

**MAYOR AND COUNCIL MEETING  
TUESDAY, APRIL 12, 2016  
After the 7:00 PM Public Hearing**

**AGENDA**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
  - a. Appointment of Board of Election Supervisors
  - b. Appointment of City Attorney
  - c. Proclamation – Wear Blue Day – Child Advocacy Center of Frederick County
- 3. APPROVAL OF MINUTES**
  - a. Closed Meeting – February 9, 2016
  - b. Closed Meeting – March 8, 2016
  - c. Closed Meeting – March 21, 2016
  - d. Public Hearing – March 8, 2016
  - e. Mayor & Council – March 8, 2016
  - f. Mayor & Council Special – March 23, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
  - a. Special Ordinance Number 520 - Fiscal Year 2016 Budget Amendment – second reading and possible vote
  - b. Resolution 2016-02 – Purchase of 40-42 West Potomac Street – vote
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
  - a. Federal Emergency Management Agency (FEMA) Public Assistance Application - discussion
- 7. CONSENT AGENDA**
  - a. WWTP Chemical Order Purchase Order #WW107
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - a. Fiscal Year 2017 Budget Discussion
  - b. Solar Power Purchase Agreement (with Solar City, including panel installation at the Brunswick Sports Complex) – possible vote
  - c. CSX Lease Renewal – possible vote
  - d. Affirmation of Contract Regarding Proposed Purchase of 811 West Potomac Street – vote
  - e. Sports Complex/Skate Park Improvement – Half Pipe – discussion and possible vote
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

4/7/2016 3:42 PM

# Oath of Office

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I, Walter Bell, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Board of Election Supervisors, City of Brunswick, Frederick County, Maryland.

**Walter Bell**

Appointed by the Mayor, with the advice and consent  
of the Council on April 12, 2016.  
Sworn to and subscribed before me, Mayor of Brunswick,  
Maryland this 12<sup>th</sup> day of April, 2016.

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Karin B. Tome, Mayor

# Oath of Office

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I, Donald Deener, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Board of Election Supervisors, City of Brunswick, Frederick County, Maryland.

**Donald Deener**

Appointed by the Mayor, with the advice and consent  
of the Council on April 12, 2016.  
Sworn to and subscribed before me, Mayor of Brunswick,  
Maryland this 12<sup>th</sup> day of April, 2016.

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Karin B. Tome, Mayor

# Oath of Office

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I, Bradley George, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Board of Election Supervisors, City of Brunswick, Frederick County, Maryland.

**Bradley George**

Appointed by the Mayor, with the advice and consent  
of the Council on April 12, 2016.  
Sworn to and subscribed before me, Mayor of Brunswick,  
Maryland this 12<sup>th</sup> day of April, 2016.

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Karin B. Tome, Mayor

# PROCLAMATION

## NATIONAL CHILD ABUSE PREVENTION MONTH APRIL, 2016

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**WHEREAS**, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community; and

**WHEREAS**, the effects of child abuse are felt by a whole community and need to be addressed by the entire community; and

**WHEREAS**, effective child abuse prevention programs succeed because partnerships are created among social service agencies, schools, religious organizations, local governments, law enforcement agencies, and the business community; and

**WHEREAS**, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community; and

**WHEREAS**, all citizens should become involved in supporting parents to raise their children in a safe, nurturing environment.

**NOW THEREFORE**, on behalf of the Mayor and Council of Brunswick, I, do hereby proclaim the month of April, 2016 as National Child Abuse Prevention Month in The City of Brunswick and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to prevent child abuse, thereby strengthening the communities in which we live.

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Karin B. Tome  
Mayor, City of Brunswick

**City of Brunswick**  
**Mayor and Council Public Hearing Minutes**  
Tuesday, March 8, 2016, 7:00 P.M.

The March 8, 2016 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, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; and Carrie Myers, Office Manager.

Mr. McGrory gave a background of Resolution 2016-01 – Application for the Establishment of the Brunswick, Maryland Enterprise Zone. Mr. McGrory mentioned that there are currently no other enterprise zones in Frederick County, and that establishing an enterprise zone could help with tax incentives, job creation, and investment in real property. Frederick County government approved a resolution of support for Brunswick’s application last week. No public comment was received.

Mr. McGrory gave a background on Resolution 2016-02 – Purchase of 40-42 West Potomac Street. Comments were received from Jim Castle, 204 Tamarack Way, Current President of the Brunswick Potomac Foundation; and Amanda McGannon, East A Street, Current Board Member of Brunswick Potomac Foundation.

Ms. White made a motion to adjourn the Public Hearing at 7:14 p.m. Mr. Stull seconded, and the motion passed 5-0.

Submitted by: Carrie Myers

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

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

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, March 8, 2016, 7:14 P.M.

The March 8, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:14 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, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; and Carrie Myers, Office Manager.

Mayor's Remarks

- Mayor Tome mentioned the passing of Sam Householder, City GIS contractor.
- Mayor Tome mentioned the Public Safety Awards held this morning. Brunswick Police Officer First Class Tom Jesson was honored.
- Mayor Tome administered the oath of office to Jacquelyn Druktenis as a result of her promotion to Police Corporal.
- Chris Vigliotti presented a slideshow about the Hacker Space program beginning in Brunswick. Hacker Space will teach kids how to write computer code.

