

**MAYOR AND COUNCIL MEETING
TUESDAY, DECEMBER 8, 2015, 7:00 PM**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Police Officer Oath of Office
- 3. APPROVAL OF MINUTES**
 - a. Closed Meetings –August 25, September 8, October 13, November 10, 2015
 - b. Public Hearing – November 10, 2015
 - c. Mayor & Council – November 10, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Purchase of Police Vehicles
 - b. Verizon Wireless Telecommunications Small Cell Antenna Facility
- 8. UNFINISHED BUSINESS**
 - a. Parking Proposal – 2nd Avenue between A and Potomac Streets Discussion and Vote
- 9. NEW BUSINESS**
 - a. City of Brunswick Economic Development Commission Recommendation – Tax Relief
 - b. Solar Installation Discussion
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

12/8/2015 1:45 PM

City of Brunswick
Mayor and Council Public Hearing Minutes
Tuesday, November 10, 2015, 7:00 P.M.

The November 10, 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, Carroll Jones, Harry Lashley, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Director of Public Works; and Carrie Myers, Office Manager.

Mr. McGrory gave a background of Ordinance 519 for the Transportation Network Services Assessment, and detailed changes to the proposed ordinance since the October meeting. No public comment was received.

Mr. McGrory gave a background on the parking proposal for 2nd Avenue between A and Potomac Streets. Public comments were received from Al Horton, Senior Warden at Grace Episcopal Church, who provided an updated request in regards to this parking proposal. Many favorable comments were also received by email prior to the meeting. Council Members Snoots and Lashley both stated they met with Rev. Anjel Scarborough of Grace Episcopal to reach a compromise solution.

Ms. White made a motion to adjourn the Public Hearing at 7:15 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, November 10, 2015, 7:15 P.M.

The November 10, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:15 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; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Director of Public Works; and Carrie Myers, Office Manager.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on November 10, 2015 at 5:45 P.M. at City Hall to consider the discuss personnel matters and 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. All members present voted to close the meeting. The Council discussed the following items: Real Property Acquisition – discussed the possible acquisition of a parcel of real property for a public purpose and the means to facilitate such acquisition; and Personnel Issues – discussed transitions in all four City Departments. There was a unanimous consensus for staff to update and distribute various documents relating to the prospective acquisition of real property.
- Michelle Mills, Draper & McGinley, presented the FY2015 Audit report.
- Mayor Tome read a Proclamation for Municipal Government Works Month.
- Chief Frech, on behalf of the Brunswick Police Department, was presented a flag from Galyn Manor resident, Air Force Captain Cyrile Doue. The flag was flown on July 4, 2015 during Operation Resolute Support in Afghanistan.
- Mayor Tome discussed the City's Sustainable Brunswick Certification.
- Bob Wyatt and Adam Wyatt asked the Council for a letter of support for Building Veterans for a bond proposal.

Approval of Minutes

- Mayor & Council – October 20, 2015

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

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Louis Digirolamo and Ginger Cayo, 1404 Musgove Alley.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 519 – Transportation Network Services Assessment

Mr. McGrory gave background on this item during the Public Hearing held earlier. Mr. Burruss read the ordinance. Ms. White made a motion to approve Ordinance 519, amending the Brunswick City Code Chapter 5, Article 1, Title 4, Taxicabs, relating to the Transportation Network Services Assessment. Mr. Lashley seconded the motion, which passed 6-0.

- Resolution 2015-05 – Brunswick Main Street Operating Assistance Grant

Ms. Myers gave a background on this item. Mr. Snoots made a motion to approve Resolution 2015-05 for the Brunswick Main Street Operating Assistance Grant.. Ms. White seconded the motion, which passed 6-0.

Report of Officers – Council – Committees

Mr. McGrory discussed the audit and budget processes. He also introduced a change order for CJ Miller in the amount of \$13,090 in connection with the current paving project taking place in town. Mr. Snoots made a motion to approve the change order. Mr. Stull seconded the motion, which passed 6-0.

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.

Unfinished Business

- Parking Proposal – 2nd Avenue between A and Potomac Streets

Mr. McGrory mentioned that staff reviewed this proposal without the amendment presented earlier at this meeting. Mr. Snoots recommended regrouping with the requestors and bringing this item back up at the December meeting. All Council Members consented to this option.

New Business

- City of Brunswick Economic Development Commission Recommendation – Tax Relief

Mr. McGrory introduced this item, which just emerged from the City's Economic Development Commission. This item will be brought up at the December Council meeting.

