

**MAYOR AND COUNCIL MEETING  
TUESDAY, JANUARY 14, 2020, 7:00 PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
- 3. APPROVAL OF MINUTES**
  - a. Mayor & Council – December 10, 2019
  - b. Closed Meeting – December 26, 2019
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - a. 2020 Events Calendar Approval – vote anticipated
  - b. Certification Pay Increases – vote anticipated
  - c. Personnel Manual Updates – vote anticipated
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

1/9/2020 12:01 PM

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, December 10, 2019, 7:00 P.M.

The December 10, 2019 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Nathan Brown, Andy St. John, Tom Smith, Vaughn Ripley, and Angel White, Council Members; Milt Frech, Chief of Police; John Gerstner, Director of Public Works; Matt Campbell, Water Superintendent; Bruce Dell, Planning and Zoning Administrator; and Carrie Myers, City Clerk. John Dayton entered the meeting at 8:10p.m.

Mayor's Remarks

- Mayor Snoots offered praises for the Holiday Parade and thanked all involved for making the seasonal events a success.
- Mayor Snoots announced more information will be forthcoming regarding the holiday lights judging.

Approval of Minutes

- Mayor & Council – November 12, 2019
  - Mayor & Council Joint Workshop – November 19, 2019
- Ms. White made a motion to approve the minutes. Mr. Ripley seconded the motion, which passed 5-0.

Staff Reports

Staff provided updates on their departmental activities.

Consent Agenda

- Letter of Credit Release – Hopwood Properties LLC/Brunswick Self Storage - \$23,669.83
- Public Works Yard Change Order
- FY2020 Property Tax Set Off

Ms. White made a motion to approve the consent agenda. Mr. Ripley seconded the motion, which passed 5-0.

Unfinished Business

- 314 Petersville Road Wall Bid Award

This quote was to repair the stream bed at this location caused by 2018 flooding. Currently the City's sewer line is exposed. The Finance Committee recommended awarding the bid to PipeCraft for \$134,795. Ms. White made such a motion. Mr. St. John seconded the motion, which passed 5-0.

- 1106 Petersville Road Demolition Bid Award

The quote is for the demolition of the dilapidated structure at this location. Ms. Myers pointed out that the City is still in the process of acquiring the property, but wanted to approve this quote so demolition could begin as soon as the sale was made final. The Finance Committee recommended awarding the bid to Eric Moore General Contracting for \$14,900. Mr. Ripley made such a motion. Ms. White seconded the motion, which passed 5-0.

- Seventh Avenue ROW Parcel Reduction  
Ms. Myers and Mr. Dell discussed this item. This property appraised at \$30,000. In February, 2019, the Council approved sale of the property to Eric Moore General Contracting for \$22,500. Since that time, it was determined that the City did not have a title to the property. Eric Moore requested a reduction in the cost of the purchase by \$10,000, which was enough to complete the legal requirements to get a title and title insurance on the property. The Finance Committee recommended denial of the reduction. A lengthy discussion ensued and the consensus of the Council was to deny the request. Ms. White made such a motion. Mr. Ripley seconded the motion, which passed 6-0.

- Signature Verification – GBR Brunswick, LLC, McDonald’s & Remsburg Property Annexation Petition

Mr. Dell discussed this item. He stated Frederick County verified that all signatures on this petition were valid. Discussions ensued regarding available taps and design guidelines for this project, and Mr. Smith suggested a workshop be held as the next step in this process.

New Business

- Potential Annexation Presentation  
Elliot Totah, Oxbridge Group presented a power point regarding a potential annexation of approximately 250 acres into the City. Mr. Totah stated the ultimate goal would be to install a solar farm on this property. After a lengthy discussion, the Council consented to consider this proposal and explore the options in the future.

- Traffic Control Request – Parking Space Striping Brunswick Street (400 Block to West End Park)  
Ms. Myers discussed this item. Multiple requests for parking space striping have been received. Residents in the subject blocks were given the opportunity to comment to staff, and the majority of those who responded were in favor of striping spaces. The following residents spoke in favor of striping at the meeting:

-Nick Canada, 400 Block

-John Webb, property owner in 400 & 500 Block.

Mr. Brown made a motion to strip the subject blocks. Ms. White seconded the motion. Mr. St. John suggested staff check to see if the handicap spaces in the subject blocks were still in use as well. The motion passed 6-0.

