

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, June 9, 2020, 7:00 P.M.

The June 9, 2020 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots. 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; Carrie Myers, City Clerk; John Gerstner, Public Works Director; Milt Frech, Chief of Police; Patrick Hoffmaster, Waste Water Superintendent; Danny Pendergraft, Acting Water Superintendent; Bruce Dell, Planning and Zoning Administrator; and Lauren Giff, Special Events Coordinator.

Mayor's Remarks

- Friends of Historic Brunswick MOU Introduction

Kelly White discussed the mission of this group, their status, and potential ways/projects they could help the City. This MOU will be discussed and voted on at an upcoming Council Meeting.

Approval of Minutes

- Mayor & Council – May 12 & 26, 2020

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

Citizens' Forum

No comments offered.

Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance 563 – FY2021 General Fund and CIP Budget

Mr. Dunn discussed highlights from the proposed budgets. This item will be discussed and voted on at the June 23, 2020 Council Meeting.

Staff Reports

Staff presented highlights from last month's departmental activities.

Consent Agenda

- Purchase Order Approval – WW111-20 – Univar – WWTP Chemicals - \$10,701
- Purchase Order Approval – WW121 20 – Univar – WWTP Chemicals - \$10,701
- Purchase Order Approval – PW4889 – Antietam Tree & Turf – Campground Trees -\$10,500
- Purchase Order Approval – PW4890 – CJ Miller – PW Yard FEMA Paving - \$28,203

Mr. St. John made a motion to approve the Consent Agenda items. Mr. Dayton seconded the motion, which passed 6-0.

Unfinished Business

- Frederick County COVID Funding Agreement MOU

Mr. Dunn discussed this MOU which authorized the City to apply to Frederick County for COVID Cares Act federal funding. Ms. White made a motion to approve the MOU. Mr. Ripley seconded the motion,

which passed 6-0.

- Municipal Pool Opening

Ms. Myers discussed several items concerning the pool:

1. RSV stated they would have the pool ready when the City told them to, but the opening date was ultimately up to the Health Department for final inspection. Ms. Myers stated staff was seeking approval from the Council to open whenever that final inspection was received.
2. The 25% capacity of the pool would be 80 patrons, however, RSV indicated they were being told to go off of total square footage of the pool, which would be 138 patrons. Staff recommended the capacity at time of opening be only 80 patrons to help with social distancing.
3. Staff recommended not issuing seasonal passes, as the season will already be shortened and capacity may be an issue at times.
4. Staff recommended no swimming lessons be held this summer.
5. Staff recommended not holding private parties at this time, but reserving that option for later in the summer if regulations change.
6. Staff recommended removing all furniture from the pool for the season and directing patrons they must supply their own chairs.
7. Staff recommended all patrons be required to sign in with their name, phone number, time in and time out of all patrons to assist with contact tracing should the need arise.

Mr. Ripley made a motion approving all staff recommendations. Ms. White seconded the motion, which passed 6-0.

- Election Procedures

Ms. Myers discussed several items concerning the election:

1. Staff recommended not holding any form of in-person election, as it was already decided to mail ballots to all 5,400 registered voters. Ms. Myers stated it would be difficult to ensure voters were only voting once if they were issued an absentee ballot and were allowed to vote in person.
2. Staff asked to borrow official drop-off boxes from the State, and while they were not permitted to do so, the State did provide the vendor contact to purchase ballot drop-off boxes. The cost would be approximately \$3,400 for two boxes.
3. Staff asked how the Council wanted votes to be tabulated, either manually or by electronic scanning with Frederick County machines at City Hall. Ms. Myers stated scanning would take place after the election with designated poll watchers allowed to observe the process.

Mr. Ripley made a motion not to purchase any drop-boxes, but to allow only mail in votes or drop off at the City Hall drop box. Ms. White seconded the motion. The vote was 3-3, with Mr. Brown, Mr. Smith, and Mr. Dayton against. Mayor Snoots broke the tie with a vote not to purchase the box.