Mayor Tome read the following statement:

The Brunswick City Council met in closed session on March 8, 2016 at 5:49 P.M. at City Hall to discuss personnel matters 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, 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 the Police and Administration departments.
- Real Property Acquisition – discussed the possible acquisition of several parcels of real property for a public purpose and the means to facilitate such acquisition.

The Council voted unanimously that the City modify a job description by July 1, 2016. No other actions were taken.

Approval of Minutes

- Mayor & Council – February 9, 2016

Mr. Burruss made a motion to accept the minutes. Ms. White seconded the motion, which passed 5-0.

### Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered by Wayne Drozynski, 7<sup>th</sup> Avenue; Michelle Cotler, downtown Brunswick; Norman Cornelius, Jefferson Pike; and Eric Beasley, 27 East E Street.

### Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment

Mr. Burruss completed the first reading of the proposed ordinance. Mr. McGrory and Kim Miller, City Accountant, offered the background description of items in the budget amendment.

Mr. McGrory said there will be more changes added to this amendment and a second reading and vote will be held at the next Council Meeting.

- Resolution 2016-01 – Application for the Establishment of the Brunswick, Maryland Enterprise Zone

A public hearing was held on this subject earlier this evening. Ms. White made a motion to adopt Resolution 2016-01, authorizing an application for the establishment of the Brunswick, Maryland Enterprise Zone. Mr. Lashley seconded the motion, which passed 5-0.

- Resolution 2016-02 – Purchase of 40-42 West Potomac Street

A public hearing was held on this subject earlier this evening. Mr. McGrory mentioned that Mr. Snoots, although unable to attend the meeting, voiced his support for this resolution. Mr. Lashley made a motion to approve Resolution 2016-02, authorizing the purchase of 40-42 West Potomac Street. Mr. Burruss seconded the motion.

Ms. White asked for this item to be tabled so that another public hearing could be held next month, allowing for more public input. Mr. Lashley and Mr. Burruss expressed their desire to move forward with a vote at tonight's meeting. Mr. Jones and Mr. Stull agreed the item should be tabled by one month. All Council Members expressed their support of the resolution.

Ms. White made a motion to table Resolution 2016-02 until next month. The motion was seconded by Mr. Jones, and passed 3-2, with Mr. Burruss and Mr. Lashley voting against the motion.

### Report of Officers – Council – Committees

Mr. McGrory offered comments regarding the Administrative Department.

Chief Frech offered comments regarding the Police 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.

New Business

- Fiscal Year 2017 Budget – Revenue

Mr. McGrory discussed budget revenue sources known to date. He also discussed the constant yield rate, and the staff's intent to propose a reduced tax rate below the constant yield.

Mr. Jones asked for special Council meetings to discuss just the Fiscal Year 2017 budget, with no other agenda items included.

- Solar Power Purchase Agreement

Mr. McGrory discussed the background of this issue. Pricing options provided by Solar City are valid until the end of March, therefore Mr. McGrory felt the Council would probably want to schedule a second meeting later in the month.

Dan Roe offered additional comments on this issue. He discussed some missing pieces in the proposed Solar City contract, including the lack of offer for flat rate pricing. Mr. Roe's recommendation was to continue to negotiate the contract with Solar City and bring this item back to the Council later in March.

Adjournment

Mr. Stull moved to adjourn the meeting. Ms. White seconded the motion, which passed 5-0. The meeting was adjourned at 9:12 p.m.

Submitted by: Carrie Myers

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

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

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, March 21, 2016, 7:00 P.M.

The March 21, 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, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Director, Public Works; and Patrick Hoffmaster, Director, Utilities.

Mayor's Remarks

Mayor Tome introduced Frederick County and other officials to update the Council and community on public safety and emergency management issues.

- Jan Gardner, County Executive; Bud Otis, County Council President; and Jerry Donald, County Council Member
- Emergency Management Overview
  - Jack Markey, Director, Division of Emergency Management
- CSX briefing on rail safety and operations
  - Jason Bishop, Manager of Community Affairs and Safety
- Division of Fire/Rescue Services and Volunteer Fire Rescue
  - Tom Owens, Director, Division of Fire and Rescue Services
  - Chip Jewell, Director, Volunteer Fire and Rescue
  - Asst. Chief Steve Shook, Brunswick Volunteer Fire Department
  - Andy Smothers, Chief, Brunswick Volunteer Ambulance and Rescue Company
- Law enforcement and crime prevention
  - Milt Frech, Chief, Brunswick Police Department
  - Chuck Jenkins, Sheriff, Frederick County, Maryland
- Personal preparedness efforts and county emergency notification system
  - Seamus Mooney, Director, Emergency Preparedness
  - Dave Kline, Area Manager – External Affairs, First Energy/Potomac Edison

Citizens' Forum (Petitions, Remonstrances, and Communications)

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 5-0. The meeting was adjourned at 9:04 p.m.

Submitted by: Carrie Myers

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

**State of Maryland  
Public Assistance Program  
Applicant/Subrecipient Certifications and Assurances &  
Award Acceptance Agreement**

Declaration Date: March 4, 2016 Disaster Number: FEMA-4261-DR-MD  
Applicant/Subrecipient: City of Brunswick, Md.  
DUNS Number: 96-013-7842

This Award Acceptance Agreement (hereinafter the "Agreement") is entered into on \_\_\_\_\_, by and between the Maryland Emergency Management Agency (hereinafter "MEMA") and the Applicant/Subrecipient (hereinafter the "Subrecipient") listed above for the award and management of funds under the Public Assistance Program.