- 2020 Fireworks Bid Award  
Ms. Myers discussed this item. Staff wished to award the contract to a different vendor than Fireworks Extravaganza because there were a few issues with the 2019 administrative portion of the contract relationship. Staff recommended bid award to Fantastic Fireworks for \$8,000. Mr. Ripley made such a motion. Ms. White seconded the motion, which passed 6-0.

Adjournment

Ms. White moved to adjourn the meeting. Mr. Smith seconded the motion, which passed 6-0. The meeting was adjourned at 8:25pm.

Submitted by: Carrie Myers

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



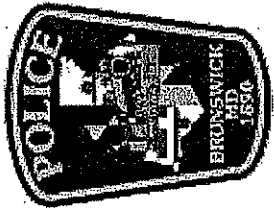
# Brunswick Police Department Monthly Report

Reporting Month and Year:  
December 2019

---

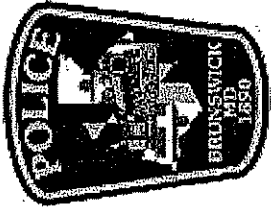
Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	18	360	44	473
Maryland State SEROS	0	38	10	142
Warning Citations	39	906	87	1330
Parking Citations	45	237	8	304

Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	777	10884	1049	11793
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	1	2	0	0
Assault	8	84	14	80
B&E	0	21	1	15
Theft	8	103	8	68
Auto Theft	0	2	0	4
Motor Vehicle Accidents	10	116	23	157



**Brunswick Police Department**  
**Call Type Counts Listing**  
**December 1, 2019 to December 31, 2019**

<b>Call Type</b>	<b>Counts</b>
911 TO TEXT HANGUP OR OPEN EVENT	1
ANIMAL COMPLAINTS	1
ASSIST FIRE DEPARTMENT	16
ASSIST OTHER AGENCY - SPECIFY	1
ASSIST OTHER PD (SHERIFF)	31
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	5
BURGLAR ALARM	1
COMMERCIAL	2
COURT - BPD	10
COURT PAPERWORK	1
DECEASED PERSON	2
DESTRUCTION OF PROPERTY / VANDALISM	3
DISABLED VEHICLE	1
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	1
DISTURBANCE - ALL GATHERINGS	3
DOMESTIC IN PROGRESS - ALERT TONE	4
EMERGENCY EVALUATION	5
EXTRA DUTY	5
FOLLOW UP - ALL TYPES	33
FOUND PROPERTY	1
FRAUD	3
FUNERAL ESCORT	1
HARRASSMENT	1
HIT AND RUN PROPERTY DAMAGE	2
INDECENT EXPOSURE	1
K9 SCAN	3
LOST PROPERTY	2
MISSING PERSON	1
NARCOTICS - FCPD SEND TWO CARS	5
NOISE COMPLAINT	1
NOTIFICATIONS	5
OPEN DOOR	1



**Brunswick Police Department**  
**Call Type Counts Listing**  
**December 1, 2019 to December 31, 2019**

<b>Call Type</b>	<b>Counts</b>
OPEN OR 911 HANG-UP	36
OVERDOSE - SEND AMBULANCE	2
PANHANDLING	1
PARKING VIOLATIONS	24
PATROL CHECK (BRUNSWICK)	321
POLICE INFORMATION	3
POLICE TRAINING / EDUCATION	3
PROPERTY DAMAGE ACCIDENT	8
RELAY OR 10-5	2
REPO / TOW AWAY	1
REQUEST OFFICER	51
RESIDENTIAL	11
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	3
SCHOOL CROSSING	1
SCHOOL SAFETY CHECK	12
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	2
SPECIAL ASSIGNMENTS	10
SUMMONS SERVICE (BPD)	4
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	3
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	3
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	7
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	10
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	2
TRESPASSING	1
VEHICLE	2
VEHICLE STOP (BRUNSWICK)	42
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	35
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	13

**Brunswick Police Department**  
**Listing of Arrests**

**December 1, 2019 to December 31, 2019**



Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2019009677	12/02/2019	19:27	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2019009604	12/03/2019	14:37	BURGLARY, 1ST DEGREE (BREAKING AND ENTERING)	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2019010282	12/09/2019	07:13	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2019010282	12/09/2019	07:13	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2019010377	12/12/2019	23:50	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2019010186	12/18/2019	10:20	DISORDERLY INTOXICATION	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2019010637	12/19/2019	09:47	ROBBERY (STRONG ARM)	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2019010675	12/23/2019	16:16	VIOLATE FINAL PROTECTIVE ORDER	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2019010678	12/23/2019	17:10	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2019010704	12/25/2019	09:01	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	ERIC BITTNER	CLEARED BY ARREST

**Total Number of Arrests: 10**

**Department of Public Works  
Mayor & Council Monthly Report for December 2019**

**Water Line Repairs and Maintenance**

Put out leak detectors, used the correlation equipment to track water leaks.