- Employee Appreciation Day

Mr. Snoots made a motion to approve Friday, November 27, 2015 as Employee Appreciation Day for the City of Brunswick employees for non-essential personnel and additional floating holiday for essential personnel working that day. Ms. White 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 9:10 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date



THE CITY OF BRUNSWICK MARYLAND

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

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

Water Line Repairs and Maintenance

Repair water line on Maple Ave
Repair water line at campground
Repair water main on Addition Ave

Sewer Line Repairs

Jet sewer mains

Water Valve Maintenance

None

Fire Hydrant Maintenance

Flush hydrants

Street Repair and Maintenance

Asphalt 16 Roads
Rebuild Wentz alley cut out failing dirt and replace with stone for asphalt
Asphalt patching on a couple of streets

CIP Projects

Dayton Ave Water line, finish running water main, chlorinate line, flush off, start new service line tie in

Storm Drain Maintenance

None

Miscellaneous Tasks and Maintenance

Winterize campground
Vet Day support
119 Miss utility tickets

Construction and Contractor Support

Sidewalk inspection
Storm water inspections

NOVEMBER 2015 WATER METER/ SAFETY MONTHLY REPORT

WATER METERS:

Settlements – 27

Replacements – 4

Repairs – 17

High Bill Investigations – 9

New Installs – 10

Meter Inspections – 11

U & O Inspections – 10

Cut-offs – 0

SAFETY:

DPW Staff viewed and discussed a video presentation on “Snow Plow Safety”.

Restocked our Personal Protective Equipment (PPE) with regard to cold winter weather.

Completed the monthly fire extinguisher inspection.

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.14</u>	*M.G. <u>0.10</u> M.G.
Water pumped from Potomac River.....	<u>11.68</u>	M.G. <u>0.40</u> M.G.
Total.....	<u>14.82</u>	M.G. <u>0.50</u> M.G.
Finished water pump from Plant...	<u>11.16</u>	M.G. <u>0.39</u> M.G.

Submitted By Robert Holter
Date 12-4-15

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE --November 2015

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Cleaned reservoir cover
- 4) Received chemical deliveries for Acid, Caustic Soda and sodium Hypochlorite
- 5) Sampled for TTHM's and HAA5's
- 6) New hire Jesse Smith started on Monday the 8th
- 7) Divers from Costal Marina came and cleaned the intake screen
- 8) Chase and Jesse attended the Water Samplers seminar
- 9) Sampled for bacteria on a new water main on Brunswick street
- 10) Replaced all sample lines on the filter 1720 E turbidimeters
- 11) Hach cleaned and calibrated all 1720 E's
- 12) Replaced the oil and hose in #1 Carbon feeder
- 13) Tore apart, cleaned and replaced all tubing on #1 del-pac feeder
- 14) Repaired #3 filter waste gate and greased bearings

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Total Influent Flow --- 14.80 Million Gallons
Total Effluent Flow --- 13.60 Million Gallons

Rain --- 2.3 INCHES

Sludge to Landfill --- 85.0 TONS

Submitted By --- Patrick Hoffmaster
Date 12/4/15

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

Brunswick WWTP Operations & Projects November 2015

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Repaired an air line in #2 SBR
- 5) Filled #2 SBR to proper level for winterization
- 6) Greased the moto pumps and couplings
- 7) Contractors built a walkway in the head works area
- 8) Changed tubing on the grit system
- 9) Greased the back flow preventer
- 10) Replaced bulbs in UV bank b module 2 row 5
- 11) Changed lights in the Generator room at the WWTP
- 12) Changed lights in the Potomac Street Pumping station
- 13) Replaced a heater in the Potomac Street pumping station
- 14) Pumped out the wet wells at the Potomac street pumping station and Galyn Manor pumping station
- 15) Crane inspections were performed at all locations



Brunswick Police Department Monthly Report

Reporting Month and Year: November 2015

Traffic Enforcement Activity

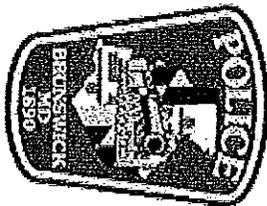
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	26	378	43	350
Maryland State SEROS:	10	72	4	49
Warning Citations:	55	753	14	490
Parking Citations:	23	266	21	457

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	827	16650	1142	15823
Homicide	0	0	0	0
Rape	0	1	1	1
Robbery	0	1	1	1
Assault	11	70	21	59
B&E	0	15	1	15
Theft	5	63	4	58
Auto Theft	0	3	0	3
Motor Vehicle Accidents	0	53	2	53



Brunswick Police Department
Listing of Arrests
November 1, 2015 to November 30, 2015

CaseID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015011325	11/01/2015	01:15	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015011553	11/04/2015	13:42	ASSAULT, 2ND DEGREE (ASSAULT OTHER WEAPON)	CLOSED/CLEARED	ADULT	ERIC BITTNER	CLEARED BY ARREST
2015011692	11/06/2015	00:44	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015011703	11/07/2015	15:07	TAKING VEHICLE WITHOUT OWNER'S CONSENT	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015009190	11/11/2015	15:20	THEFT, ALL OTHERS (FORGERY CHECKS)	CLOSED/CLEARED	ADULT	ERIC BITTNER	CLEARED BY ARREST
2015011845	11/11/2015	22:49	NEGLIGENT DRIVING	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2015011910	11/13/2015	20:07	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015011918	11/14/2015	03:30	THEFT, ALL OTHER \$999 OR LESS	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015011951	11/14/2015	23:59	DRIVING MV/WHILE LIC SUSPENDED IN OTHER STATE	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015011957	11/15/2015	02:03	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015011955	11/15/2015	02:03	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015011349	11/18/2015	08:52	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST

Total Number of Arrests: 12



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

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	1
ABDUCTION / KIDNAPPING	1
ANIMAL COMPLAINTS	2
ASSAULT - OCCURED EARLIER	4
ASSAULT IN PROGRESS - ALERT TONE	2
ASSIST FIRE DEPARTMENT	7
ASSIST OTHER PD (SHERIFF)	14
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	7
CARDIAC ARREST	2
COMMERCIAL	3
COURT - BPD	10
COURT PAPERWORK	4
DESTRUCTION OF PROPERTY / VANDALISM	2
DISABLED VEHICLE	3
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	1
DISORDERLY CONDUCT - INTOXICATED SUBJECT	1
DISTURBANCE - ALL GATHERINGS	9
DOMESTIC	1
DOMESTIC ESCORT TO RETRIEVE PROPERTY	2
DOMESTIC IN PROGRESS - ALERT TONE	4
EMERGENCY EVALUATION	2
EVICION	1
EXTRA DUTY	1
FOLLOW UP - ALL TYPES	26
FOUND PROPERTY	3
FRAUD	4
FUNERAL ESCORT	1
HARRASSMENT	7
HIT AND RUN PROPERTY DAMAGE	3
JUVENILE COMPLAINT	4
LOST PROPERTY	1
MENTAL PERSON	1



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

Call Type	Counts
MISSING PERSON	2
NARCOTICS - FCPD SEND TWO CARS	3
NOISE COMPLAINT	1
NOTIFICATIONS	2
OPEN DOOR	2
OPEN OR 911 HANG-UP	31
OVERDOSE - SEND AMBULANCE	1
PARKING VIOLATIONS	15
PATROL CHECK (BRUNSWICK)	346
POLICE INFORMATION	5
PROPERTY DAMAGE ACCIDENT	3
RELAY OR 10-5	2
REPO / TOW AWAY	1
REQUEST OFFICER	82
RESIDENTIAL	12
RESIDENTIAL BURGLARY - REPORT ONLY	2
ROADWAY HAZARD	5
SCHOOL	2
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	8
SEX OFFENSE	1
SPECIAL ASSIGNMENTS	14
SUICIDE - ATTEMPTED ALSO	1
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	11
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	14
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	7
TELEPHONE MISUSE / THREATS VIA PHONE	1
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	5
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	4
TRESPASSING	9
VEHICLE STOP (BRUNSWICK)	56
VEHICLE THEFT / UNAUTHORIZED USE	1



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

<i>Call Type</i>	<i>Counts</i>
VERBAL DISPUTE - NON DOMESTIC	1
WALKING PATROL	32
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	6

Total Number of Calls: 827



THE CITY OF BRUNSWICK MARYLAND

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

November Planning/Code Staff Report **Mayor and Council 12-8-2015**

Planning

- Staff working with review of MOU, easements and public works agreements for Brunswick Self Storage.
- 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 on conditional acceptance and inspections.
- Staff completed sent comment letters for Weis Market and commercial development at Brunswick Crossing.
- Staff reviewed and signed final mylars for Gum Spring estates.
- Staff met with telecommunication supplier for additional antenna in downtown area for approval by Mayor and Council.
- Staff met with property owners with parcels in the Brunswick growth area.
- 18 Zoning Certificates issued November
- 6 U&O's issued November
- No BoA meeting in November and no meeting is scheduled for December.
- No Planning Commission in November no meeting is scheduled for December.

GIS

- Assisted public with property data
- Assisted public works with and water mapping data
- Worked on Zoning Certificate data base
- Worked on regional map for City Hall
- Maps for Brunswick Crossing
- Developing various maps for departments
- Prepared signage for City events

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
229	25-490770	11-2-15	1680	Christina Izzi	802	H Street	Shed
230	25-482336	11-3-15	1203	John Shultz	1	E D St	Tanks
231	25-465407	11-9-15	635	Smoketown Brewery Sta. David Blackmon	223	W. Potomac St	Signs painted
232	25-475569	11-12-15	234	Adam Maxey/Marissa Bingham Solar City	79	Wenner Dr	Solar Panels
233	25-465407	11-12-15	635	Smoketown Brewery Station	223	W. Potomac St.	Tenant Fit out
234	25-479025	11-12-15	1363	Bushey Feight Morin Arch. Ace Hardware	40	Souder Rd	Demo/ Reno
235	25-590956	11-12-15	47KK	Ryan Homes	1149	Long Farm Circle	SFD
236	25-591211	11-12-15	20 RR	Ryan Homes	1279	Drydock St	TH
237	25-591210	11-12-15	19 RR	Ryan Homes	1281	Drydock St	TH
238	25-591209	11-12-15	18 RR	Ryan Homes	1283	Drydock St	TH
239	25-591226	11-13-15	20 SS	Ryan Homes	1282	Drydock St	TH
240	25-591225	11-13-15	19 Ss	Ryan Homes	1280	Drydock St	TH
241	25-591224	11-13-15	18 SS	Ryan Homes	1278	Drydock St	TH
242	25-477316	11-17-15	582	Eric Lindland	406	W Potomac St.	Shed
243	25-487648	11-19-15	311	Robert Boyle/Vivint Solar	1	Galyn Dr	Solar Panels
244	25-464184	11-24-15	1168	Potomac Valley Building & Restro	403	N. Maple Ave	Renovations
245	25-464540	11-27-15	1331	Tim Simmons	100/800	Souder/Petersvile	Tree Sales
246	25-464648	11-27-14	695	Florine Hooper	517	Brunswick St	Fence