The Subrecipient does hereby agree to the following:

**Article I - Purpose**

This agreement sets forth the terms and conditions whereby the Maryland Emergency Management Agency (MEMA) agrees to provide the Federal Emergency Management Agency (FEMA) Public Assistance Program funding to eligible Subrecipients.

**Article II – General Statement of Terms & Conditions**

This agreement is subject to the general conditions that follow and any special conditions attached hereto. This award is also subject to all applicable rules, regulations, and conditions prescribed by the FFEMA and the State of Maryland.

**Article II - Term of the Agreement and Effective Date**

This Agreement between MEMA and the Subrecipient shall be effective upon execution of the agreement by both MEMA and Subrecipient and is effective on the date the fully executed Award Acceptance Agreement is received by MEMA. No funds will be awarded to the Subrecipient until such time as this document is in the Subrecipient's Public Assistance file at MEMA.

**Article IV – Scope of the Agreement**

This agreement shall apply to all Public Assistance disaster funds provided through the MEMA to the Subrecipient as a result of the above referenced disaster.

**Article IV – Failure to Comply**

Failure to comply with the conditions and requirements set forth will result in the suspension of and/or recovery of funding for projects under this subaward under the above-referenced disaster and may affect Subrecipient's eligibility for future funding under the Public Assistance Program.

**Article V – Conflicts of Interest**

1. The Subrecipient must disclose, in a timely manner and in writing to FEMA and MEMA, any potential conflict of interest in the Federal award's cycle.
2. The Subrecipient must disclose, in a timely manner and in writing to the FFEMA and MEMA, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.

**Article VI – Accounting and Record Keeping**

The Subrecipient shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting standards and shall maintain all records and supporting documentation associated with the disaster in accordance with 2 CFR § 200.333. Records are to be maintained by the Subrecipient for a period of three (3) years from the date of closeout for the aforementioned disaster number.

**Article VII - Procurement**

The Subrecipient agrees to abide by their respective procurement rules, policies, and/or procedures as outlined in 2 CFR Part 200.318 to 200.326. If there are no written rules, the Subrecipient agrees to abide by the State of Maryland's procurement rules, policies, and/or procedures. A copy of the Subrecipient's procurement policy will be provided to MEMA upon request.

### Article VIII - Audit

Under the conditions of 2 CFR Subpart F, a Non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. The audit is to be completed within nine (9) months of the end of the Subrecipient's fiscal year. The Subrecipient shall have six (6) months upon completion of the audit to submit to MEMA any findings or corrective actions that must be undertaken. If the Subrecipient does not meet the conditions necessary for an audit, a letter stating such must be sent to MEMA. Should Subrecipient fail to accomplish any of these requirements; it may adversely affect your eligibility for future Public Assistance funding. The Subrecipient is responsible for all audit fees associated with these federal funds.

### Article IX - Governing Laws, Regulations, and Statutes:

The Subrecipient hereby assures and certifies compliance with all applicable statutes, regulations, policies, guidelines, and requirements, including, but not limited to the following:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Title 31 of the Code of Federal Regulations, Section 205.6
- Title 44 of the Code of Federal Regulations
- OMB Circulars A-192: Grants and Cooperative Agreements with State and Local Governments
- 2 CFR Part 200

### Article X - General Conditions and Standard Assurances:

The Subrecipient hereby assures and certifies compliance that:

1. Subrecipient is aware of and understands the Public Assistance Program will cover a percentage of eligible project costs; any non-federal share of eligible costs must come from the Subrecipient. The Subrecipient's costs share cannot include any federal funds outside of the Public Assistance Program. The State of Maryland does not provide additional funds to cover any portion of the Subrecipient's cost share.
2. Subrecipient has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability, specifically funds sufficient to pay the required non-federal share of 25% of the project cost and to ensure proper planning, management, and completion of the project.
3. Subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Subrecipient will give MEMA or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
5. Subrecipient shall not deviate from the Scope of Work as provided in the Project Worksheet(s), without first receiving written approval from the FEMA through MEMA.
6. Subrecipient will assure compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, Executive Order 11593, Protection and Enhancement of the Cultural Environment, the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969, as amended, if applicable.
7. Subrecipient will abide by the following work completion deadlines:
  - a. Emergency Work (Categories A and B) shall be completed within six (6) months from the date the disaster received a Federal Declaration.
  - b. Permanent Work (Categories C – G) shall be completed within eighteen (18) months from the date the disaster received a Federal Declaration.
  - c. Extensions may be granted, upon request, for those factors that are out of the span of control of the Subrecipient. The Subrecipient must write a letter to the State Public Assistance Officer at MEMA, requesting an official extension and supplying valid documentation/reasoning as to why the project worksheet cannot be completed on time. Authorization for an extension remains at the discretion of MEMA and/or FEMA and will be made in writing by MEMA or FEMA depending agency's respective extension authority.
8. Subrecipient will submit to MEMA, quarterly updates on all open projects. These updates will be due on March 31, June 30, September 30, and December 31. Failure to comply with these timelines may result in loss of current and/or future funding under the Public Assistance Program.
9. Subrecipient shall not enter into any cost plus percentage of cost contracts or contracts for which payment is contingent upon receipt of Federal Disaster Funds, or into any contract with any party which is debarred or suspended from participating in federal assistance programs.
10. Subrecipient shall, upon request of MEMA, participate in initial, interim, and final site inspections with State Public Assistance Officer or designee.

