vote for all candidates for the office of mayor cast at the last preceding general municipal election, and, in case of a councilmember, a petition signed by electors entitled to vote for a successor to the incumbent councilmember sought to be removed equal in number to at least twenty-five percent of the total voters casting ballots for one or more councilmembers at the last preceding general municipal election, demanding an election of a successor of the person sought to be removed, shall be filed with the city administrator, which petition shall contain a general statement of the grounds for which the removal is sought. The signatures to the petition need not all be appended to one paper, but each signer shall make oath before an officer competent to administer oaths that the statement 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 the result 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 like examination of the amended petition. If his certificate shall show the same to be insufficient, it shall be returned to the person filing the same, without prejudice however, to the filing of a new petition to the same effect. If the petition shall be deemed to be 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, nominations 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 as practicable in the same general form as the ballot to be 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, an election shall be called to fill the office 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."

Printed name	Signature	Address	Date
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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."

Printed name	Signature	Address
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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 September 8, 2015 and that the Amendment to the City Charter hereby proposed by this enactment shall be and become effective on October 19, 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 8th day of September, 2015.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Bob McGrory
City Administrator

By: _____
Angel White
Mayor Pro Tem

APPROVED this 8th day of September, 2015.

ATTEST:

Bob McGrory
City Administrator

Karin B. Tome
Mayor

**MAYOR AND COUNCIL MEETING
TUESDAY, SEPTEMBER 8, 2015, IMMEDIATELY FOLLOWING 7PM PUBLIC HEARING**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Appointments – Economic Development Commission & Ethics Commission
 - b. Railroad Days Planning Update
- 3. APPROVAL OF MINUTES**
 - a. Closed Meetings – July 14, 2015, August 11, 2015, August 25, 2015
 - b. Public Hearing – August 11, 2015
 - c. Mayor & Council – August 11, 2015
 - d. Mayor & Council Special Meeting – August 25, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Ordinance 518 – Vacant Property – Second Reading and Vote
 - b. Resolution 2015-02 – Proposed Charter Change – Section 16-20 Recall of Elected Officers - Vote
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Paving Contract
- 8. UNFINISHED BUSINESS**
 - a. Plan of Organization and Salary Scale – Vote
- 9. NEW BUSINESS**
 - a. Real Estate Purchase Contract Discussion
 - b. Sidewalk Restoration Program – Possible Vote
 - c. Tax Equity Workgroup Discussion
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

9/8/2015 11:01 AM

**MAYOR AND COUNCIL MEETING
September 8, 2015**

Suggested Motions

Agenda item 3a – 3d – Approval of Minutes

“I move to approve the Closed Meeting minutes from July 14, August 11, and August 25, 2015; the Public Hearing minutes from August 11, 2015; the Mayor and Council Meeting minutes from August 11, 2015; and the Mayor and Council Special Meeting Minutes from August 25, 2015.

Agenda item 5a – Ordinance 518 – Vacant Property

“I move to approve Ordinance 518 for Vacant Properties.”

Agenda item 5b – Resolution 2015-02 – Proposed Charter Change – Section 16-20 Recall of Elected Officers

“I move to approve Resolution 2015-02 for the Proposed Charter Change of Section 16-20.”

Agenda item 7a – Consent Agenda

“I move to approve the Consent Agenda.”

Agenda item 8a – Plan of Organization and Salary Scale

“I move to approve the Plan of Organization.”

“I move to approve the Police and Non-Police Salary Scales.”

Agenda item 9b – Sidewalk Restoration Program

“I move to approve the Sidewalk Restoration Program.”

City of Brunswick
Mayor and Council Public Hearing Minutes
Tuesday, August 11, 2015, 7:00 P.M.

The August 11, 2015 City of Brunswick Public Hearing was convened at 7:00 P.M. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Jeff Snoots, Carroll Jones, Walt Stull, and Harry Lashley, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Public Works Superintendent; Bruce Dell, Planning and Zoning Administrator; and Carrie Myers, Office Manager.

The topics of discussion at the Public Hearing were Ordinance 516 – Amending Code of Ordinances Section 6-24-2 – Enumerated Public Nuisances and Ordinance 517 – History Commission. Mr. McGrory gave a brief description of both items, which were to be discussed and voted on at the regular meeting following the public hearing.

No public comment was received.

Mr. Burruss made a motion to adjourn the public hearing at 7:04 p.m. Mr. Snoots seconded, and the motion passed 6-0.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, August 11, 2015, 7:04 P.M.

The August 11, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:04 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Walt Stull, Ellis Burruss, Carroll Jones, Harry Lashley, and Jeff Snoots, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Superintendent of Public Works; Bruce Dell, Planning and Zoning Administrator; and Carrie Myers, Office Manager.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on August 11, 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 White, Council Members Burruss, Jones, Lashley, Snoots, and Stull and City Administrator McGrory were present. 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.
- Mayor Tome announced that Council Member White assumed the role of Mayor Pro Tem for the remainder of her term.
- Mayor Tome discussed her pride in the Brunswick Community's response to the recent fire in downtown Brunswick.

Approval of Minutes

- Mayor & Council Meeting – July 14, 2015
- Mayor & Council Special Meeting – July 28, 2015

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

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from: Charlotte Gaither – 204 East H Street, Jessica Shaw – 1201 Moore Springs Court, Peggy French – 53 Concord Drive, Jennifer Knowles – 401 9th Avenue, Catherine Reig – 115 Fiona Way, Tom Smith – 211 Wintergreen Lane, Mary Ann Wilburn –

Lovettsville, Abbie Ricketts – Jefferson, Chris Holte – 25 East C Street, Angie Desano – 208 East H Street, Brett Novick – Brunswick Street, Michelle Lee – 406 Potomac Street, Eric Beasley – 27 East E Street, Ginger caio – 1404 Musgrove Alley – Christy Bush – Frederick, Michael Tuthill – 71 Wenner Drive, Jeff Rainey – Frederick, Amy Tuthill – 71 Wenner Drive, Carmen Lescure – 5th Avenue, Jamie Webb – Knoxville, John Dayton – 608 Brunswick Street.

Introduction and Adoption of Resolutions and Ordinances

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

Mr. Burruss read the proposed ordinance, with one noted correction. Council Member Jones offered comments. Mr. Lashley made a motion to approve Ordinance 516. Ms. White seconded the motion, which passed 6-0.