**Sewer Line Repairs**

Reading and relocating flow meters. Camera sewer laterals at B/C. Replaced clean out at 35 Jeffrey Ln.

**Water Valve Maintenance**

**Fire Hydrant Maintenance**

Every week we continue to flow hydrants that show low chlorine or sediment

**Street Repair and Maintenance**

Cold mix asphalt on water line and road repairs.

**CIP Projects**

**Storm Drain Maintenance**

Clean storms drains & grates.

**Miscellaneous Tasks and Maintenance**

Sidewalk inspections, Marked Miss Utility tickets, Repairing or replacing road signs Continued Park checks and maintenance.

**Construction and Contractor Support**

Regraded the old basketball court on East Potomac St.

**Water Meters**

Fixed broken meters, installed meters, UTO's, Settlement reading, Turn offs, and re-reads. Continued the meter replacement project.

Settlements – 26

Replacements – 281

Repairs – 3

High Bill Investigations (initiated by customer) – 13

Meter Inspections – 8

U&O Inspections – 8

Cut-offs- 28

New Meter Installs – 8

Completed water meter readings for the City's January 2020 Water/ Sewer Billing.

Completed water service cut-offs at addresses with unpaid water/ sewer accounts. Subsequently, restored service as accounts were paid up to date.



**Safety**

Completed the fire extinguisher inspection for the month and annual, monitored the park equipment and maintained vehicles.

Updated DPW Employee Training/ Certification List and will be scheduling upcoming CPR/ First Aid and MD Occupational Health and Safety (MOSH) training.

Completed monthly fire extinguisher inspection.



# THE CITY OF BRUNSWICK MARYLAND

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

## CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

<u>December 2019</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	17,456,000 GALLONS	582,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	15,876,000 GALLONS	529,000 GALLONS

<u>December 2018</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	16,691,000 GALLONS	538,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	14,905,000 GALLONS	481,000 GALLONS

<u>DIFFERENCE</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	+765,000 GALLONS	+44,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS

INCORPORATED 1890

BIG TOWN  
SMALL CITY

BRUNSWICKMD.GOV



# THE CITY OF BRUNSWICK MARYLAND

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

## WATER PLANT PROJECTS AND MAINTENANCE FOR December 2019

- Drained and cleaned both sedimentation basins
- Calibrated all chemical feeders
- Serviced raw and finished water pump motors
- Sampled for the LT2 Enhanced Surface Water Treatment Rule Round 2. This is for Cryptosporidium. Samples are taken through a filter and shipped to the lab.(required by MDE)
- Whitman sent structural engineers to view and take measurements at the lower building, wet well and chemical feed area of Yourtee Springs to begin plans for repurposing the building as the filter facility.
- The 250,000 gallon storage tank was drained, washed out and inspected
- A mixer was installed in the 1 million gallon storage tank to keep water moving and reduce disinfection byproducts
- Chemical tanks for caustic and Acid were installed and filled. Telemetry was installed for measuring levels and for automatic ordering
- All smoke detectors were replaced after a short in the system cause several false alarms
- The springs wet well was drained and cleaned

INCORPORATED 1890

BIG TOWN  
SMALL CITY

BRUNSWICKMD.GOV

## Wastewater Monthly Operating Report for December 2019

- WWTP staff performed all daily, weekly, and monthly operational and maintenance duties to the plant.
- WWTP staff ran belt press as needed, for the month of December 2019.
- WWTP staff completed 94 work orders for the month of December 2019.
- Patrick and Vendor replacing out Water Wizard Blower and installing another water wizard onto our aeration system at the Potomac Street Pump Station.
- M & M Motors removed EQ Basin Pump number 2. Pump and Motor are currently being rebuilt at M & M's Motor Repair Shop.
- Cummins Power performed all generator maintenance on WWTP generator, and on both generators at the pump stations.
- Patrick repaired air valve actuator on SBR Blower number 3.
- Patrick worked with Chlorine Tank vendor to install the new Chlorine Storage Tank, and to install the new chlorine suction feed line for our chlorine feed system.
- Excelsior Blower made repairs to both SBR Blower Number 2 & Blower Number 3. Both blowers had bad oil seals from the factory.