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
39	15-39	11-2-15	1402	Hope Farm Ct	Ryan	132344	11-2-15
40	15-40	11-6-15	722	Potomac View Pkwy	Ryan	132748	11-6-15
41	15-41	11-12-15	615	Potomac View Pkwy	Ryan	132334	11-12-15
42	15-42	11-12-15	617	Potomac View Pkwy	Ryan	132336	11-12-15
43	15-43	11-12-15	619	Potomac View Pkwy	Ryan	132337	11-12-15

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
44	15-44	11-12-15	621	Potomace View Pkwy	Ryan	132338	11-12-15

MONTHLY CODE ENFORCEMENT REPORT

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

Vehicles/ Vehicle repair	1/0	21/2	25/0
Property trash/ Unsec.	8/0	57/0	47/6
Property Repair/Property	1/2	5/10	0/6
Overgrowth /Unsanitary	0/0	78/2	64/1
Vac. prop.trash/ Unsec.vac	1/1	9/7	12/14
S.walk repair/ S.Walk Trash	1/1	3/2	1/16
Littering	0	4	3
Vacant Overgrowth	0	40	45
Animal Waste / Snow and	0/0	1/272	3/119
Livestock	0	3	4
Trash Cans /Signs	0/0	4/4	2/28
Warning Totals	16	524	399

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	7/0
Property trash/ Unsec.	0/0	2/0	4/0
Property Repair/ Property	0/0	2/23	1/2
Overgrowth/ Unsanitary	0/0	2/2	3/1
Vac. prop. trash,/ Unsec.	0/0	3/7	5/2
S walk repair/ S walk trash	0/0	10/0	0/3
Littering	0	0	0
Vacant Overgrowth	0	7	15
Animal Waste/ Snow and	0/0	0/4	0/13
Livestock	0	1	1
Trash Cans	0	0	0
Signs	0	2	0
Citation Totals	0	65	56
Complaints	7	64	81

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B5400280

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO:			
AS SPECIFIED ON INDIVIDUAL ORDERS			
VENDOR ID: APPLE FORD 8800 STANFORD BLVD COLUMBIA, MD 21045 (800)673-2466		REFER QUESTIONS TO: CLYDE WALKER (410)767-3039 CLYDE.WALKER1@MARYLAND.GOV	
ITB: 001IT819612	EXPR DATE: 12/16/15 POST DATE: 12/12/14	DISCOUNT TERMS: .	NET 30 DAY .00
		CONTRACT AMOUNT:	.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

STATEWIDE CONTRACT
FOR

LAW ENFORCEMENT VEHICLES - MODEL YEAR 2015

VENDOR : APPLE FORD LINCOLN, INC.

VENDOR CONTACTS: TOM LEASURE
TLEASURE@APPLEFORD.COM

VENDOR PHONE : 443-539-1292

TERM OF CONTRACT: 12/15/2014 - 12/16/2015

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). APPLE FORD LINCOLN, INC. MUST NOTIFY THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

DELIVERY: PRICES ARE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B5400280

PRINT DATE: 10/31/15

PAGE: 02

TERMS (cont'd):

CONTRACT SUBJECT TO ALL STATE OF MARYLAND FLEET CONDITIONS

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM OF FIVE (5) GALLONS OF GASOLINE.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

VENDOR WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT.

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

NO TRADE-INS ARE INVOLVED. APPLE FORD LINCOLN, INC. WILL, HOWEVER, BE RESPONSIBLE FOR LICENSE TAG TRANSFERS FROM THE STATE VEHICLE BEING REPLACED TO THE NEW VEHICLE AT THE POINT OF DELIVERY OR MARYLAND TEMPORARY TAGS WHICHEVER IS APPLICABLE.

QUANTITIES ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE.