- Ordinance 517 – History Commission

Mr. Stull read the proposed ordinance. Ms. White made a motion to approve Ordinance 517. Mr. Snoots seconded the motion, which passed 6-0.

- Ordinance 518 – Vacant Property

Mr. Lashley read the proposed ordinance. Mr. McGrory discussed feedback received from the Economic Development Commission after the Council packets were disseminated. There was a brief discussion about blighted properties. Council Member Burruss suggested several possible changes, and Mr. Dell clarified some questions from the Council. This item will be brought to a Public Hearing and vote in September.

- Resolution 2015-02 – Proposed Charter Change – Section 16-20 Recall of Elected Officers

Mr. McGrory detailed proposed changes to the resolution language and timeline, as well as state law. Mr. Lashley thanked the rest of the Council for help drafting this recommended change. There was a lengthy discussion regarding referendum requirements, and Mr. McGrory noted that he was unaware of any legal mechanism to change the City of Brunswick Charter other than by petition or by Council action to adopt a resolution, as described in Maryland law. This legislation is scheduled for public hearing and vote in September.

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 – Public Works

Purchase Order #PW-4366 was for Apple Ford in the amount of \$19,438 for the purchase of a 2015 Ford Transit Connect Van. Purchase Order #PW-436 was 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 was for Alban Cat in the amount of \$15,763.21 for the purchase of a cold planer. And Purchase Order #PW-4371 was for LB Water Service in the amount of \$36,293 for the purchase of flow meters.

- Public Information Act Policy Changes

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

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

New Business

- Plan of Organization and Salary Scale

Mr. McGrory discussed this item and will bring it back for a vote in September.

- Amending Code of Ordinances Chapter 3 Title 2 – Animal Control

Mayor Tome expressed her interest in hearing input from all Council Members on this issue. Council Member Burruss read the current ordinance language into the record. Mr. Burruss stated the issue was not going away and was in favor of reaching a compromise. Mr. Snoots is not in favor of allowing chickens in Brunswick. Mr. Stull is opposed to chickens and believes the current ordinance is adequate. Ms. White does not want to allow chickens in Brunswick. Mr. Jones is against allowing chickens. Mr. Lashley is in favor of allowing chickens.

Mayor Tome suggested having staff create a pilot program and bring the issue back for a vote at the September meeting. Council Members Snoots, Stull, White, and Jones each stated they would not consider a pilot program.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 10:04 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, August 25, 2015, 7:00 P.M.

The August 25, 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; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Walt Stull, Council Members; and Bob McGrory, City Administrator.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on August 25, 2015 at 5:30 P.M. at City Hall to consider the acquisition of real property for a public purpose and matters related directly thereto, and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem White, Council Members Burruss, Jones, Lashley, Snoots, and Stull and City Administrator McGrory were present. James Castle, Tom Simpson, and Keith Mulvihill were present for the first portion of the meeting. The Council discussed the following items: Real Property Acquisition – discussed the possible acquisition of real property for a public purpose, and authorized staff action; and Business proposals – discussed several businesses interested in locating or expanding in the state.

Citizens' Forum (Petitions, Remonstrances, and Communications)

No comments were received.

Unfinished Business

- Code of Ordinance Review – Chapter 2

Mr. McGrory facilitated the Mayor and Council's a review of proposed changes to the Code of Ordinances, Chapter 2. He emphasized that the full implications of all changes to this legal document should be carefully considered prior to adoption. He was asked to put forth language regarding uncontested elections and staggered terms for the Board of Elections. The next review meeting was scheduled for Tuesday, October 20, 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 8:52 p.m.



THE CITY OF BRUNSWICK MARYLAND

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

August Planning/Code Staff Report **Mayor and Council 9-8-2015**

Planning

- Staff working with engineer and contractor to finalize improvement plans for Gums Springs Estates.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- Staff continued working with Ryan Homes at Brunswick Crossing.
- Staff worked with Pleasants on architecture of the Weis and commercial development at Brunswick Crossing.
- Staff working with MTA and MARC on improvements to rail yard.
- Staff reviewing Site Plan, Improvement Plans and Plat for the Weis Market at Brunswick Crossing.
- Staff also reviewing documents for Brunswick Self Storage and Gum Springs Estates
- 35 Zoning Certificates issued July
- 5 U&O's issued July
- No BoA meeting in August and no meeting is scheduled for September.
- No Planning Commission in August and no meeting is scheduled for September.

GIS

- Assisted public with property data
- Assisted public works with stormwater, water 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
140	25-476670	8-4-15	354	Phillip Clark	132	W. Orndorff Dr.	Solar panels
141	25-491238	8-5-15	6 GG	Ryan Homes	1411	Hope Farm Ct	SFD
142	25-465679	8-6-15	1329	Courtney Rose	10	Center St	Renovations
143	25-492447	8-7-15	29	Brendan Casey/Casey Fence & Deck	1206	Moore Spring Ct	Deck
144	25-479572	8-7-15	831	Emily Toler	303	W B St.	Patio
145	25-470257	8-10-15	1325	Kourtney Crown	12	W I ST.	Fence
146	25-591207	8-11-15	29	Ryan Homes /Revised	1287	Drydock St	Finsh Basement
147	25-591969	8-11-15	29	Ryan Homes	1129	Long Farm Cir	SFD
148	25-492277	8-11-15	29	Ryan Homes	1208	Volunteer Dr	SFD
149	25-591884	8-11-15	1516	Eric Moore	413	E D St	SFD
150	25-590993	8-12-15	29NN	Ryan Homes/T&A Contractors	613	Potomac View Pkwy	Deck/revised
151	25-463803	8-13-15	473	City of Brunswick	1	W. Potomac St	Caboose
152	25-478045	8-13-15		Jennifer Bland	7	W. C St	Solar Panel
153	25-487990	8-17-15	311	Tammy Graybill	11	Fiona Way	Deck
154	25-472845	8-18-15	325	Reliable Craftsmanship/Richard Tydings	1042	Orndorff Ct	Demolition
155	25-472845	8-18-15	325	Reliable Craftsmanship/Richard Tydings	1042	Orndorff Ct	Renovations
156	25-490967	8-19-15	1313	Anthony Williams /Vivint Solar	1313	Hope Farm Ct	Solar Panels/Rev
157	25-473973	8-20-15	98	Roy Gue/Solar City	48	Concord Dr.	Solar Panel
158	25-491076	8-20-15	29	Eric Perez/Solar City	1306	Hope Farm Ct	Solar Panel
159	25-479912	8-20-15	1459	Andrea Hawley	111	E G St	Deck
160	25-475976	8-21-15	215	Gene Drake	31	Wenner Dr	Drive pad
161	25-589789	8-24-15	16J	Carol Thomas/Bill Shaffer	1400	Scheer St.	Deck/Patio
162	25-487036	8-24-15	417	Ameri Gas/ Maria McManus	822	Brunswick St	Tank/Generator