11. Subrecipient shall return to the State, within two months of written request, any reimbursement due the State or Federal Government, not supported by audit or other review of documentation maintained by the Subrecipient.
12. Subrecipient shall comply with any mitigation requirements for repair or replacement of projects subject to repeated damages from flooding or other hazards and shall comply with any requirement by FEMA to obtain and maintain flood insurance.
13. Subrecipient shall comply with any requirement by FEMA to obtain and maintain any insurance coverage prior to receipt of funding. Subrecipient shall produce evidence and documentation of said insurance coverage.
14. Subrecipient shall ensure that all applicable local, State, and Federal permits have been obtained prior to starting any construction and that all projects are consistent with current codes and standards.
15. Subrecipient has the right to opt out of the Public Assistance Program for any project(s) prior to receiving funds. A written request must be submitted to the MEMA Public Assistance Officer indicating the Project Worksheet number for the project for which the Subrecipient no longer wishes to pursue for reimbursement.
16. Subrecipient will comply, and will require contractors to comply, with any applicable statutorily-imposed nondiscrimination requirements, including the Civil Rights Act of 1964 (42 U.S.C. §2000d); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); and the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07).

#### **Article XI - Certifications Regarding Lobbying, Debarment, Suspension**

1. Subrecipient if it is a governmental entity, it will comply with requirements of 5 U.S.C. § 1501-08 and § 7324-28, which limits certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
2. As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, the Subrecipient certifies that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510. The Subrecipient certifies that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
  - b. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2.2) of this certification; and have not, within a three-year period preceding this application, had one or more public transactions (Federal, State, or local) terminated for cause or default.
4. Where the Subrecipient is unable to certify to any of the statements in the above certifications, Subrecipient shall attach an explanation to this application.

#### **Article XII - Amendment**

This agreement may be amended at any time by MEMA. All amendments will be made in writing to the Subrecipient. Amendments may also be made by mutual consent between Recipient and Subrecipient if agree in writing by both parties.

#### **Article XIII – Termination of Agreement**

The Recipient reserves the right to terminate the Subrecipient as an applicant for failure to

comply with the terms and conditions set forth in this document. MEMA will provide written notice to the Subrecipient seven (7) calendar days before the effective date of the termination.

**Article XIV – Entire Agreement**

This Agreement represents the complete and final understanding of MEMA and the Subrecipient. No other understanding, oral or written, regarding the subject matter of this Agreement, may be deemed to exist or to bind the parties at the time of execution.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement.

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Russell Strickland  
Governor's Authorized Representative

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Subrecipient's Representative Signature

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Subrecipient's Name (Printed)

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Date

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Title

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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  
March 2016**

**Water Line Repairs and Maintenance**

Sitting out deployers, installing new water main of 4<sup>th</sup> Ave.  
Repair water main break at Rt.180 & S. Mountain Rd.

**Sewer Line Repairs**

Jetter maintenance, camering main lines, Sewer back-up at 502 E.F St.

**Water Valve Maintenance**

N/A

**Fire Hydrant Maintenance**

Rebuilt hydrant at Rt. 180 & 478

**Street Repair and Maintenance**

Hot mix at Souder Rd & Maple Ave., cold mix pot-holes

**CIP Projects**

N/A

**Storm Drain Maintenance**

Replace storm drain pipe at lower ball diamond on Cummings Dr., Clean storm drains at Camp-Site.

**Miscellaneous Tasks and Maintenance**

Marking Miss Utility tickets, repair roof at pool, cleaning graffiti off city property, dewatered snow equipment, Side walk inspections, measuring side-walks, Installing building & Park signs

**Construction and Contractor Support**

**Water Meter** 32-settlements, 2- replacements, 4- repairs, 3- high bill investigations, 13- new meter installs, 8- meter inspections, 7- u&o inspections,

**Safety** James Daugherty, & Brent Cavalier completed training for 10 hour construction safety. Show inhouse video on safe trenching & shoring

## WATER PLANT PROJECTS & MAINTENANCE –March 2016

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received chemical deliveries of Caustic, Acid and Del-pac
- 4) Acid Washed all filter clarifiers and media
- 5) Drained and cleaned both settling basins
- 6) Removed #1 filter influent valve and removed blockage
- 7) Installed new phase protection on the generator switch at the Reservoir

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- 8) Placed cross ties in front of the WTP to keep water away from the building
- 9) Mulched in front of the WTP
- 10) Cleaned around the outside of the building
- 11) Repaired a leak on the acid feed line
- 12) Installed a new sump pump and replaced old galvanized piping with plastic in the lower pump room
- 13) Received deliveries of caustic soda, sulfuric acid, Potassium permanganate and cl<sub>2</sub> gas.
- 14) Mowed and trimmed at Yourtee springs
- 15) Changed the oil in all air compressors
- 16) Greased and changed the oil in the Rapid mixer and flocculators



# THE CITY OF BRUNSWICK MARYLAND

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

## March Planning/Code Staff Report Mayor and Council 4-12-2016

### Planning

- Staff completed review on Section II B Brunswick Crossing
- Staff recorded plat for section 2A2.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- Staff issued U&O for Ace Hardware.
- Smoketown Brewery had soft opening in March.
- Staff attended County – Municipal planners meeting.
- 22 Zoning Certificates issued March
- 10 U&O's issued March
- No BoA meeting in March and no meeting is scheduled for April.
- Planning Commission did not meet in March a meeting is scheduled for April.