A USAGE REPORT SHALL BE FURNISHED BY APPLE FORD LINCOLN EVERY NINETY (90) DAYS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE FORMAT OF SUBMISSION (E.G. EXCEL) SHALL BE AT THE CONTRACTOR'S DISCRETION PROVIDED THAT, AT A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

ELECTRONIC PROCESSING FEE:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER
STATE OF MARYLAND

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

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TERMS (cont'd):

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE SENT VIA E-MAIL TO THE PROCUREMENT OFFICER AT CLYDE.WALKER1@MARYLAND.GOV AS WELL AS TO AWAWU SALAKO VIA E-MAIL AT AWAWU.SALAKO@MARYLAND.GOV
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;

(I) RECEIVES STATE MONEY; AND
(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C) (3) OF THE INTERNAL REVENUE CODE:

- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

(I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND

(II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE:

*** CONTINUED, NEXT PAGE ***

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STATE OF MARYLAND**

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TERMS (cont'd):

OR

(6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE VENDOR/CONTRACTOR HAS TEN (10) CALENDAR DAYS FROM THE DATE OF THE AWARD TO INITIATE THE PROCESS OF PUTTING THEIR ONLINE ECATALOG OF CONTRACT ITEMS ON THE EMARYLAND MARKETPLACE. FAILURE BY THE VENDOR/CONTRACTOR TO DO SO, INCORPORATING THE TERMS AS LISTED ABOVE AND OTHERWISE COMPLYING WITH THE CONTRACT, WILL BE CAUSE TO REASSESS THE CONTRACT WITH THE VENDOR/CONTRACTOR AND MAY RESULT IN DEFAULT OF THE CONTRACT AND/OR BREACH OF THE CONTRACT, AND COULD RESULT IN TERMINATION OF THE CONTRACT FOR DEFAULT.

ALL COSTS AND EXPENSES OF COMPLYING WITH THIS PROVISION SHALL BE BORNE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE STATE.

FOR ADDITIONAL INFORMATION CONCERNING EMARYLAND MARKETPLACE, PLEASE CONTACT DEWANA DANIEL AL-MATEEN AT 410-767-4024. E-MAIL AT DEWANA.AL-MATEEN@MARYLAND.GOV

CONTRACT VALUE ESTIMATION: CONTRACT QUANTITY AND VALUE IS ESTIMATED AT \$545,568.00 AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM

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TERMS (cont'd):

GUARANTEE. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITIES ON AN "AS-REQUIRED" BASIS.

CONTRACT ACCEPTANCE: THIS BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819612) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819612) AND ARE INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	07006-400000	EA	23,454.0000

AUTOMOBILE, TYPE 4, STD LAW ENFORCEMENT

VEHICLE, TYPE 4, STANDARD LAW ENFORCEMENT SEDAN, ALL WHEEL DRIVE (AWD) PER THE ATTACHED ST OF MD SPECIFICATIONS.
SPECIFY MAKE AND MODEL NUMBER FOR VEHICLE OFFERED IN THE COMMENT SECTION OF YOUR BID.

LINE # 002 OF THE ITB: 2015 POLICE INTERCEPTOR AWD SEDAN P2M:
\$23,454.00 .

- ADDITION FOR DARK CAR FEATURE: \$19.00
- ADDITION FOR 4 CYLINDER ECO-BOOST: \$2990.00
- ADDITION FOR RADIO NOISE SUPPRESSION PACKAGE: \$93.00
- ADDITION FOR WIRING FOR GRILL LIGHTS, SIREN AND LIGHTBAR TO BE COORDINATED WITH USING AGENCY: SEE CATALOGUE.
- ADDITION FOR MSP PAINT: \$2200.00
- OPTIONS PRICING IS MSRP -2%.

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
0002	07048-09C000	EA	25,496.0000	

VEHICLE, TYPE 9P AWD MID-SIZE UTILITY

VEHICLE, TYPE 9P, ALL WHEEL DRIVE MIDSIZE POLICE PURSUIT UTILITY
VEHICLE PER THE ATTACHED ST OF MD SPECIFICATIONS.
SPECIFY MAKE AND MODEL NUMBER FOR VEHICLE OFFERED IN THE COMMENT
SECTION OF YOUR BID.

LINE # 004 OF THE ITB: 2015 POLICE INTERCEPTOR UTILITY K8A:
\$25,496.00 .

ADDITION FOR DARK CAR FEATURE: \$19.00
CREDIT FOR SPOTLIGHT DELETE: (\$255.00)
THIS IS A CREDIT NOT AN ADDITIONAL CHARGE.
ADDITION FOR CLOTH REAR SEATS/CARPET: \$185.00
ADDITION FOR MSP PAINT: \$2400.00
ADDITIONAL WIRING: SEE CATALOGUE.
ANY ADDITIONAL OPTIONS: PRICING IS MSRP -2%.

END OF ITEM LIST

***** LAST PAGE *****

AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE



THE CITY OF BRUNSWICK MARYLAND

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

Mayor & Council

Verizon Wireless Telecommunication Small Cell Antenna Facility

Staff Report

December 8, 2015

BACKGROUND:

The City received application from NB+C an agent for Verizon Wireless to locate 2 small cell antennas to be mounted on the west facing side of the building located at 102 W. Potomac Street.

The proposal is to mount 2 small cell antennas with a center elevation of 40' on the existing building located at 102 W. Potomac Street painted to match the existing facade. Related equipment will be mounted on the roof to the inside of the parapet wall.