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
163	25-472721	8-24-15	1615	James Dockery	615	5th Ave	Shed
164	25-591966	8-24-15	34KK	Ryan Homes	1123	Long Farm Cir	SFD
165	25-492048	8-24-15	16JJ	Ryan Homes	1314	Yourtee Springs Drive	SFD
166	25-491793	8-24-15	17II	Ryan Homes	1316	Volunteer Drive	SFD
167	25-590998	8-24-15	34NN	Ryan Homes	623	Potomac View Pkwy	TH
168	25-590999	8-24-15	35NN	Ryan Homes	625	Potomac View Pkwy	TH
169	25-591000	8-24-15	36NN	Ryan Homes	627	Potomac View Pkwy	TH
170	25-591001	8-24-15	37NN	Ryan Homes	629	Potomac View Pkwy	TH
171	25-591002	8-24-15	38NN	Ryan Homes	631	Potomac View Pkwy	TH
172	25-590990	8-24-15	26	Molly Ford/Frederick Fence	607	Potomac View Pwky	Fence
173	25-492056	8-26-15	29	Vivint Solar/Shelby Talley	1316	Yourtee Spring Dr	Solar Panel
174	25-487729	8-31-15	311	Eric & Mel Johnson	12	Afton Ct	Deck,Fence, Shed

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
28	15-28	8-14-15	101	Cummings Dr	Brunswick High Sch	130874	8-14-15
29	15-29	8-26-15	501	K St.	Verizon Wireless	129245	8-26-15
30	15-30	8-31-15	1320	Village Green Way	Bwick Crsing COC	122063	8-31-15
31	15-31	8-31-15	613	Potomac View Pkwy	Brunswick Crossing	125771	8-31-15
32	15-32	8-31-15	504	Gum Springs Road	Clement Vasseur	128302	9-2-15

MONTHLY CODE ENFORCEMENT REPORT

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

Vehicles/ Vehicle repair	6/1	15/2	21/0
Property trash/ Unsec.	3/0	35/0	37/4
Property Repair/Property	2/0	4/7	0/12
Overgrowth /Unsanitary	13/0	53/2	48/0
Vac. prop.trash/ Unsec.vac	2/0	7/5	8/0
S.walk repair/ S.Walk Trash	0/0	2/0	1/11
Littering	0	3	3
Vacant Overgrowth	9	38	36
Animal Waste / Snow and	0/0	1/272	3/119
Livestock	0	3	3
Trash Cans /Signs	0/0	4/3	2/20
Warning Totals	36	456	328

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	5/0
Property trash/ Unsec. prop	0/0	2/0	5/4
Property Repair/ Property	0/0	2/23	0/0
Overgrowth/ Unsanitary	0/0	2/2	3/1
Vac. prop. trash,/ Unsec.	0/0	3/7	0/2
S walk repair/ S walk trash	0/0	10/0	0/0
Littering	0	0	0
Vacant Overgrowth	1	6	10
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	1	63	43
Complaints	6	44	66



Brunswick Police Department Monthly Report

Reporting Month and Year: August 2015

Traffic Enforcement Activity

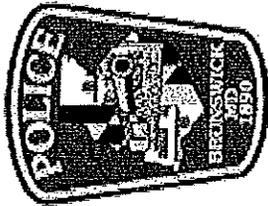
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	31	309	25	244
Maryland State SEROS:	10	48	4	38
Warning Citations:	64	581	19	398
Parking Citations:	13	187	53	348

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1040	9375	1422	11656
Homicide	0	0	0	0
Rape	1	1	0	1
Robbery	1	2	0	1
Assault	12	88	11	36
B&E	6	15	3	14
Theft	18	51	3	46
Auto Theft	1	1	0	3
Motor Vehicle Accidents	11	72	5	40



Brunswick Police Department

Listing of Arrests

August 1, 2015 to August 31, 2015

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015008337	08/02/2015	14:10	RUNAWAY	CLOSED/CLEARED	JUVENILE	WILBUR JESSON	CLEARED BY ARREST
2015008382	08/02/2015	22:12	THEFT LESS THAN \$100 (BURGLARY)	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008458	08/04/2015	18:55	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015006016	08/07/2015	16:18	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015008582	08/07/2015	21:59	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2015007705	08/08/2015	12:09	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015008542	08/10/2015	13:25	FAIL TO OBEY LAWFUL ORDER TO PREVENT A DIST TO PUBLIC PEACE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008792	08/14/2015	20:30	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008822	08/15/2015	20:37	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008824	08/16/2015	03:27	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015008772	08/16/2015	14:34	CONSUME ALCOHOL IN PROHIBITED AREA	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015008984	08/20/2015	00:16	THEFT LESS \$1000	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015009032	08/21/2015	23:21	THEFT LESS \$1000	CLOSED/CLEARED	JUVENILE	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015009032	08/21/2015	23:22	THEFT LESS \$1000	CLOSED/CLEARED	JUVENILE	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015009076	08/22/2015	22:31	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST

Total Number of Arrests: 15



Brunswick Police Department

Call Type Counts Listing

August 1, 2015 to August 31, 2015

Call Type	Counts
ANIMAL LOCKED IN VEHICLE	3
ARMED ROBBERY - ALERT TONE	1
ASSAULT - OCCURED EARLIER	2
ASSAULT IN PROGRESS - ALERT TONE	2
ASSAULT WITH INJURY	2
ASSIST FIRE DEPARTMENT	12
ASSIST OTHER AGENCY - SPECIFY	4
ASSIST OTHER PD (SHERIFF)	16
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	8
BANK ALARM	2
BANK HOLD UP ALARM - ALERT TONE	1
BURGLAR ALARM	1
CARDIAC ARREST	1
CDS RECOGNITION EXPERT	1
CHILD / JUVENILE ABUSE	1
COMMERCIAL	5
COMMERCIAL BURGLARY - REPORT ONLY	2
COURT - BPD	10
COURT PAPERWORK	2
DESTRUCTION OF PROPERTY / VANDALISM	2
DISABLED VEHICLE	4
DISORDERLY CONDUCT - INTOXICATED SUBJECT	1
DISTURBANCE - ALL GATHERINGS	18
DOMESTIC	4
DOMESTIC ESCORT TO RETRIEVE PROPERTY	2
DOMESTIC IN PROGRESS - ALERT TONE	3
EMERGENCY EVALUATION	8
ESCORT (MSP)	3
FIREWORKS COMPLAINT	2
FOLLOW UP - ALL TYPES	41
FOUND PROPERTY	5
FRAUD	6



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

Call Type	Counts
HARRASSMENT	9
HIT AND RUN PROPERTY DAMAGE	4
JUVENILE COMPLAINT	1
MENTAL PERSON	2
MISSING PERSON	5
NARCOTICS - FCPD SEND TWO CARS	2
NOISE COMPLAINT	1
NOTIFICATIONS	3
OPEN DOOR	1
OPEN OR 911 HANG-UP	30
OVERDOSE - SEND AMBULANCE	1
PARKING VIOLATIONS	10
PATROL CHECK (BRUNSWICK)	404
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	4
PROPERTY DAMAGE ACCIDENT	6
PROSTITUTION	1
RELAY OR 10-5	1
REPO / TOW AWAY	1
REQUEST CHECKS	1
REQUEST OFFICER	124
RESIDENTIAL	8
RESIDENTIAL BURGLARY - REPORT ONLY	2
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	1
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	1
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	10
SEX OFFENSE	2
SPECIAL ASSIGNMENTS	8
STANDBY	1
SUBJECT STOP	3
SUICIDE - ATTEMPTED ALSO	3



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

Call Type	Counts
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	9
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	8
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	8
TAMPERING WITH A VEHICLE	1
TEST FOR TRAINING - DO NOT DISPATCH	4
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	31
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	6
TRESPASSING	16
VAGRANCY	1
VEHICLE FIRE - SEND FIRE COMPANY	2
VEHICLE STOP (BRUNSWICK)	66
VEHICLE THEFT / UNAUTHORIZED USE	1
VERBAL DISPUTE - NON DOMESTIC	1
WALKING PATROL	38
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	11

Total Number of Calls: 1,040

**Mayor & Council Meeting
Consent Agenda Summary
September 8, 2015**

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

- **Item #7A – Paving Contract**

The Council awarded the paving bid to CJ Miller, LLC in the amount of \$810,000 on June 9, 2015. The proposed contract for that bid is provided for review and vote.

Paving, Sidewalk, and Curb Project

THIS CONTRACT dated this ____ day of _____, by and between the City of Brunswick, Maryland (hereinafter referred to as the City) and CJ Miller, LLC (hereinafter referred to as the Contractor).

Recitals

WHEREAS, the Mayor and Council of the City of Brunswick, herein referred to as the City, is a municipal corporation and body politic of the State of Maryland, and it requires paving, sidewalk, and curb replacements, located at various sites throughout Brunswick, Maryland 21716, as detailed in Attachment C, incorporated and attached herein; and

WHEREAS, Contractor operates a paving business, and it submitted a bid to fulfill the requirements of the City, as detailed in Attachment D, incorporated and attached herein; and

WHEREAS, after thorough consideration of the bid submitted by the Contractor for the Paving, Sidewalk, and Curb project;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, City and Contractor, for themselves and for their respective personal representatives, heirs, successors and assigns, do hereby agree as follows:

1. Term – This contract governs the Paving, Sidewalk, and Curb project performed by the Contractor, commencing within 1 mo. of contract execution. Project shall be completed within 6 months.
2. Warranty – Work shall have a contractor's warranty period of one year after the date of successful completion and acceptance by the City of Brunswick. The warranty amount shall equal 15% of total contract price, and shall be withheld for the period of one year, at which time contractor shall bill the City of Brunswick for release of funds.
3. Payment – The City shall pay for completed work upon presentation of invoices from the contractor in the final amount of up to \$810,000. Fifteen percent (15%) of the total bid amount shall be withheld to cover the required one-year warranty period for the project. This contingency may be held as a letter of credit or other mechanism acceptable to the City.

1.1 SCOPE

This contract between the City and the Contractor, agrees to provide paving services in accordance with the terms contained herein.

- A. The Contractor shall provide the necessary personnel and equipment to satisfactorily complete the project, as detailed in Attachments C and D, incorporated and attached herein.

1.2 SAFETY AND INDEMNIFICATION

- A. Contractor shall take all necessary precautions for the safety of employees on the work site and shall erect and properly maintain at all times all necessary safeguards for the protection of the workers and public.
- B. The Contractor will perform services with the degree of skill and judgment which is normally exercised by recognized professionals with respect to services of a similar nature.
- C. It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons solely by reasons of the vendor's negligence or failure to perform any of the obligations which this obligates them to perform.
- D. The vendor hereby agrees to indemnify and hold harmless the City and its employees from any loss, cost, damages, and other expenses suffered or incurred by the City solely by reason of the Contractor's negligence or failure to perform any of the said obligations. The vendor shall take proper safety and health precautions to protect their work, their employees, the public, and the property of others from any damages or injury resulting solely from the performance of their work described herein.
- E. The City shall not be liable for any injuries to the employees, agents, or assignees of the vendor arising out of or during the course of employment relating to this agreement.

1.3 CONTRACTOR'S PERSONNEL

The Contractor will be required to comply with the following provisions or be responsible to see that each person employed by them at the location performs the duties as specified and comply with these provisions:

- A. Supervision
 - 1. The Contractor shall provide adequate supervision and appropriate training to assure competent performance of the work. The contractor or authorized agent will make sufficient inspections to ensure that the work is performed as required by this contract.
 - 2. The Contractor's supervisors shall be thoroughly familiar with all phases of contract work.
 - 3. Supervisors shall be well qualified to operate all equipment and/or devices under their charge and to train personnel in its operation.
- B. Employees

1. A fully qualified force shall be maintained throughout the period of this contract with a sufficient number of workers to perform all required services within the hours indicated by the schedule. These workers shall be thoroughly instructed by their supervisors as to required duties and methods of performance. All personnel will receive close and continuing first line supervision. Additionally, all personnel shall maintain a courteous and respectful attitude toward the public at all times. At no time shall there be any soliciting or requesting of gratuities of any type.
2. The Contractor is not allowed to employ illegal aliens to perform custodial services or any services in the City facilities.