Thanks,

Patrick Hoffmaster

**City of Brunswick, MD - Wastewater Treatment Plant  
Flow & Sludge Spreadsheet - Cumulative for Calendar Year 2019**

Month	Total Influent MG	Influent MGD AVG	Total Effluent MG	Effluent MGD Avg	Effluent Max Flow MGD	Effluent Min Flow MGD	Rainfall Total Inches	Sludge Wet Tons	Sludge Dry Tons	Avg. % Solids
January	26.821	0.865	25.307	0.816	1.800	0.530	5.40	108.71	15.55	14.36
February	24.582	0.878	23.183	0.828	1.518	0.485	3.80	84.79	12.06	14.21
March	27.618	0.891	25.853	0.834	2.233	0.518	5.10	158.96	22.18	13.96
April	20.098	0.670	19.293	0.643	1.417	0.448	4.10	86.16	12.42	14.41
May	29.676	0.957	28.255	0.911	2.801	0.518	9.10	84.52	11.72	13.85
June	16.423	0.547	16.656	0.555	0.824	0.438	4.40	100.58	16.46	16.40
July	20.945	0.676	18.304	0.590	1.544	0.443	6.30	127.14	19.49	15.29
August	16.884	0.545	14.366	0.463	0.763	0.383	5.70	86.17	12.62	14.64
September	14.994	0.500	12.490	0.416	0.502	0.292	0.50	63.66	9.17	14.42
October	17.489	0.564	14.245	0.460	1.018	0.351	6.30	102.47	14.84	14.51
November	17.403	0.580	14.368	0.479	0.936	0.368	3.30	84.63	11.97	14.11
December	21.836	0.704	17.701	0.571	0.992	0.368	5.00	113	17	15.00
<b>YTD Total</b>	<b>254,769</b>	<b>8.377</b>	<b>230,021</b>	<b>7.566</b>	<b>16,348</b>	<b>5.142</b>	<b>59.00</b>	<b>1200.79</b>	<b>175.48</b>	
<b>YTD Avg</b>	<b>21.231</b>	<b>0.698</b>	<b>19.168</b>	<b>0.631</b>	<b>1.362</b>	<b>0.429</b>	<b>4.92</b>	<b>100.07</b>	<b>14.62</b>	<b>14.60</b>

Red = estimated figures - waiting on actual truck weights



# THE CITY OF BRUNSWICK MARYLAND

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

## December Planning/Code Staff Report Mayor and Council 1-14-2020 Planning/Code/GIS

- Staff met with County planners and MDP.
- Submitted Census grant application to MDP.
- Submitted comments to builder for 13<sup>th</sup> Ave. pole building.
- Met Preservation group on guidelines and process.
- Met with Frederick County on system switch over for permits
- 60% plans were submitted back to MDOT for safe routes to school.
- Submitted to Public Works the water & sewer service data in GIS.
- Annual comprehensive evaluation for Public Works industrial permit.
- Submitted SHA Annual Highway report.
- Final Central Ave dumping inspection complete.
- NFIP quarterly community conference call.
- Prepared maps for alternate west bound tower site.
- Assisted Code Enforcement Officer with investigating code enforcement violations and tracking data.
- 13 Zoning Certificates issued December.
- 12 U&O's issued December.
- BoA did not meet in December there is no meeting scheduled for January.
- Planning Commission did meet in December there is no meeting scheduled for January.