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
19	<del>16-</del> 19	<del>25-</del> 479629	2-3-16	365	Branda Fauble	7	Peach Orchard Ct	Daycare
20	<del>16-</del> 20	<del>25-</del> 589906	2-5-16	10 KK	Ryan homes	1142	Dargon Quarry Ln	SFD
21	<del>16-</del> 21	<del>25-</del> 591959	2-5-16	20KK	Ryan Homes	1112	Dargon Quarry	SFD
22	<del>16-</del> 22	<del>25-</del> 468708	2-9-16	1225	Eric Beasley	27	E. E St.	Int. Reno.
23	<del>16-</del> 23	<del>25-</del> 467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Wine & Chocolate Walk
24	16-	25-	2-3-16	943 &	Brunswick Main Street	1	E. Potomac St.	Down Hill Run

**ZC Log 2016**

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
	24	467094		944				
25	16-25-25	467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Community Picnic & Vendors
26	16-25-26	467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Potomac Street Mile Run
27	16-25-27	467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Halloween Party
28	16-25-28	467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Hometown Hollidays
29	16-25-29	464702	2-10-16	1677	FCPS High School	101	Cummings Dr	Dugout replacement
30	16-25-30	467094	2-3-16	943 & 944	Brunswick Main Street	1	E. Potomac St.	Progressive Dinner
31	16-25-31	473574	2-18-16	262	Heather Delaughter	26	E. Orndorff	Dumpster/Reno
32	16-25-32	478711	2-19-16	625	Solar Energy World- Chris Shipley	22	N. Virginia Ave	Solar Panels
33	16-25-33	479025	2-24-16	1363	Fireworks Now LLC	52	Souder Rd.	Fireworks Temp Business
34	16-25-34	592001	2-29-16	3 RR	Ryan Homes	409	Potomac View Pkwy	SFD
35	16-25-35	592007	2-29-16	9 RR	Ryan Homes	505	Potomac View Pkwy	SFD
36	16-25-36	492285	2-29-16	45 FF	Ryan Homes	1210	Volunteer DR	SFD

**MONTHLY CODE ENFORCEMENT REPORT**

Violations	March 2016	YTD January-March 2016	Past January-March 2015
<b>WARNINGS</b>			
Vehicles/ Vehicle repair	0/0	1/0	3/0
Property trash/ Unsec.	3/0	13/0	9/0
Property Repair/Property	1/2	2/2	1/3
Overgrowth /Unsanitary	1/0	1/0	0/0
Vac. prop.trash/ Unsec.vac	3/2	5/2	4/2
S.walk repair/ S.Walk Trash	0/1	0/2	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0

Animal Waste / Snow and	1/0	1/122	0/272
Livestock	0	0	1
Trash Cans /Signs	1/1	2/1	3/1
<b>Warning Totals</b>	<b>16</b>	<b>154</b>	<b>299</b>
<b>CITATIONS</b>			
Vehicles/ Vehicle repair	0/0	0/0	0/0
Property trash/ Unsec. prop	0/0	0/0	0/0
Property Repair/ Property	0/0	0/0	1/0
Overgrowth/ Unsanitary	0/0	0/0	0/1
Vac. prop. trash,/ Unsec.	1/0	1/0	0/1
S walk repair/ S walk trash	0/0	0/0	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste/ Snow and Ice	1/0	1/3	0/4
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	0	1
<b>Citation Totals</b>	<b>2</b>	<b>5</b>	<b>8</b>
<b>Complaints</b>	<b>12</b>	<b>27</b>	<b>8</b>

**Mayor & Council Meeting  
Consent Agenda Summary  
April 12, 2016**

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

- **Item #7A – Purchase Approval – Waste Water Department**

Purchase Order #WW107 is for Univar for the purchase of chemicals for the Waste Water Treatment Plant in the amount of \$13,800.

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

PURCHASE ORDER

VENDOR:

UNIVAR

DATE: 3-18-16

P.O. NO.: WW/07

SHIP TO:

WWTP

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

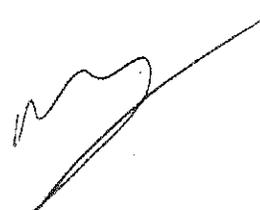
1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees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

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
	50,000 LBS OF 50% CAUSTIC SODA			\$ 13,800
	0.276 PPR/LB OR 552.00 TN			

WWTP, ACC # 60-533-60-9501

RECEIVED  
MAR 25 2016

BY: \_\_\_\_\_



SHIPPING

TOTAL

Approved by:



\$ 13,800

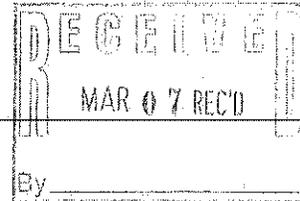


6737 Southpoint Drive S.  
Suite 100  
Jacksonville, FL 32216  
(904) 279-3826  
Fax (904) 332-7157

Karen P. Clarke  
Manager - Leasing

March 2, 2016

The Mayor and Council of Brunswick  
City of Brunswick, Maryland  
1 West Potomac Street  
Brunswick, MD 21716



Re: Lease Agreement BO L98243

To Whom it May Concern

By Lease Agreement dated August 1, 1986 between The Baltimore and Ohio Railroad Company, predecessor to CSX Transportation, Inc., The Real Estate and Improvement Company of Baltimore City, and The Mayor and Council of Brunswick, the City of Brunswick currently leases certain property located on the south side of East Potomac Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues for the purposes of a park.