C. Removal of Contractor's Employees

The Contractor agrees to utilize only experienced, responsible, and capable people in the performance of the work. The City may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of the City.

- D. The Contractor shall conform to all safety regulations, security regulations, and fire prevention regulations, and requirements covering the areas in effect at any time during the performance of the contract. The Contractor agrees to take all reasonable steps to prevent accidents and preserve the life and good health. The Contractor shall be responsible for instructing its workers in appropriate safety measures and shall not permit them to place tools and other equipment in traffic lanes or other locations in such a manner as to create a safety hazard.

1.4 CONTRACT ADMINISTRATION

This contract will be performed under the direction and inspection of the Project Manager who will oversee the standards of this contract. The Project Manager does not have the authority to make or approve any changes or alterations of the terms, conditions or specifications of this contract. The Mayor and/or Council have the sole authority to make or approve changes to this contract. All questions and concerns relative to interpretation of specifications, terms, and conditions of this contract award shall be directed to:

Carrie Myers, Office Manager
Brunswick City Hall
1 West Potomac Street
Brunswick, MD 21716
Email: Assistant@BrunswickMD.gov
Phone: 301-834-7500

1.5 INSURANCE

A. The Contractor shall have in force, maintain at its own expense, and provide evidence to the City of insurance, in not less than the following amounts, during the performance of service called for under the contract:

1. Workmen's Compensation Insurance – Covering the Contractor's employees as required by Maryland Law.
2. Comprehensive Bodily Injury and Property Damage Liability Insurance – Excluding automobiles owned or hired by the Contractor, combined single limit coverage of \$5,000,000. The City shall be named as an additional insured party.

1.6 NON-DISCRIMINATION

The Contractor shall not discriminate against any worker, employee, or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the City. Contractor agrees to be in full compliance with the federal mandates of the Americans with Disabilities Act.

1.7 DRUG AND ALCOHOL FREE WORKPLACE

The Contractor shall comply with the City's Substance Abuse Policy, as detailed in Attachment A, and shall remain in compliance throughout the term of the contract.

1.8 SEXUAL HARASSMENT

The Contractor shall comply with the City's Harassment Policy, as detailed in Attachment B. The City government is committed to providing a work environment that is free from discrimination insults, intimidation, and other forms of harassment. The City prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by Contractor or Subcontractor employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of contract, and thus the Contractor will be required to remove the offender from the job site.

1.9 CHANGE IN SCOPE OF WORK

The City reserves the right to change the scope of work as follows:

Should changes in the Paving, Sidewalk, and Curb Project contract be desired by the City, the City shall advise the Contractor of adjusted terms. The adjusted terms will be negotiated with the Contractor based on the rates quoted in the original contract.

Should the Contractor identify necessary changes in the scope of work, Contractor will present the City with a written Change Order for approval prior to any work commencing on said changes.

IN WITNESS WHEREOF THE _____ DAY OF _____.

Mayor & Council of Brunswick:

Contractor:

Karin B. Tome, Mayor

Date

CJ Miller, LLC

Date

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

PURCHASE ORDER

VENDOR: CJ Miller

DATE: 6/5/2015

P.O. NO.: AD-2015-25

SHIP TO:

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

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

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1	Street Paving, Curb, Sidewalk Project			\$ 810,000

SHIPPING

TOTAL \$810,000

Approved by:

Bids will be opened on **Monday, June 1, 2015 at 4:01 p.m.** Bids will be reviewed and compared with an estimated award date of Tuesday, June 9, 2015. Bidders need not be present at bid opening or award.

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

Paving, Sidewalk, and Curb Project

Supplemental Questions

Question	Response
What happens if quantities for sidewalk and curb measurements provided by the City on this bid sheet overrun?	If quantities are likely to overrun, contractor should have City's preapproval via Change Order, upon which City will pay overrun per linear foot or other agreed upon amount.
Is there existing sidewalk and curbs that need to be removed prior to new sidewalk and curbs being installed?	Yes.
How will vendors be paid for items that cannot be quantified prior to the bid (i.e. milling, patching, redo asphalt curb, etc.)	The City will paint the asphalt where we want 4" milling. All patching will get a 4" base and 2" overlay. If there is a berm in place, the berm should be included in the price. If a berm isn't in place, the City doesn't plan to add one.
Item #6 references "excess stone or milling" stockpiling. What stone could there be? Does the City want ALL millings?	With regard to materials storage during the project, the contractor may store stone and millings at the City's yard. The City wishes to retain all leftover millings at their yard after project completion.
What are the allowable working hours?	7am – 6pm
How will the City handle vehicles parked on the streets where work is to take place?	The City will place no parking signs on all streets 24 hours before work is scheduled. We will also hand out flyers to residents. Any cars remaining on the street during work hours will be towed by the City.
Have the streets been marked?	Yes. Streets have been marked and sidewalk diagrams have been distributed to all vendors attending the pre-bid meeting.
The bid sheet references 10mm base. Is that a misprint?	Yes. This should say 19mm base.
Do you have specs or a preference for fabric?	No. The City has not used fabric in paving before. Since this is an alternate bid, please provide your recommendation. The City will not be considering fabric for any alley paving.
Who will provide inspections on material and work product?	The City Public Works Superintendent, Engineer, or others, will provide inspections of work product. Please use City design standards for material. If one does not exist in the City's specs, refer to the Frederick County standards.
Will material testing be completed?	If the City wishes this done, the City will arrange testing.
Are there any street markings required with this project?	Yes. Please include marking "Left Turn Yield" at intersection by City Hall.
Are there ADA ramps included in this project?	No.
Will the streets be closed to all traffic?	Not in all cases. Traffic flow must be maintained by the contractor. Main streets, like Maple Avenue, must remain open. Smaller streets may be closed to all but local traffic. Public Works can assist contractor in pre-notification of street

	closings and no parking signs.
Will the City be taking final measurements after work is completed?	No. The City has marked the areas we want paved. If the contractor paves outside of those areas without prior written consent from the City, no additional funds will be spent. If the contractor feels that additional paving will be necessary in some areas, they should initiate a written change order prior to work commencing on those areas.
Will a tack coat be required on all paving?	Yes. This is included in the City's design specs.
Are there many utilities to be adjusted in the roadways?	There should not be many since the roadways will be milled and re-paved. Occasionally, there may be a manhole or boot that needs adjusted.
How many streets can be milled at the same time before paving is completed?	The City is agreeable to delaying paving a day or two after milling, but this tends to increase the project's complexity in order to manage parking and customer expectations. The City's preference is same day paving.

