

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, May 12, 2020, 7:00 P.M.

The May 12, 2020 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots via phone conference. The following members and staff were present: Jeff Snoots, Mayor; Nathan Brown, John Dayton, Vaughn Ripley, Andy St. John, Tom Smith, and Angel White, Council Members; Dave Dunn, City Administrator and Carrie Myers, City Clerk.

Approval of Minutes

- Mayor & Council – March 10, April 7, April 28, 2020
- Closed Meeting – March 20, 2020

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

Introduction and Adoption of Resolutions and Ordances

- Special Ordinance 562 – FY2021 Property Tax Rate

Mr. Dunn discussed this item, which was to set the property tax rate at \$0.41/\$100 of assessed value. The Finance Committee recommended this and a Public Hearing was held without comment.

Mr. St. John made a motion to approve Special Ordinance 562. Mr. Smith seconded the motion, which passed 6-0.

- Resolution 2020-09 – FY2021 Utility Tax

Mr. Dunn discussed this item, which was to set the utility tax rate at \$2.55/\$100 of assessed value. This is the maximum rate allowable by law, and the rate the City has used for many years.

Mr. Smith made a motion to approve Resolution 2020-09. Mr. St. John seconded the motion, which passed 6-0.

- Resolution 2020-10 – Utility Bill Payment Plan Amendment

Mr. Dunn discussed this item, which was to allow businesses to be added to the payment plan. The Finance Committee recommended approval of this item.

Mr. Brown made a motion to approve Resolution 2020-10. Mr. St. John seconded the motion, which passed 6-0.

- Ordinance 564 – City Elections

Ms. Myers discussed this item, which was to make amendments to the election ordinance to allow for various changes due to COVID. Ms. Myers stated that a Charter change was not necessary, as most of the language requiring amendment was in the City's Code of Ordinances, not the Charter. The proposed changes would allow absentee voting to be held in lieu of in-person voting if necessary, electronic signatures on candidate filing petitions, and the distribution of ballots by a third-company vendor on behalf of the City.

Ms. Myers stated that ballots would be mailed to all registered voters, then they could be returned by mail

or dropped off at City Hall. Frederick County vote scanners would be utilized to tabulate the votes, which would probably not be available on election night, but a few days later. Mr. Brown stated he was in agreement with this ordinance, but would like to have a separate discussion after this vote on the nature of the election and waiving the candidate filing fee.

Ms. White made a motion to approve Ordinance 564. Mr. Ripley seconded the motion, which passed 5-1, with Mr. Smith opposed.

- Resolution 2020-11 – Electronic Signatures – Elections

Ms. Myers discussed this item, which would allow the collection and submission of electronic signatures on a candidate filing petition. After some discussion regarding authorization of signatures, Ms. Myers stated she could verify with signers via phone that they had actually signed the petition as part of her review process. Mr. Brown stated he would like the election petitions to be posted to the City's website this year for complete transparency. Ms. Myers stated these petitions are public record anyway.

Mr. Brown made a motion to approve Resolution 2020-11. Ms. White seconded the motion, which passed 6-0.

Mr. Brown stated he would like to still hold a physical election if possible because he felt there were voters who would feel more comfortable with this option.

Mr. Brown made a motion to waive the filing petition fee of \$10, release the filing petitions on the City's website, and mail absentee ballots to all registered voters for elections. Mr. Ripley seconded the motion, which passed 6-0.

Mr. Brown made a motion to hold in-person voting on election day, unless such activity defies the current Governor's order, and in compliance with whatever current stipulations are set forth regarding social distancing, number of people allowed to gather, etc. Ms. White seconded the motion, which passed 6-0.

Consent Agenda

- FY2021 Granicus Quote Approval - \$10,638.84

Ms. Myers stated this was approximately a \$300 increase over FY2020.

- Sports Complex Dirt Hauling – Pleasants Development

Mr. Dunn stated this was a low bid received from Pleasants Development. The Finance Committee recommended approval.

- Brunswick Crossing Public Works Agreement – Section III-D - Paving
- Brunswick Crossing Public Works Agreement – Section III-D – Storm Drain
- Brunswick Crossing Public Works Agreement – Section III-D – Water & Sewer
- Brunswick Crossing Public Works Agreement – Sheetz - Water
- Brunswick Crossing Conditional Acceptance – Phase III-B, Part 3 – Water & Sewer
- Brunswick Crossing Conditional Acceptance – Phase II-B, Part 3 - Paving
- Brunswick Crossing Conditional Acceptance – Phase III-B, Part 3 - Paving
- Brunswick Crossing Conditional Acceptance – Phase II-B, Part 3 – Storm Drain
- Brunswick Crossing Conditional Acceptance – Phase II-B, Part 3 – Water & Sewer

Mr. Dunn stated these areas have all passed City inspection.

Ms. White made a motion to approve the Consent Agenda items. Mr. Ripley seconded the motion, which passed 6-0.

Unfinished Business

- 2020 Municipal Pool Discussion/Possible Contract Addendum

Ms. Myers discussed this item. RSV Pools offered the City a maintenance-only contract addendum for roughly \$19,000, which would allow the City to pay for maintenance only until it was certain the pool could open. At that time, the cost of guards would be factored back into the contract and it would take two to three weeks for RSV to ready the pool for opening and pass inspection. The City had already paid two installments of the original contract totaling over \$25,000, so we would have a credit from RSV for the addendum overage. Ms. Myers agreed to get a written agreement from RSV to pay the City those overages should RSV not be awarded the 2021 season contract, and the overage could be applied to that contract.

Mr. St. John made a motion to approve the contract addendum, with the agreement of payment of the overages. Ms. White seconded the motion, which passed 6-0.

New Business

- Preservation Committee – Historical Marker Discussion

Mr. Brown discussed this item. The consensus of the Council was to move forward.

- FY2021 General Fund Budget Discussion

Mr. Dunn asked the Council for any comments on the current draft budget. The Council had questions and comments about revenue projections, the budget timeline, COLA increases for staff, and donations to Park Heights Cemetery.

Mr. Dunn stated that it was always staff's intention to provide a very rough draft budget with what information we have to date, since there are so many unknown factors due to COVID, then to follow-up with budget amendments as more information is obtained.

Mr. Brown made a motion to remove COLA and merit increases for staff from the draft budget, and add them back in should the revenue support them throughout the year, and to remove \$3,000 from the line item for the Preservation Committee, and donate it to Park Heights Cemetery. Mr. Smith seconded the motion, which passed 6-0.

Citizens Forum

- Chris Vigiotti, East A Street – offered comments about Facebook posts.

Adjournment

The meeting adjourned at 8:22pm.

Submitted by: Carrie Myers

Approved By: *Keenan Smith* 4/9/20
Mayor Date

Witnessed By: *David Dunn*
City Administrator Date
6/10/2020