It has come to CSX's attention that its communication tower located in the vicinity may locate within the leased Premises. CSX is in need of additional land to construct a signal bungalow and will be constructing it in the vicinity of the tower. Therefore, it will be necessary to remove the tower and additional area from the current Lease Agreement.

Accordingly, attached please find, in duplicate, an Amendment Agreement for execution by The Mayor and Council of Brunswick acknowledge and accepting the reduction in the leased Premises. Please arrange for execution returning both originals to my attention for execution on behalf of CSX Transportation, Inc. Upon execution a duplicate original will be forwarded to you for your files.

Should you have any questions, please feel free to contact me.

Sincerely,

  
Karen P. Clarke

Attachment

**AMENDMENT AGREEMENT**

THIS AMENDMENT AGREEMENT, made and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between CSX TRANSPORTATION, , whose mailing address is 500 Water Street, Jacksonville, Florida 32202, and THE REAL ESTATE AND IMPROVEMENT COMPANY OF BALTIMORE CITY, whose mailing address is 500 Water Street, Jacksonville, Florida 32202, hereinafter collectively called "Lessor" and THE MAYOR AND COUNCIL OF BRUNSWICK, whose mailing address is 1 West Potomac Street, Brunswick, Maryland 21716 hereinafter called "Lessee" WITNESSETH:

WHEREAS, Lessor and Lessee entered into a Land Lease dated August 1, 1986 (the "Lease"), as amended or supplemented. Lessee currently leases certain land containing a total of 24,000 square feet, more or less, hereinafter the "Premises", situated at Brunswick, County of Frederick, State of Maryland for the purpose of a public park and for no other purpose; and

WHEREAS, Lessor requires a portion of the Premises for the location and maintenance of a communication tower and the construction of a communication bungalow.

WHEREAS Lessee desires and Lessor agrees to supplement, modify and amend the Lease as provided hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants and obligations herein contained, the parties agree this Supplemental Agreement, will serve to amend the Agreement(s) as follows:

1. Exhibit A of the Lease is hereby deleted in its entirety and replaced with Exhibit A-1, dated 3/1/2016, attached hereto and made a part hereof.
2. The Premises shall be reduced from 24,000 square feet, more or less, to 20,038 square feet, more or less, as shown on Exhibit A-1, attached hereto and made a part hereof.

Except as provided in this Supplemental Agreement, all other terms and conditions of the Agreement(s) shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly signed, sealed and delivered in duplicate.

**Witness for Lessor:**

**CSX TRANSPORTATION, INC.**

\_\_\_\_\_

By: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Print/Type Title: \_\_\_\_\_

**Witness for Lessor:**

**THE REAL ESTAE AND IMPROVEMENT  
COMPANY OF BALTIMORE CITY**

\_\_\_\_\_

By: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Print/Type Title: \_\_\_\_\_

**Witness for Lessee :**

**THE MAYOR AND COUNCIL OF BRUNSWICK**

\_\_\_\_\_

By: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Print/Type Title: \_\_\_\_\_