Clarifications and Changes

1. Project scope has been changed at three areas. Changes appear in red on the bid sheet.
2. Base patch = 6" of milling, 4" of base & 2" of top
3. Alternate Bid B has been added to the bid sheet. This bid calls for a price per street quote to add asphalt fabric to the paving. (Pricing shall be noted in green cells.)

City of Brunswick Bid Opening Results

Paving, Sidewalk, and Curb Project Bid Opening Results:

JUNE 1, 2015 - 4:01 p.m.

Business	Bid Form?	Total w/o Alt Bid B	Total Bid Amount	Bid Amount	Bid A Amount	Bid B Amount	Primary Sidewalk	Primary Curb	Alternate A Sidewalk	Alternate A Curb
CJ MILLER	X	\$778,282	\$809,990	\$480,973	\$135,130	\$91,945	\$63,050	\$38,892	\$50,750	\$9,487
FRANCIS O. DAY	X	\$793,934	\$849,586	\$463,974	\$133,729	\$126,219	\$75,660	\$50,004	\$60,900	\$9,666
JEFFERSON ASPHALT BID WITHDRAWN	X	\$601,900	\$634,115	\$348,935	\$94,510	\$93,250	\$62,475	\$34,945	\$54,340	\$6,695
LW WOLFE	X	\$830,512	\$873,136	\$479,735	\$161,265	\$116,000	\$83,377	\$32,760	\$67,111	\$6,265
NA										
NA										
NA										
NA										

Bid opened at: 4:02 Read by: Bob McGroby Witnessed by: Breanna Thomas @ Brunswick City Hall, 1 West Potomac Street, Brunswick MD 21716



CITY OF BRUNSWICK

INCORPORATED 1890

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

September 1, 2015

To: Mayor and City Council, City of Brunswick
From: Bob McGrory, City Administrator 
Re: Plan of Organization – amendment and adoption proposed

Article 4 Section 2-4201 of the Code of Ordinances of the City of Brunswick describes the Plan of Organization. City Administration wishes to confirm authorized staffing levels by seeking Council adoption of the attached document “City of Brunswick Plan of Organization” dated September 8, 2015. The prior version was adopted July 8, 2014. Highlights of current staffing and proposed changes are as follows:

- Current Staffing is 47 full time positions
- Proposed Staffing is 48 full time positions
 - New Position – Police Officer position in Police Department. This new position was described during discussion of the FY 2016 Budget and funded therein. The intent of this new position is to adapt to the expansion of the City and the related additional burden on City service, and to assure 24 hour shift coverage.
 - Reallocation of Position – An existing vacant position (Administrative Assistant) in the Police Department will be reallocated to Administration as a Customer Support Specialist. The person formerly in this position retired in November and this reallocation is intended to build on the “One Stop” customer service center provided at City Hall in support of the other Departments, including the Police Department.
- Certain specific positions are described in the Charter or Code and therefore are listed even though they are not in use currently: e.g. Director of Facilities, Clerk/Treasurer, and Assistant Superintendent of Water/Wastewater. Additional descriptions added “Utilities” related to the renaming of the Utilities Department approved in July 2014.

I request the City Council adopt the updated attached Plan of Organization. An organization chart is shown for your reference.

Motion to adopt: I move to adopt the “City of Brunswick Plan of Organization” dated September 8, 2015 as described in Section 2-4201 in the Code of Ordinances of the City of Brunswick.

“BIG TOWN” “SMALL CITY”

www.brunswickmd.gov



CITY OF BRUNSWICK

INCORPORATED 1890

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

City of Brunswick Plan of Organization

Total Authorized Staffing: 48 full time plus part time, temporary, and seasonal as needed

Department: Administration

Authorized staffing: 11 full time plus part time, temporary, and seasonal as needed

Authorized positions: City Administrator, Planner, Office Manager, Economic Development Coordinator, Accountant, Bookkeeper, Development Review Coordinator, Utility Billing Specialist, Administrative Assistant, Customer Support Specialist, Director of Facilities, Clerk/Treasurer, Assistant Clerk/Treasurer, Code Enforcement Officer, Planning and Zoning Administrator

Department: Police

Authorized staffing: 14 full time plus part time, temporary, and seasonal as needed

Authorized positions: Police Chief, Assistant Chief, Lieutenant, Sergeant, Corporal, Officer First Class, Officer, Officer Recruit, Administrative Assistant

Department: Public Works

Authorized staffing: 14 full time plus part time, temporary, and seasonal as needed

Authorized positions: Director of Public Works (Superintendent of Public Works, General Supt., PW Director); Assistant Superintendent of Public Works, Utility Specialist, Maintenance Specialist, Mechanic, Public Works Specialist, Laborer, Technical Support Specialist.

Department: Utilities (Water and Wastewater)

Authorized staffing: 9 full time plus part time, temporary, and seasonal as needed

Authorized positions: Director of Utilities (Superintendent of Utilities (Water/Wastewater)), Utilities (Water/Wastewater) Lead Operator, Utilities (Water/Wastewater) Operator, Lab Technician, Assistant Superintendent of Utilities (Water/Wastewater)

Approved by the Mayor and Council, September 8, 2015.