19-308	25-470893	12/2/2019	406 Mayor & Council of Brunswick	811 W Potomac Street	New Construction
19-309	25-597695	12/5/2019	29 Barbara Gustaitis (Frederick Fence, Alan Haga)	1301 Pennington Drive	Fence
19-310	25-477413	12/6/2019	1046 Claudia Heinsohn (Frederick Fence, Alan Haga)	205 East A Street	Fence
19-311	25-593580	12/10/2019	29 Marco Giles - Remodel USA	1237 Tide Lock Street	Renovations
19-312	25-598875	12/10/2019	29 Ryan Homes	711 Canal Town Street	sfd
19-313	25-484177	12/17/2019	994 Landmark Investments	515 E Potomac St	Renovations
19-314	25-476395	12/19/2019	1674 River's Edge Trails / Carlo Alfano	210 Thirteenth Avenue	Other
19-315	25-592767	12/19/2019	29 Brendan Casey	1250 Drydock Street	Deck
19-316	25-598876	12/19/2019	29 Ryan Homes	709 Canal Town Street	SFD
19-317	25-597653	12/26/2019	29 Ryan Homes	701 Karn Court	SFD
19-318	25-476638	12/26/2019	1460 Jack D Hardy /Dawn Ferrell	610 Second Avenue	Renovations
19-319	25-490363	12/30/2019	Jeff Schartner	13 Donovan Court	Renovations
19-320	25-590962	12/31/2019	29 Dan Ryan Builders	1124 Long Farm Circle	sfd

INCORPORATED 1890

BIG TOWN  
SMALL CITY

BRUNSWICKMD.GOV

**U&O Log 2019**

Item #	U&O #	Receipt Date	Street #	Street Address	Developer	AP #	Issuance Date
73	19-73	12/4/2019	702	Karr Ct	Ryan Homes	199515	12/04/2019
74	19-74	12/4/2019	703	Canal Town St	Ryan Homes	199516	12/04/2019
75	19-75	12/4/2019	27	W Potomac St	United Bylo/Downtown	203781	12/04/2019
76	19-76	12/06/2019	715	Canal Town St	Ryan Homes	198810	12/06/2019
77	19-77	12/11/2019	1207	Tide Lock St	Ryan Homes	199520	12/11/2019
78	19-78	12/16/2019	597	Canal Town St	Ryan Homes	201062	12/16/2019
79	19-79	12/18/2019	1218	Pennington Dr	K Hovnanian Homes	193306	12/18/2019
80	19-80	12/18/2019	1220	Pennington Dr	K Hovnanian Homes	193307	12/18/2019
81	19-81	12/18/2019	1222	Pennington Dr	K Hovnanian Homes	193308	12/18/2019
82	19-82	12/19/2019	1161	Potomac View Pkwy	Dan Ryan Builders	198267	12/18/2019
83	19-83	12/19/2019	1212	Younkins Dr	Dan Ryan Builders	198268	12/16/2019
84	19-84	12/19/2019	701	Canal Town St	Ryan Homes	201057	12/19/2019

Count of Type of Violation	Violation Type														Grand Total			
	Littering	Livestock	Signs	Property	Trash	Snow and Ice	Vehicles	Animal Waste	Unsecured Property	Property Maint.	Trash Cans	Animals	Overgrowth	Other		Property Repair	Unsecured Property	Vacant Property
Month																		
January	0	0	4	3	31	1	0	0	0	0	0	0	0	0	0	0	0	39
February	0	0	0	4	0	1	2	1	0	0	0	0	0	0	0	0	0	8
March	0	0	2	5	0	0	0	1	1	1	1	0	1	0	0	0	0	12
April	1	1	0	14	0	4	0	0	0	1	1	0	35	1	0	0	0	58
May	0	1	0	4	0	0	1	0	0	1	0	0	50	2	0	0	0	59
June	0	3	0	2	0	1	1	0	0	1	0	0	22	0	0	0	0	30
July	3	1	0	8	0	11	2	0	0	13	1	0	32	0	5	1	0	77
August	0	0	0	14	0	1	0	1	0	0	0	0	27	0	0	0	0	43
September	1	0	0	7	0	2	0	0	0	0	0	0	22	0	2	0	0	34
October	0	0	3	7	0	1	1	0	0	0	0	0	4	0	0	0	0	16
November	0	0	0	2	0	1	0	0	0	2	1	0	2	0	4	2	0	14
December	0	0	3	3	1	1	0	0	1	1	0	0	0	0	0	0	0	10
<b>Grand Total</b>	<b>5</b>	<b>6</b>	<b>12</b>	<b>73</b>	<b>32</b>	<b>24</b>	<b>7</b>	<b>3</b>	<b>18</b>	<b>7</b>	<b>1</b>	<b>194</b>	<b>4</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>400</b>	

**December 2019 Electric**

Replaced ballast, re lamped fixture at Police Dept.

Checked out electric at Square corner Park, found short in receptacle for popcorn maker.