EXHIBIT A-1

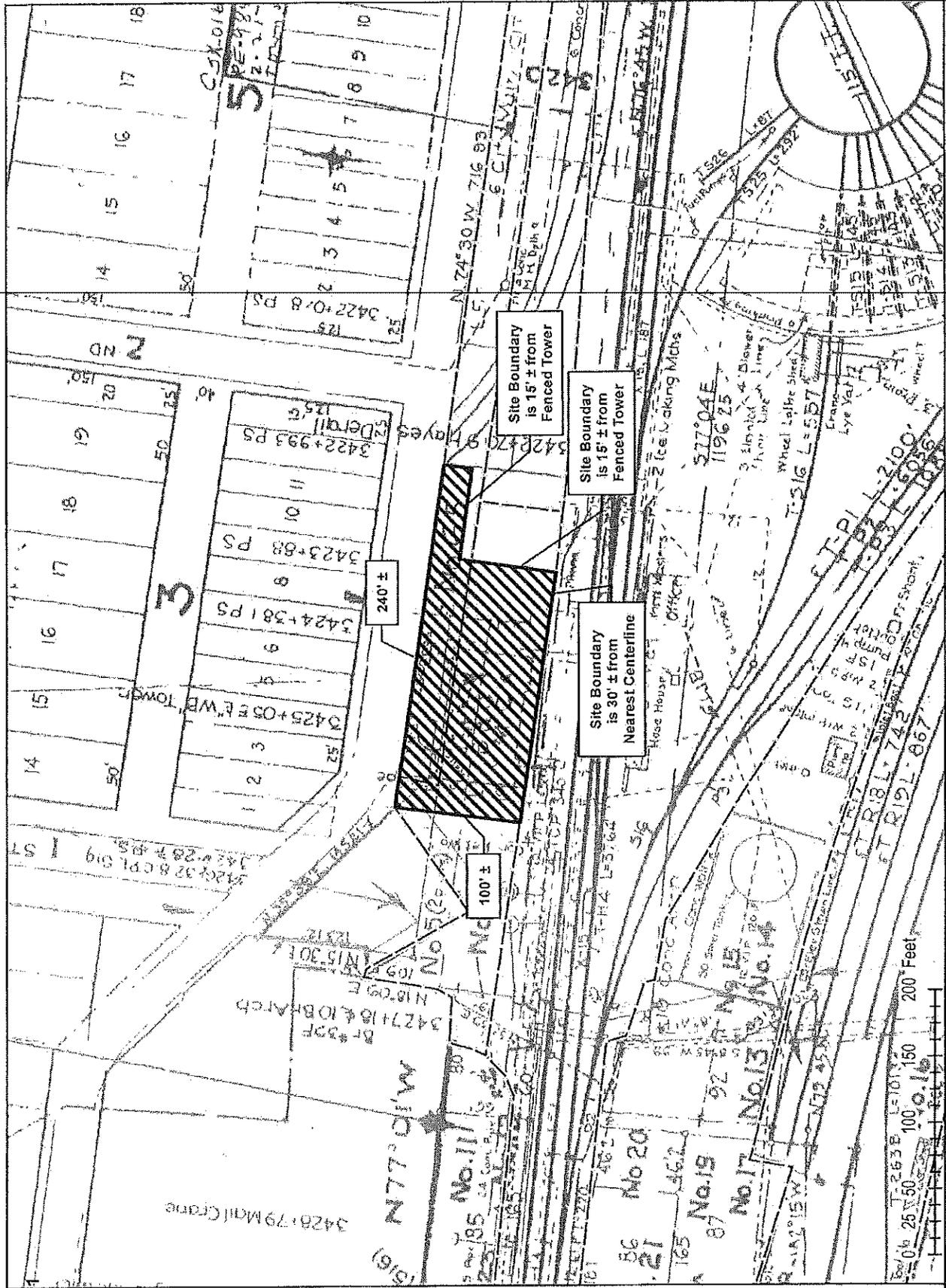
GIS #  
08413-001

INTEL #  
V17317

PIN #  
24021 0072



1" = 100'