ANALYSIS:

The purpose of the request is to fill gaps in Verizon Wireless coverage as an alternative to large scale infrastructure normally associated with telecommunication sites. The small cell facility will enable Verizon Wireless to offload coverage from the existing macro antenna site located on the nearby water tank and provide seamless coverage along Potomac Street and the surrounding area

Staff has reviewed the application and found the request to be in compliance with Chapter 4 Title 4 of the City of Brunswick Code of Ordinance subject to the following conditions;

1. Any equipment visible on the exterior of the building must be painted to match the façade.
2. The existing cover over the electrical meters on the west side of the building must be repaired and painted to match the façade.
3. Repair decorative fascia on building and paint.
4. Provide letter from owner of the building confirming the authorization of the installation.
5. The property must be maintained in conformance with all City ordinances to include but not limited to, snow removal from all adjacent public sidewalks, all grass must be maintained for mowing and trimming season below 12" limit and appropriate sections of the International Property Maintenance Code.
6. Apply for Zoning Certificate and applicable Frederick County permits.

STAFF RECOMMENDATION:

Staff recommends that Mayor & Council consent to the applicants request subject to the above conditions.

memo

Grace Episcopal Church

To: Mayor Karin Tome
Bob McGrory, City Administrator
Ellis Burruss
Harry Lashley
Carroll Jones
Jeff Snoots
Angel White

From: The Rev. Anjel Scarborough, Rector

CC: Chief Milton Frech

Date: 11/24/2015

Re: Updated proposal to address parking issues on 2nd Avenue and East A Streets

Grace Episcopal Church has experienced resurgence in membership and renewed growth in the past 4 years. During the past year, we have experienced increased pressures for parking spaces along East A Street between 1st and 2nd Avenues. This increased pressure is largely due to a small number of residents who either have multiple vehicles in their household or, in one case, a resident who has multiple extended family members residing in the home periodically, each of whom has a vehicle. Unfortunately, the residents do not avail themselves of parking their additional vehicles behind their homes but rather put them along A Street and down 2nd Avenue – taking up the frontage around Grace Church and our Rectory.

These two issues have created serious difficulty in providing parking on Sunday morning for worship along A Street and 2nd Avenue. Like many churches, some of our members have mobility challenges which require them to park along A Street to minimize the risk of walking on hills. Currently, Grace has one handicapped parking space at the corner of 2nd Avenue and A Streets. Since painting the curb to the regulation length, we no longer have the problem of parking encroachment into this space by residents.

Earlier this year, I had a conversation with Chief Frech regarding possible solutions to the parking shortage around Grace and how we could better address the mobility issues of our members and we presented a proposal to the City to assess the possibility of a diagonal parking solution with a change of traffic pattern on 2nd Avenue. I thank the City for their consideration of this option and for sending out a DPW crew to measure the street and assess the feasibility. After that study was completed, it was clear that a net gain of 1 parking space was no reason to implement a traffic pattern change along 2nd Avenue. This leads us to the options of "Plan B."

In my earlier conversations with Chief Frech, we discussed the following options in alleviating the problem of parking around Grace Church:

memo

1. Install signs in front of the church and rectory stating: "Church Parking Only: Sundays 6AM – 2PM". This would allow our members with mobility challenges to find safer parking along A Street in front of our church and rectory.
2. Install similar signs along both sides of 2nd Avenue between A Street and Mooseheart Drive.
3. Marking the street along A Street and 2nd Avenue for regulation parking spaces as has been done along Potomac Street. Part of the problem is some of our A Street residents do not know how to parallel park efficiently and take up the equivalent of two parking spaces. Marking the pavement is likely to result in more efficient parking.
4. Mark the spaces behind the church and rectory on Mooseheart Drive as "Church Parking Only" to have space for members and staff during the week.

Concerns have been raised as to how the "Church Only" parking would be enforced. As the rector of the parish, I am the first to arrive on Sunday mornings at 7 am. Our members do not arrive for worship until about 7:50 am. If the "Church Only" parking signs state the times from 6 am – 2 pm on Sundays, anyone parked in this zone when I arrive is not a member of the church and we can work with the police to address this should it happen. When we have had the City put out temporary "No Parking" signs, our neighbors have been compliant which sets a precedent for our belief that the posting of signage will likely be sufficient to clarify what the parking is for and when it is reserved, enforcement will not be a huge problem.

The major barrier to Grace Church's growth is lack of access to the building. Parking is part of that issue as is the overall accessibility. We cannot improve the parking conditions without the City's help. The City has assisted St. Francis Catholic Church by allowing parking along B Street during church services and has marked the metered spaces in front of New Hope United Methodist as church parking only on Sunday mornings. We are asking for similar accommodation.

We respectfully ask the City Council to consider this proposal to address the parking congestion around Grace Episcopal Church.