Mayor

Mayor Pro Tem

“BIG TOWN” “SMALL CITY”

www.brunswickmd.gov



CITY OF BRUNSWICK

INCORPORATED 1890

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

City of Brunswick Plan of Organization

Total Authorized Staffing: 47 full time plus part time, temporary, and seasonal as needed

Department: Administration

Authorized staffing: 10 full time plus part time, temporary, and seasonal as needed
Authorized positions: City Administrator, Planner, Office Manager, Economic Development Coordinator, Accountant, Bookkeeper, Development Review Coordinator, Utility Billing Specialist, Administrative Assistant, Director of Facilities, Clerk/Treasurer, Assistant Clerk/Treasurer, Planning and Zoning Administrator

Department: Police

Authorized staffing: 14 full time plus part time, temporary, and seasonal as needed
Authorized positions: Police Chief, Assistant Chief, Sergeant, Corporal, Officer First Class, Officer, Officer Recruit, Administrative Assistant

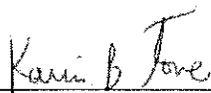
Department: Public Works

Authorized staffing: 14 full time plus part time, temporary, and seasonal as needed
Authorized positions: Superintendent of Public Works, Assistant Superintendent of Public Works, Utility Specialist, Maintenance Specialist, Mechanic, Public Works Specialist, Laborer, Technical Support Specialist, General Superintendent

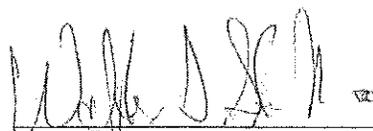
Department: Utilities (Water and Wastewater)

Authorized staffing: 9 full time plus part time, temporary, and seasonal as needed
Authorized positions: Superintendent of Water/Wastewater, Water Lead Operator, Water Operator, Wastewater Lead Operator, Wastewater Operator, Lab Technician, Assistant Superintendent of Water/Wastewater

Approved by the Mayor and Council, July 8, 2014.



Mayor



Mayor Pro Tem

H:\Recruitment\2014-07 Plan of Organization.docx

“BIG TOWN” “SMALL CITY”

www.brunswickmd.gov

Hourly and Annual Salaries by Grade Level and Step - effective at the start of the first full pay period after July 1, 2015												
Grade Level	Step 1.00	Step 2.00	Step 3.00	Step 4.00	Step 5.00	Step 6.00	Step 7.00	Step 8.00	Step 9.00	Step 10.00	Position	
1	\$ 12.06	\$ 12.48	\$ 12.92	\$ 13.37	\$ 13.84	\$ 14.32	\$ 14.82	\$ 15.34	\$ 15.88	\$ 16.44	Laborer	
	\$ 25,084.80	\$ 25,958.40	\$ 26,873.60	\$ 27,809.60	\$ 28,787.20	\$ 29,785.60	\$ 30,825.60	\$ 31,907.20	\$ 33,030.40	\$ 34,195.20		
2	\$ 13.02	\$ 13.48	\$ 13.95	\$ 14.44	\$ 14.95	\$ 15.47	\$ 16.01	\$ 16.57	\$ 17.15	\$ 17.75	Admin Asst, PW Specialist	
8%	\$ 27,081.60	\$ 28,038.40	\$ 29,016.00	\$ 30,035.20	\$ 31,096.00	\$ 32,177.60	\$ 33,300.80	\$ 34,465.60	\$ 35,672.00	\$ 36,920.00		
3	\$ 14.06	\$ 14.55	\$ 15.06	\$ 15.59	\$ 16.14	\$ 16.70	\$ 17.28	\$ 17.88	\$ 18.51	\$ 19.16	Operator Trainee, Code Enforcement	
8%	\$ 29,244.80	\$ 30,264.00	\$ 31,324.80	\$ 32,427.20	\$ 33,571.20	\$ 34,756.00	\$ 35,942.40	\$ 37,190.40	\$ 38,500.80	\$ 39,852.80		
4	\$ 15.18	\$ 15.71	\$ 16.26	\$ 16.83	\$ 17.42	\$ 18.03	\$ 18.66	\$ 19.31	\$ 19.99	\$ 20.69	Maint Specialist I, Bookkeeper I, Mechanic, Rec Specialist I, Grants Coordinator	
8%	\$ 31,574.40	\$ 32,676.80	\$ 33,820.80	\$ 35,006.40	\$ 36,233.60	\$ 37,502.40	\$ 38,812.80	\$ 40,164.80	\$ 41,579.20	\$ 43,035.20		
5	\$ 16.39	\$ 16.96	\$ 17.55	\$ 18.16	\$ 18.80	\$ 19.46	\$ 20.14	\$ 20.84	\$ 21.57	\$ 22.32	Sp Events, Maint Specialist II, Planner I, W/WW Op I, PW Admin Sp	
8%	\$ 34,091.20	\$ 35,276.80	\$ 36,504.00	\$ 37,772.80	\$ 39,104.00	\$ 40,476.80	\$ 41,891.20	\$ 43,347.20	\$ 44,865.60	\$ 46,425.60		
6	\$ 17.70	\$ 18.32	\$ 18.96	\$ 19.62	\$ 20.31	\$ 21.02	\$ 21.76	\$ 22.52	\$ 23.31	\$ 24.13	Ut Specialist I, Rec Specialist II, Bookkeeper II, Maint Specialist III	
8%	\$ 36,816.00	\$ 38,105.60	\$ 39,436.80	\$ 40,809.60	\$ 42,244.80	\$ 43,721.60	\$ 45,260.80	\$ 46,841.60	\$ 48,484.80	\$ 50,190.40		
7	\$ 19.12	\$ 19.79	\$ 20.48	\$ 21.20	\$ 21.94	\$ 22.71	\$ 23.50	\$ 24.32	\$ 25.17	\$ 26.05	Ut Specialist II, Develop Rev Coor, Lab Tech, W/WW Op II, Rec Specialist III	
8%	\$ 39,769.60	\$ 41,163.20	\$ 42,598.40	\$ 44,096.00	\$ 45,635.20	\$ 47,236.80	\$ 48,880.00	\$ 50,585.60	\$ 52,353.60	\$ 54,184.00		
8	\$ 20.65	\$ 21.37	\$ 22.12	\$ 22.89	\$ 23.69	\$ 24.52	\$ 25.38	\$ 26.27	\$ 27.19	\$ 28.14	Office Manager, PW Asst. Super, Accountant I	
8%	\$ 42,952.00	\$ 44,449.60	\$ 46,009.60	\$ 47,611.20	\$ 49,275.20	\$ 51,001.60	\$ 52,790.40	\$ 54,641.60	\$ 56,555.20	\$ 58,531.20		
9	\$ 22.30	\$ 23.08	\$ 23.89	\$ 24.73	\$ 25.60	\$ 26.50	\$ 27.43	\$ 28.39	\$ 29.38	\$ 30.41	Planner II, Accountant II, Dir. of Public Works (General Superintendent)	
8%	\$ 46,384.00	\$ 48,006.40	\$ 49,691.20	\$ 51,438.40	\$ 53,248.00	\$ 55,120.00	\$ 57,054.40	\$ 59,051.20	\$ 61,110.40	\$ 63,252.80		
10	\$ 27.88	\$ 28.86	\$ 29.87	\$ 30.92	\$ 32.00	\$ 33.12	\$ 34.28	\$ 35.48	\$ 36.72	\$ 38.01	Dir. of Public Works (General Superintendent)	
25%	\$ 57,990.40	\$ 60,028.80	\$ 62,129.60	\$ 64,313.60	\$ 66,560.00	\$ 68,889.60	\$ 71,302.40	\$ 73,798.40	\$ 76,377.60	\$ 79,060.80	Dir. of Utilities (W/WW Superintendent)	
11	\$ 34.85	\$ 36.07	\$ 37.33	\$ 38.64	\$ 39.99	\$ 41.39	\$ 42.84	\$ 44.34	\$ 45.89	\$ 47.50	City Administrator	
25%	\$ 72,488.00	\$ 75,025.60	\$ 77,646.40	\$ 80,371.20	\$ 83,179.20	\$ 86,091.20	\$ 89,107.20	\$ 92,227.20	\$ 95,451.20	\$ 98,800.00		