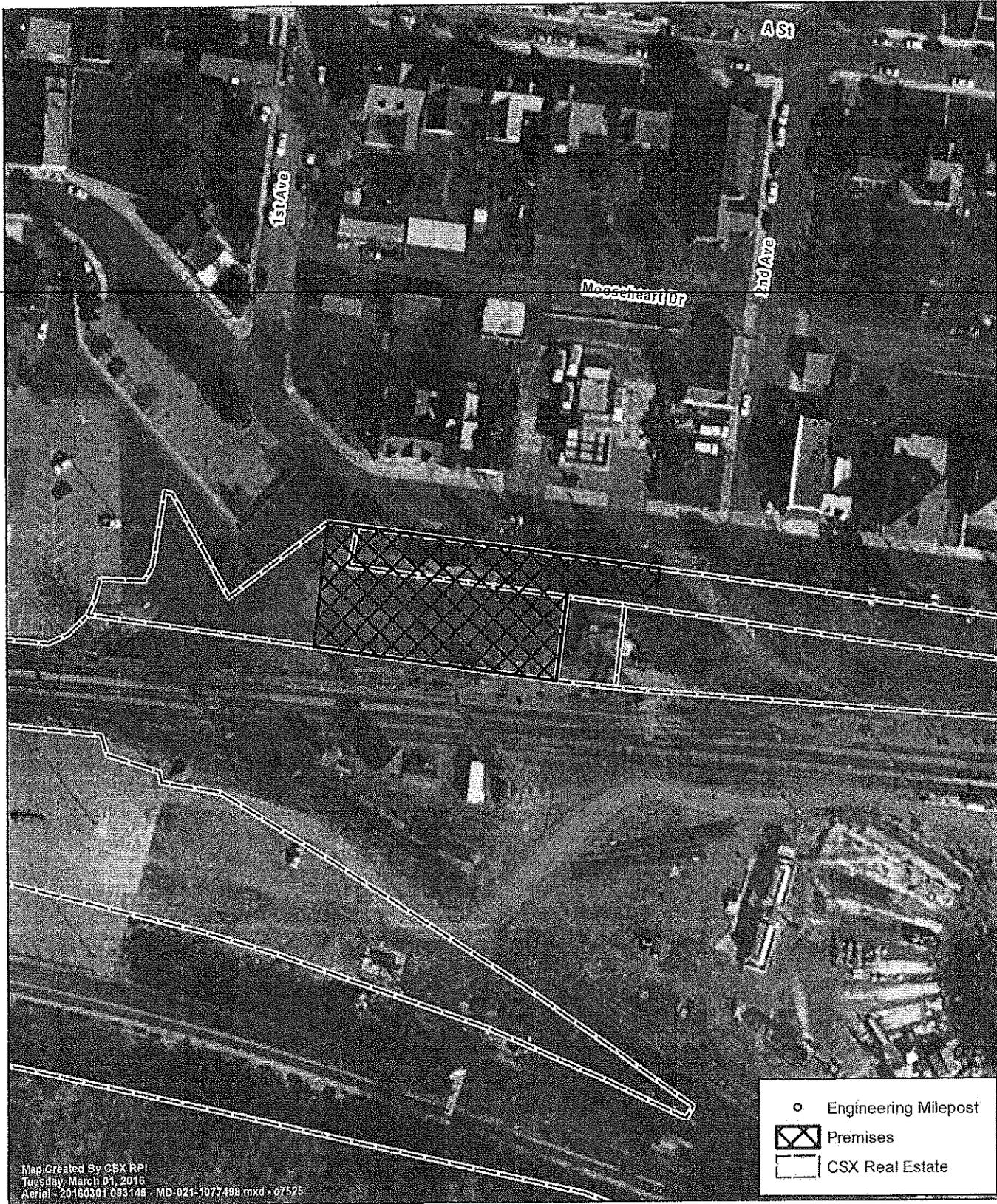


**CSX TRANSPORTATION, INC.**  
E. POTOMAC STREET  
SITE: MD-021-1077498  
FREDERICK COUNTY - BRUNSWICK, MD  
MILEPOST: BA 75.42 - BA 75.47

DIVISION: BALTIMORE  
SUBDIVISION: CUMBERLAND  
DATE: 03/01/2016  
REVISED: 03/01/2016  
DRAWN BY: 07525

- Engineering Milepost
- ▨ Premises 20,038 sq. ft.
- CSX Real Estate

THIS RAILROAD MAP EXHIBIT GRAPHICALLY REPRESENTS A PROPOSED REAL ESTATE TRANSACTION. IT MAY NOT REFLECT CURRENT ON-THE-GROUND CONDITIONS AND/OR ACTUAL LOCATIONS OF FEATURES. ALL DIMENSIONS, OFFSET DISTANCES, AREA CALCULATIONS AND MEASUREMENT NOTATIONS SHOWN ON THIS EXHIBIT ARE APPROXIMATE.

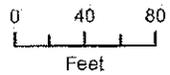


Map Created By CSX RPI  
 Tuesday, March 01, 2016  
 Aerial - 20160301 093145 - MD-021-1077498.mxd - 07526

- Engineering Milepost
- ▣ Premises
- - - CSX Real Estate



**E. POTOMAC STREET**  
**SITE: MD-021-1077498**  
**FREDERICK COUNTY - BRUNSWICK, MD**  
**BALTIMORE - CUMBERLAND**  
**MILEPOST: BA 75.42 - BA 75.47**



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

**PURCHASE ORDER**

VENDOR: *Knott's Welding, LLC*

DATE: *4/7/2016*

P.O. NO.: *A0-2016-31*

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
<i>1</i>	<i>Half Pipe fabrication &amp; delivery</i>			<i>\$ 9375.53</i>

*30-540-18-8500*

SHIPPING

TOTAL *\$ 9375.53*

Approved by:



5918 Laurel Court  
Adamstown, MD 21710  
301.788.9858  
[knottswelding@aol.com](mailto:knottswelding@aol.com)

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LETTER PROPOSAL

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March 18, 2016

**City of Brunswick / Jon**

600 Petersville Rd  
Brunswick, MD

Re: Half pipe Ramp Framing

Jon

Thank you for choosing Knott's Welding, LLC to provide the following scope of services for the above referenced project.

**Scope of Services**

- *Shop Drawings*
- *Fabricate Half pipe framing from 2 x 2 x 3/16 square tube to approved shop drawings*
- *Framing and railings will be fabricated to be a bolt together ramp*
- *Framing and railings to be hot dipped galvanized*
- *Knott's Welding LLC will deliver finished product to site*
- *Hardware not included*

**Fee for Services**

Services will be performed for a lump sum fee of Nine Thousand Three Hundred And Seventy Five Dollars And Fifty Three Cents (\$9,375.53). Sum includes all materials and labor to complete the job.

**Clarifications**

- Fee includes all labor and materials to complete the job
- A deposit fee of Four Thousand One Hundred And Twenty Five Dollars (4,125.00) will be needed one week prior of project start date.
- Additional services may be requested and shall be billed upon agreement of both parties.
- Invoices are due within 30 days of the invoice date. Payment on invoices not received by 45 days of the invoice may be subject to a 1.50% monthly charge of the unpaid balance and all work pertaining to this project will be suspended until all invoices are brought current.
  
- As of January 1, 2013 all proposals are valid for 45 days from bid date. (Due to fluctuating steel prices)

**Exclusions**



5918 Laurel Court  
Adamstown, MD 21710  
301.788.9858  
[knottswelding@aol.com](mailto:knottswelding@aol.com)

---

LETTER PROPOSAL

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- Engineering
- Demolition
- Bracing
- Shoring
- Any items outside scope of work

**Scheduling**

All scheduling is to be determined once preconstruction meetings have been held. Knott's Welding, LLC will need one (1) month notice prior to installation date for pre fabrication and galvanizing preparations.

Again, thank you for the opportunity to have Knott's Welding, LLC provide you the welding services needed to complete your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian V. Knott, Jr.", written over a light blue horizontal line.

Brian V. Knott, Jr.  
Owner

**Authorization:** By signing below, you are authorizing Knott's Welding, LLC to perform the above stated services and have full authorization to provide payment for services rendered.

---

*Authorized Person/Signature*

---

*Date*

---

*Printed Name of Authorized Person*