Mr. Ripley made a motion not to conduct any in-person voting, with all ballots being returned by mail or dropped off at City Hall by 8pm on August 4, 2020. Mr. Dayton seconded the motion, which passed 5-1, with Mr. Smith opposing.

Ms. White made a motion to utilize Frederick County scanners at City Hall to tabulate all votes. Mr. Ripley seconded the motion, which passed 5-1, with Mr. Smith opposing.

- Utility Bills Second Notices

Mr. Dunn discussed this item. Even though the City was still unable to shut-off water service, staff felt that second notices should be sent to outstanding accounts. There was a discussion about whether to include language on the second notices about the City not conducting cut-offs, but some felt that was not necessary, as more people may continue to not pay their bill if they knew there would be no recourse. It was suggested that language be included telling customers when the next billing cycle would be, so they were aware the current bill balance would run into the next cycle if it remained unpaid.

Mr. Ripley made a motion to send second notices and include language about not shutting off service and new billing dates. Ms. White seconded the motion, which passed 6-0.

New Business

- Outdoor Dining Zoning Certificate Fee Waiver

Mr. Dunn stated staff was seeking a waiver of the \$25 fee associated with an outdoor dining zoning certificate. Mr. Dayton made a motion to waive the fee. Mr. St. John seconded the motion, which passed 6-0.

- American Legion Donation

Ms. White made a motion to donate \$4,000 to the American Legion for hosting the Brunswick Food Bank during the COVID pandemic. Mr. Ripley seconded the motion.

Mr. Brown suggested the EDC roll out a micro-grant program for non-profits similar to the business micro-grant, and stated this donation could be part of that micro-grant, which may be reimbursable through the Cares Act funding. Several Council Members suggested they wanted this donation to be made now, but agreed to an EDC non-profit program being developed.

The vote for Ms. White's motion was tied 3-3, with Council Members St. John, Dayton, and Brown opposing. Mayor Snoots broke the tie with a vote to make the \$4,000 donation at this time.

- 2020 Event Update

Ms. Gifft briefly discussed the remaining 2020 events and stated the impact from COVID on those events was still unknown.

- 2020 Fireworks Display Discussion

Ms. Gifft stated the City would lose \$5,000 if we cancelled the fireworks show altogether. Staff recommended not holding the fireworks display in July, but pushing it to Friday, October 2, as a kick-off to the Railroad Days weekend.

Mr. St. John made a motion to delay the fireworks show to October 2, 2020. Mr. Dayton seconded the motion, which passed 6-0.

- Railroad Days Proposal

Ms. Gifft stated she received a request from the Friends of Historic Brunswick to plan two events during Railroad Days: a Hobo King and Queen competition and a spike driving competition.

Mr. Brown made a motion to allow both events. Mr. St. John seconded the motion, which passed 6-0.

- BHS School Construction

Mr. Brown stated the Frederick County Board of Education and County Executive were considering moving the planned BHS construction to FY2029 and requested staff send an email of opposition to the

Board of Education and County Executive. The email would state the Mayor and Council's desire to keep this project funding current.

Mr. Brown made a motion to send such an email. Ms. White seconded the motion, which passed 6-0.

- Downtown Trash

Mr. Brown stated since restaurants have been serving food curbside, the increase in downtown trash has increased and Public Works cannot pick up trash fast enough to keep the cans from filling up. The decision was made to have Public Works add trash cans near Beans in the Belfry, the Potomac Street Grille, and at the Train Station.

- COVID Testing

Mr. Dunn mentioned that staff has been working with the Frederick County Health Department to locate a suitable location in downtown for a COVID testing site.

Adjournment

The meeting adjourned at 8:52pm.

Submitted by: Carrie Myers

Approved By: Jeffrey T. Smith 7/14/20

Mayor

Date

Witnessed By: David Brown 7/14/20

City Administrator

Date