

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, February 25, 2020, 7:00 P.M.

The February 25, 2020 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, John Dayton, Andy St. John, Tom Smith, and Vaughn Ripley, Council Members; Dave Dunn, City Administrator; Milt Frech, Chief of Police; Bruce Dell, Planning and Zoning Administrator; and Carrie Myers, City Clerk.

Mayor's Remarks

- Mayor Snoots read the following statement: The Brunswick City Council met in closed session on February 25, 2020 at 5:30 P.M. at City Hall to discuss personnel actions. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Snoots, Council Members Dayton, St. John, Brown, Ripley, and Smith were present. Also present were staff members Dave Dunn, Carrie Myers, and Missy Reckley. All members present voted to close the meeting.
- FY2019 Audit Presentation – Michele Mills and Addie Blickenstaff presented the audit findings.
- 2019 Brunswick Main Street Annual Report – Julie Martorana, Acting Main Street Chair, discussed this item.

Citizens Forum

Comments were received from the following individuals:

- Kelly White, 804 East D Street
- Abbie Ricketts, Downtown Business Owner
- Cynthia Haggerty, East F Street

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2020-02 – Cable Franchise Agreement

Mr. Dunn discussed this item. He stated this agreement is updated approximately every ten years. The amendments include language about new FCC regulations, right-of-way restrictions, etc. This was negotiated by a legal team on the City's behalf.

Mr. Brown made a motion to approve Resolution 2020-02. Mr. Ripley seconded the motion, which passed 5-0.

- Resolution 2020-04 – Traffic Control – Handicap Sign 412 Brunswick Street

Ms. Myers discussed this item. Staff recommended approval.

Mr. St. John made a motion to approve Resolution 2020-04. Mr. Brown seconded the motion, which passed 5-0.

Council Members Reports

Council Members provided updates on their liaison activities.

Unfinished Business

- Downtown Conservation District – Direction to Staff to Create Ordinances

Mr. Brown offered comments regarding the preservation committee formation and tasks assignments. He stated the historical significance of downtown properties was not determined by this committee, but rather was decided in the 1970s by the Federal Government .

Mr. Brown made a motion to direct staff to create ordinances associated with the downtown conservation district in accordance with the proposed design guidelines, boundary map, and timeline. Mr. Ripley seconded the motion.

Mr. St. John, Mr. Smith, and Mr. Dayton all stated they support this direction.

The motion passed 5-0.

- 521 West Potomac Street Abatement

Mr. Dunn discussed the history of this property, which has been in varying stages of disrepair for several years. He stated the Code Enforcement fees for this property were recently maxed out at \$4,000, and those fees were paid by the property owner last week. Two different contracts for purchase of the property have been scheduled and subsequently cancelled since last fall. Another settlement date has been set for March 11, 2020. Mr. Dunn stated the City could decide to abate the property pending the March 11, 2020 settlement date.

A discussion ensued about waiting until after March 11, 2020 to abate the property or having a contractor assess the necessary repairs prior to that time. Mr. Brown made a motion to abate the property at 521 West Potomac Street pending the sale of the property on March 11, 2020, without obtaining a contractor estimate prior to that time. Mr. Ripley seconded the motion, which passed 5-0.

New Business

- Personnel Manual Update

Mr. Dunn stated the entire personnel manual is currently being reviewed by City attorneys, however, he wished to push these changes through prior to that time. The entire manual will come back to the Council for approval when the review is complete.

Mr. Ripley made a motion to accept the proposed changes. Mr. St. John seconded the motion.

Mr. Smith stated he believed the language for “prohibited political activities” should be clarified to read “prohibited political activities during working hours.” Mr. Ripley amended his motion to include such language. Mr. Brown seconded the motion, which passed 5-0.

- Retention Policy Approval

Ms. Myers stated this update of the retention policy was reviewed by the City attorneys and would be sent to the Maryland State Archives for final review. Mr. Brown made a motion to approve the retention policy. Mr. Ripley seconded the motion, which passed 5-0.

- 2020 Election Equipment Usage Agreement

Ms. Myers stated this agreement would allow for the use of Frederick County’s voting equipment for the upcoming August Mayor and Council election. Mr. St. John made a motion to approve the agreement. Mr. Dayton seconded the motion, which passed 5-0.

- 2020 Pool Management Contract

Ms. Myers stated the proposed contract to RSV Pools is similar to last year's contract, with an increase in pricing due to a longer pool season, higher minimum wage rates, and higher rates for chemicals and equipment. Mr. Ripley made a motion to approve the contract for \$76,194. Mr. St. John seconded the motion, which passed 5-0.

- 2020 Pool Usage Rates

Ms. Myers stated the only proposed changes to the rates from last year is to increase the price of a season pass for households with more than four members. Mr. Brown made a motion to approve the proposed rates. Mr. Ripley seconded the motion, which passed 5-0.

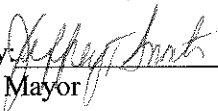
- Contribution Request – Brunswick Railroaders Little League

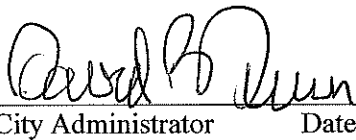
Ms. Myers stated this request was for a sponsorship for the 2020 season. Mr. Brown made a motion to donate \$500 for a sign sponsor. Mr. Ripley seconded the motion, which passed 5-0.

Adjournment

Mr. Ripley moved to adjourn the meeting. Ms. Brown seconded the motion, which passed 5-0. The meeting was adjourned at 8:27pm.

Submitted by: Carrie Myers

Approved By: 
Mayor Date 3/10/20

Witnessed By: 
City Administrator Date 3/10/20