Checked out electric at pool with Public Works after transformer fire. No issues found.

December

Monthly Code Enforcement Report

No. of Violations	Month		Court esy Notic e	Total for Decem ber
	No Violations Found			
<b>Code Enforcement Log</b>				
City Personnel Observation	0	7	0	7
Signs	0	3	0	3
Property Trash	0	3	0	3
Vehicles	0	1	0	1
<b>Complaint Filled</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
Snow and Ice	1	0	0	1
Property Maintenance	0	0	1	1
Trash Cans	0	1	0	1
<b>Total for December</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>10</b>



## 2020 Events Proposal

### Saturday, April 4<sup>th</sup>: Community Home & Craft Expo

Location: Brunswick Fire Hall

Time: 10AM – 5:00PM?

Description: Vendors - Home Improvement, Landscaping, Florist, Artisans, Crafters, Businesses, etc.

Kids Activities – Moon Bounce, Face Painting, etc.

Food – A few Food Trucks in Parking Lot

### Saturday, June 6<sup>th</sup>: Community Carnival & Safety Day

Location: Brunswick Fire Hall

Time: 10:00 AM – 5:00 PM?

Description: Vendors, Safety Demonstrations, Kids Activities, Petting Zoo, Inflatables, Food, Live DJ

### Friday, July 3<sup>rd</sup>: Fireworks

Location: Brunswick Middle School Complex

Time: 9:30 PM

Rain Date: July 5, 2020

### Saturday & Sunday, October 3<sup>rd</sup> & 4<sup>th</sup>: 37<sup>th</sup> Annual Brunswick Railroad Days

Location: Throughout Downtown Brunswick

Time: 10:00 AM – 5:00 PM

### Saturday, October 24<sup>th</sup>: Downtown Halloween Party

*(will coincide with Trunk-or-Treat on E Potomac St)*

Location: Square Corner Park

Time: 6:00 PM – 8:00 PM

### Sunday, November 8<sup>th</sup>: 88<sup>th</sup> Annual Brunswick Veterans Day Parade

Location: Downtown Brunswick – East & West Potomac Street

Time: Opening Ceremony: 1:00 PM; Parade Starts: 2:00 PM

### Saturday, December 5<sup>th</sup>: 3<sup>rd</sup> Annual Holiday Parade

Location: Downtown Brunswick – West Potomac Street to Square Corner Park

Time: 6:00 PM – Tree Lighting to Follow

**Certification Pay Increase**

The following indicates pay increases employees can obtain for job-specific trainings and certification, and trainings and certifications that go above and beyond what is required per their position description.

Employees sign an agreement at the time of the increase stating the increase will be taken from their pay if they lose or don't re-certify in the specific license/training during the remainder of employment.

Training/Certification	Requirements	Eligible Employees	Current Pay Increase	Proposed Pay Increase
Water/Waste Water Operator License	Applicable hours/years of service and written exam. All employees are required to obtain eventually.	Water/Waste Water	3% (1.5% temp, 1.5% perm)	6% (3% temp, 3% perm)
Water/Waste Water Superintendent License	Applicable hours/years of service.	Water/Waste Water		3.0%
Water Sampling License	One-day class and written exam. Three-year renewal. City is required to have someone certified.	Water/WW/PW	1%	No Change
Water Distribution License	Applicable hours/years of service and written exam. All PW employees who work on water lines are required to have.	Public Works	6% (3% temp, 3% perm)	No Change
Waste Water Collection License	Applicable hours/years of service and written exam. All PW employees who work on sewer lines are required to have.	Public Works	6% (3% temp, 3% perm)	No Change
Pesticide Applicator Permit Holder	City is required to have someone that holds this permit in our name.	Public Works		4.0%
Pesticide Applicator	This person works under supervision of the permit holder	Public Works		1.0%
CDL License	Applicable hours, written exam, driving test. PW employees are required to have a minimum of a Class A - Restricted.	All Employees	1%	2.0%
Erosion and Sediment Control Inspector	One-day class.	Planning		1.5%
Stormwater Inspector	Two-day class. City is required to have one.	Planning		1.5%
Floodplain Manager	Continuing ed required. City is required to have one.	Planning		3.0%
Property Maintenance and Housing Inspector	Continuing ed required. City is required to have one.	Code Enforcement		3.0%

\*Upon completion of both the Water Distribution and Waste Water Collection Licenses, a Public Works employee will be given an additional 2% and classified as a II.