Includes 1.7% Cost of Living Adjustment (COLA) effective in the first full pay period following July 1, 2015

**City of Brunswick Police Department
Pay Scale**

Yrs of Service	1	2	3	4	5	6	7	8	9	10
8	\$34.48	\$35.34	\$36.22	\$37.13	\$38.06	\$39.01	\$39.99	\$40.99	\$42.01	\$43.06
	\$71,718.40	\$73,507.20	\$75,337.60	\$77,230.40	\$79,164.80	\$81,140.80	\$83,179.20	\$85,259.20	\$87,380.80	\$89,564.80
7	\$30.40	\$31.16	\$31.94	\$32.74	\$33.56	\$34.40	\$35.26	\$36.14	\$37.04	\$37.97
	\$63,232.00	\$64,812.80	\$66,435.20	\$68,099.20	\$69,804.80	\$71,552.00	\$73,340.80	\$75,171.20	\$77,043.20	\$78,977.60
6	\$27.57	\$28.26	\$28.97	\$29.69	\$30.43	\$31.19	\$31.97	\$32.77	\$33.59	\$34.43
	\$57,345.60	\$58,780.80	\$60,257.60	\$61,755.20	\$63,294.40	\$64,875.20	\$66,497.60	\$68,161.60	\$69,867.20	\$71,614.40
5	\$23.27	\$23.85	\$24.45	\$25.06	\$25.69	\$26.33	\$26.99	\$27.66	\$28.35	\$29.06
	\$48,401.60	\$49,608.00	\$50,856.00	\$52,124.80	\$53,435.20	\$54,766.40	\$56,139.20	\$57,532.80	\$58,968.00	\$60,444.80
4	\$21.77	\$22.31	\$22.87	\$23.44	\$24.03	\$24.63	\$25.25	\$25.88	\$26.53	\$27.19
	\$45,281.60	\$46,404.80	\$47,569.60	\$48,755.20	\$49,982.40	\$51,230.40	\$52,520.00	\$53,830.40	\$55,182.40	\$56,555.20
3	\$20.52	\$21.03	\$21.56	\$22.10	\$22.65	\$23.22	\$23.80	\$24.40	\$25.01	\$25.64
	\$42,681.60	\$43,742.40	\$44,844.80	\$45,968.00	\$47,112.00	\$48,297.60	\$49,504.00	\$50,752.00	\$52,020.80	\$53,331.20
2	\$18.91	\$19.38	\$19.86	\$20.36	\$20.87	\$21.39	\$21.92	\$22.47	\$23.03	\$23.61
	\$39,332.80	\$40,310.40	\$41,308.80	\$42,348.80	\$43,409.60	\$44,491.20	\$45,593.60	\$46,737.60	\$47,902.40	\$49,108.80
1	\$18.39	\$18.85	\$19.32	\$19.80	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41	\$22.97
	\$38,251.20	\$39,208.00	\$40,185.60	\$41,184.00	\$42,224.00	\$43,284.80	\$44,366.40	\$45,468.80	\$46,612.80	\$47,777.60

2080 hours a year

After 2 Yrs Service

Salary Steps are 2.5%

Presented to Mayor and Council September 8, 2015

laws of the State of Maryland and this charter, the town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the town. (1955, ch. 258; 1966, ch. 572; 1977, ch. 765, § 5.)

§ 76. Powers of town as to public ways.

The town may:

- (1) Establish, regulate, and change from time to time the grade lines, width, and construction materials of any town public way or part thereof, bridges, curbs, and gutters.
- (2) Grade, lay out, construct, open, extend, and make new town public ways.
- (3) Grade, straighten, widen, alter, improve, or close up any existing town public way or part thereof.
- (4) Pave, surface, repave, or resurface any town public way or part thereof.
- (5) Install, construct, reconstruct, repair, and maintain curbs and/or gutters along any town public way or part thereof.
- (6) Construct, reconstruct, maintain, and repair bridges.
- (7) Name town public ways.
- (8) Have surveys, plans, specifications, and estimates made for any of the above activities or projects or parts thereof. (1955, ch. 258; 1966, ch. 572.)

§ 77. Powers of town as to sidewalks.

The town may:

- (1) Establish, regulate, and change from time to time the grade lines, width, and construction materials of any sidewalk or part thereof on town property along any public way or part thereof.
- (2) Grade, lay out, construct, reconstruct, pave, repave, repair, extend, or otherwise alter sidewalks on town property along any public way or part thereof.
- (3) Require that the owners of any property abutting on a sidewalk keep the sidewalk clear of all ice, snow, and other obstructions.
- (4) Require and order the owner of any property abutting on any public way in the town to perform any projects authorized by this section at the owner's expense according to reasonable plans and specifications. If, after due notice, the owner fails to comply with the order within a reasonable time, the town may do the work, and the expense shall be a lien on the property and shall be collectible in the same manner as are town taxes or by suit at law. (1955, ch. 258; 1966, ch. 572.)

WATER AND SEWERS

§ 78. Powers of town.

The town may:

- (1) Construct, operate and maintain a water system and water plant.