City of Brunswick Economic Initiatives and Incentives

City Progress Report: December 2015

Ongoing City Initiatives	City Progress/Update
Economic Development Coordinator/Main Street Manager <ul style="list-style-type: none"> • City-created position to provide stronger emphasis on city-wide economic development while maintaining strong focus on downtown business district 	Hired February 2014
Code Enforcement	Issuance/continued issuance of progressive-fee citations for code violations
Vacant Property Ordinance Purpose: <ul style="list-style-type: none"> • Promote and assure public safety, health, and welfare • Prevent deterioration of Vacant Non-Residential Structures in the City of Brunswick • Support property values • Encourage responsible management and use of Vacant Non-Residential Structures through licensing and inspections. 	Ordinance 518 Passed September 8, 2015
Press Releases/Publicity	Planning, coordination and assistance provided as requested/needed PRFrederick from Frederick County Office of Economic Development available to all businesses
Grand Openings/Ribboncuttings	Planning, coordination and assistance provided as requested/needed

<p>Business Recognition Programs</p> <ul style="list-style-type: none"> • Business Appreciation Week • Milestone Business Recognition 	<p>Brunswick Day October 20, 2015 Participate with Frederick County Office of Economic Development in annual Business Appreciation Week: October 19-23, 2015</p> <p>Recognition of years in business in the City event: November 12, 2015</p>
<p>Maryland Enterprise Zone Program</p> <ul style="list-style-type: none"> • State-authorized program that gives local governments legal authority to offer certain economic incentives 	<p>City of Brunswick Economic Development Commission (EDC) has reviewed guidelines and voted November 16, 2015 to forward to Mayor/Council for review and possible submission by next deadline of April 15, 2016</p>
<p>City/County/State Coordination Meetings</p> <ul style="list-style-type: none"> • Projects • Programs • Initiatives 	<p>Meetings with City officials/ economic development with County Councilmember Jerry Donald, County Office of Economic Development, State Department of Commerce and Congressman Delaney's office</p>
<p>MacKenzie Recommended Economic Incentives</p>	<p>City Progress/Update</p>
<p>Redevelopment Zone</p> <ul style="list-style-type: none"> • Objective: to place certain properties in a select category among all downtown parcels for the priority recognition in all facets of redevelopment, permitting, tax accounting, use and marketing. • Geographic parameters • Benefits • Approval process/requirements • Entitlements 	<p>No action has been taken at this time.</p>
<p>Reduced Tax Base</p> <ul style="list-style-type: none"> • Impact to undeveloped properties • 5-year to 10-year phase in • Emphasis on exterior improvements 	<p>The EDC has voted unanimously to forward Commercial Property Rehabilitation Tax Credit ordinance language to the Mayor and Council.</p>

<ul style="list-style-type: none"> • Conversion of residential to commercial • BOLD, AGGRESSIVE, TIMELY • Possible PRIORITY properties 	<p>The language allows the City of Brunswick to grant a tax credit against real property taxes to those property owners who are entitled to, apply for and receive a similar tax credit against Frederick County real property taxes under the “Frederick County Revitalization Area Rehabilitated Structures Tax Credit.”</p> <p>The EDC has voted unanimously to forward Historic District Tax Credit ordinance language to the Mayor and Council. The language allows for a tax credit on an existing structure that is located in a historic district. Brunswick has a national historic district designation for a portion of the City. The tax credit is as follows and is retroactive to the real property improvements as designated for FY2013:</p> <p>Year 1 – 100% Year 2 – 100% Year 3 – 80% Year 4 – 60% Year 5 – 40% Year 6+ -- 0%</p>
<p>“Character” Maintenance</p> <ul style="list-style-type: none"> • Impact to blighted properties • 5-year schedule • Emphasis on size of property/building • Value of maintenance expenses • Consistent and uniform 	<p>No action has been taken at this time</p>
<p>Employment Tax Credit</p> <ul style="list-style-type: none"> • Available for all existing and new businesses • Jobs = Spending = Housing = Synergy • Guidelines: 	<p>No action has been taken at this time</p>

<ul style="list-style-type: none"> ▪ Full-time positions only ▪ Minimum term of employment: 6 months or 12 months ▪ Owners excluded ▪ Proper application/documentation process ▪ "Sunset" provision? 	
<p>Impact fee amortization/relief</p> <ul style="list-style-type: none"> • Likely to affect restaurants and multi-family only • Applicable to conversions and expansions • Guidelines: <ul style="list-style-type: none"> ▪ Abated fee after credit of existing conditions ▪ 5-year to 10-year term ▪ Conveyed to business or property owner ▪ Proper application/documentation process ▪ Priority review ▪ Immediate impact? ▪ "Sunset" provision? 	<p>No action has been taken at this time</p>

§ 1-8-3. PROPERTY TAX CREDITS.

Pursuant to Md. Code Ann., Art. 81, § 9C(a), the following rules and regulations are adopted governing county property tax credits under such § 9C.

(A) Any person, organization or entity eligible for a tax credit under § 9C shall file with the [office of the Board of County Commissioners] COUNTY an application for a tax credit for each taxable year. Such application may be made at any time up to October 1 of any given taxable year; provided, that if no application is received on or before that date, any credit hereunder shall not be allowed. Any application shall be made under oath or affirmation.

(B) Application shall be made on forms prepared by the [office of the Board of County Commissioners] COUNTY. These rules and regulations shall not govern any tax credit for property in any historical district, but tax credits for any property within an historical district shall be governed by the regulations adopted by the [Board of County Commissioners] COUNTY on April 7, 1975.

