

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, February 9, 2016, 7:00 P.M.

The February 9, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; 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; Patrick Hoffmaster, Director of Utilities; and Terri Householder, Economic Development Coordinator.

Mayor Tome read the following statement:

The Brunswick City Council met in closed session on February 9, 2016 at 5:30 P.M. at City Hall to discuss personnel matters, to consider the acquisition of real property for a public purpose and matters related directly thereto, and consult with staff about pending or potential litigation. 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:

- Personnel matters – discussed employee transitions and specific personnel issues in all four City departments, including a prospective hire in the Utility Department.
- Consult with Staff about Pending or Potential litigation – discussed an issue of potential litigation.
- Real Property Acquisition – discussed the possible acquisition of a piece of real property for a public purpose and the means to facilitate such acquisition.

No actions were taken.

Mayor's Remarks

- Mayor Tome thanked the general public, emergency responders, and City staff for the way they handled themselves during the historic blizzard a few weeks ago.
- Mayor Tome discussed her involvement with the Maryland Municipal League Legislative Committee and the conference of the Maryland Mayors' Association, of which she is an officer.
- Tim Ailsworth, Executive Director of Local Government Insurance Trust (LGIT) presented a rebate check for the City's participation in LGIT's health cooperative program.

- City Utility Department employee Chase Woods was congratulated on a promotion he received, having completed the Maryland Department of the Environment licensing requirement as a Water Operator.
- Economic Development Coordinator Terri Householder and Sandy Wagerman, Frederick County Office of Economic Development, discussed the City's proposed application for Enterprise Zone designation from the State of Maryland, in cooperation with Frederick County.

Approval of Minutes

- Mayor & Council – January 12, 2016
- Closed – January 12, 2015

Ms. White made a motion to accept the minutes. Mr. Stull seconded the motion, which passed 6-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered by Jerry Donald, Frederick County Council Member.

Report of Officers – Council – Committees

Mr. McGrory offered comments regarding the Administrative Department.

Mr. Gerstner offered comments regarding the Public Works Department.

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

- Enterprise Zone Application

The Council further discussed the prospective Enterprise Zone application.

Mr. Stull moved to approve the enterprise zone map and application. Mr. Snoots seconded the motion, which passed 6-0.

- Sidewalk Improvement Loan Program

Mr. McGrory discussed the background of this issue and thanked Council Member Lashley for his efforts in drafting the proposed legislation. A detailed discussion regarding potential ways to run the program and funding ensued.

Mr. Lashley moved to approve the Sidewalk Improvement Loan Program. Ms. White seconded the motion, which passed 6-0.

New Business

- Development and Administrative Fee Schedule

Mr. McGrory explained the background of this issue. The proposed additions to the fee schedule included fees related to notary services at City Hall, transportation network services, and the vacant property regulations recently passed by Council.

Mr. Lashley moved to approve the Development and Administrative Fee Schedule, dated February 9, 2016. Mr. Snoots seconded the motion, which passed 6-0.

- Traffic Control Request – Handicap Parking – 300 Block West Potomac Street

Mr. McGrory discussed the background of this issue. Staff recommended designating one handicap space at this location closer to when the proposed business, Smoketown Brewing Station, opens, with the option to designate additional spaces should the need arise after the business is open. The owner was amenable to this partial grant of the request.

Mr. Snoots made a motion to designate one handicap space in the 300 block of West Potomac Street. Mr. Burruss 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 8:54 p.m.

Submitted by: Carrie Myers

Approved By: Karin Lore 24 March 2016
Mayor Date

Witnessed By: [Signature] 3/24/16
City Administrator Date