\*\*Upon completion of both the Water and Waste Water Operator Licenses, a Water/Waste Water employee will be given an additional 2% and classified as a II.

#### Section IV: Pay Plan

##### 4.2a Pay Plan - ~~Hourly Non-Exempt~~ Employees

12. ~~Unused compensatory time will not be paid at time of separation from City employment. Dismissed employees leaving City employment will not be paid for accrued compensatory time.~~

15. ~~On-Call: On-Call status is the period of time that an employee must be available to handle job responsibilities during off hours. A stipend of \$100.00 per on-call week will be paid to the employee on call. Department Heads are not allowed to receive stipend without approval of City Administrator~~

##### 4.2b Pay Plan – Salaried ~~Exempt~~ Employees

7. ~~Management Directed Compensatory Time Off: As a guide, One-half hour of time off will be allowed for every hour of overtime worked, to be approved in advance by the Mayor or City Administrator. No payment at time of separation from employment. Will be authorized on an annual basis.~~ Dismissed employees leaving City employment will not be paid for accrued vacation time or compensatory time. *Dismissed employee does not include appointed employees who are not reappointed as the result of a political change in the Mayor or Council.*

#### Section V: Fringe Benefits

5.6 ~~Vacation Leave: Vacation leave for full time employees is accrued at the rate of two hours per week for the first three years of continuous service, three hours per week for continuous service during the 4th through 15th year and four hours per week after the completion of 15 years continuous service. Although an employee may continue to accrue vacation leave during the calendar year, only a maximum of 240 hours may be carried on the employee's vacation leave record from one calendar year into the next. Leave in excess of 240 hours at the end of the last full pay period with the last pay date of the calendar year may be converted to sick leave, hour for hour. Dismissed E employees leaving City employment will not be paid for accrued vacation time or compensatory time. Dismissed employee does not include appointed employees who are not reappointed as the result of a political change in the Mayor or Council.~~

#### 5.8 Holidays - The City observes the following Holidays:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Martin Luther King's Birthday
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. ~~Employee Appreciation Day – Day after Thanksgiving~~
10. Christmas Day
11. Floating Holiday
12. National Election Day

Full Time employees, as defined in 4.2, will receive pay for ~~10~~ eleven (11) holidays. There will ~~nine~~ ten (10) designated holidays and one (1) ~~optional~~ Floating holiday to be taken at the choice of the City employee and concurrence of the supervisor. In the years where there is a national election, an extra holiday will be granted.

Floating Holidays – Regular benefitted employees will receive (1) floating holiday (8 hours) per calendar year (Pay period with first pay date of the calendar year through last full pay period with the last pay date of the calendar year). Floating holidays are prorated for benefitted part-time employees. In the year of hire, a benefitted employee hired between January 1 and June 30 is eligible for (1) floating holiday; a benefitted employee hired between July 1 and the last full pay period with the last pay date of the calendar year is not eligible for a floating holiday in the year of hire. Floating holidays must be taken as time off in the calendar year in which they are given. Employees will not be compensated for unused floating holiday when separating from employment with the City.

#### 5.12 Miscellaneous Leave

3. **Bereavement Leave:** Full Time employees as defined in 4.2, will be granted up to three (3) working days of paid leave in the event of death of one of the following ~~to attend the funeral of a member of the employee's immediate family~~. Bereavement Leave is prorated for benefitted part-time employees. For the purpose of determining eligibility for bereavement leave, “immediate family” is defined as:

- Spouse;
- Child: biological, adopted, foster, stepchild, child for whom the employee has legal or physical custody or guardianship, child for whom the employee is the primary caregiver, daughter-in-law, son-in-law;
- Parent: biological, adoptive, foster, or stepparent of the employee or of the employee's spouse, legal guardian or person who served as the primary caregiver of the employee when the employee was a minor;
- Grandparent: biological, adoptive, foster, or step-grandparent of the employee or of the employee's spouse;
- Grandchild: biological, adoptive, foster, or step-grandchild of the employee or of the employee's spouse;
- Sibling: biological, adopted, foster, or step-sibling of the employee or of the employee's spouse.
- \_\_\_\_\_

Additional days may be granted and charged against sick leave with the approval of the Department Head and City Administrator. ~~(including mother-in-law, father-in-law, stepmother, stepfather, stepchildren, and legal guardian.)~~