(C) These rules and regulations shall be administered by the [administrative assistant to the Board of County Commissioners] COUNTY EXECUTIVE.

(D) Notice of the credit shall be given to each taxpayer entitled to a credit at the time the tax bill is sent to him.

(E) The credit allowed, if the applicant is eligible, shall be the total assessed value of the property multiplied by the county ordinary tax rate.

(F) In the event a qualified applicant pays more county taxes than due for a tax year in which the applicant is qualified for a tax credit under Md. Code Ann., Art. 81, § 9C, [upon certification by the administrative assistant to the Board of County Commissioners], the County Treasurer is hereby authorized to refund any county taxes collected in excess of the amount due as determined by the [administrative assistant to the Board of County Commissioners] COUNTY. 3

(G) In the event an applicant is determined by the [administrative assistant to the Board of County Commissioners] COUNTY to be eligible under the law and these regulations for a tax credit and the taxes for the taxable year have not been paid, the County Treasurer is hereby directed to give a credit on the county taxes due in an amount calculated as provided in paragraph (E), and the administrative assistant is authorized and directed to issue a tax credit certificate on a form to be devised by him which shall be accepted by the County Treasurer as evidence of any credit due under this section, and the County Treasurer shall collect only any amount due for taxes after deducting the amount of the tax credit.

(1959 Code, § 33-16)

§ 1-

adapted from Middletown, Maryland's Code of Ordinances

Historic District Tax Credit.

A.

The [Town of Middletown] City of Brunswick shall grant a property tax credit under this section against the [Middletown] city tax imposed on real property on which an improvement is made to an existing structure that is located in a historic district. "Historic district" is defined as any district located within the corporate limits of the [Town of Middletown] City of Brunswick and which is so identified or designated on the National Register of Historic Places or by the Maryland Historical Trust.

B.

The property tax credit granted under this section shall be the following percentage of the increase that is due to the improvement:

1.

One hundred (100) percent of the increase in the assessment of the real property in the 1st and 2nd taxable years that the improved structure is subject to the town property tax;

2.

Eighty (80) percent of the increase in the assessment of the real property in the 3rd taxable year that the improved structure is subject to the town property tax;

3.

Sixty (60) percent of the increase in the assessment of the real property in the 4th taxable year that the improved structure is subject to the town property tax; and

4.

Forty (40) percent of the increase in the assessment of the real property in the 5th taxable year that the structure is subject to the town property tax.

C.

The tax credit shall be ended after the first to occur of either:

1.

The 5th taxable year that the improved structure is subject to the municipal property tax;

2.

The property is conveyed; or

3.

The structure is destroyed.

D.

Any person, organization or entity eligible for a tax credit under this section shall file with the [town] city office an application for the tax credit for each taxable year. Such application shall be made prior to or on October 1 of any given taxable year. If no application is received on or before that date, any credit otherwise permitted hereunder for that year shall not be allowed. The application shall be made under oath or affirmation and shall be made on forms prepared and supplied by the [town] city. The application shall be referred to city staff for review and consideration. Tax credits may be applied retroactively.

Commercial Property Rehabilitation Tax Credit. - *The terms of this tax credit were developed by Frederick County and the Town of Middletown, to be adopted by any other municipality in the county desiring to do so. The requirements and tax credit structure are separate documents.*

A.

Purpose. The City of Brunswick deems it to be in the best interest of the health, safety and welfare of the citizens of the city to provide incentives for owners of certain commercial properties to improve, renovate and rehabilitate dilapidated, decaying or neglected structures which may be situated on those properties. The purpose of this section is to grant a tax credit against] Brunswick real property taxes to those property owners who are entitled to, apply for, and receive a similar tax credit against Frederick County real property taxes. In granting such tax credit, the] City of Brunswick seeks to encourage capital reinvestment in and revitalization of commercial property in the city.

B.

The owner of any property located within the corporate limits of the City of Brunswick who is entitled to, applies for and is granted a "Frederick County Revitalization Area Rehabilitated Structures Tax Credit" pursuant to Section 1-8-304 of the Frederick County Code, as amended from time to time, shall also be entitled to a credit against Brunswick real property taxes for that same property.

C.

The credit against Brunswick real property taxes granted hereunder shall be for the same percentage amounts against municipal taxes and shall be subject to the same requirements, limitations, restrictions, qualifications and termination standards which are applicable to the credit against Frederick County real property taxes pursuant to Section 1-8-304 of the Frederick County Code.

D.

Any property owner who applies to Frederick County for the Frederick County Revitalization Area Rehabilitated Structures Tax Credit shall submit, at the same time, a copy of such application to the city. Upon receiving notice or other documentation from the county reflecting the county's acceptance for such property into the tax credit program, a copy of such notice or documentation shall be provided promptly to the city. The credit against municipal real property taxes shall not be applicable unless and until such documentation is submitted as required herein.

E.

This section shall be applied retroactively to September 16, 2012.- **to be adjusted accordingly**

