

**MAYOR AND COUNCIL MEETING
TUESDAY, JULY 28, 2020, 7:00 P.M.**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
3. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
4. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2020-16 – Residential Parking Program Pilot – 300 Block of Brunswick Street – vote anticipated
 - b. Resolution 2020-17 – Sidewalk Improvement Loan Program – vote anticipated
5. **CONSENT AGENDA**
 - a. Final Release Brunswick Crossing Section IIA-2 Part 2 – Water and Sewer
 - b. Final Release Brunswick Crossing Section IIA-2 Part 3 – Public Storm Drain
 - c. Final Release Brunswick Crossing Section IIA-2 Part 3 – Water and Sewer
 - d. Final Release Brunswick Crossing Section IIIB – Part 1 – Water and Sewer
 - e. Final Release Brunswick Crossing Section IIIB – Part 1 – Storm Drain
6. **UNFINISHED BUSINESS**
 - a. Little League Lights Shut-Off Time Extension Request – vote anticipated
7. **NEW BUSINESS**
8. **MISCELLANEOUS AND APPROPRIATIONS**
9. **ADJOURNMENT**

7/24/2020 1:29 PM



THE CITY OF BRUNSWICK MARYLAND

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

RESOLUTION NO. 2020-16

A RESOLUTION TO AUTHORIZE PERMIT PARKING PROGRAM IN THE 300 BLOCK OF BRUNSWICK STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, pursuant to the powers granted to the Mayor and Council by the Annotated Code of Maryland, and Section 6-1201 of the Code of Ordinances of the City of Brunswick, Maryland, the Mayor and Council deem it “necessary for the safety and control of vehicular or pedestrian traffic or for the regulation of the use of parking areas” to assign permit parking spaces in the 300 block of Brunswick Street within the corporate boundaries of the City of Brunswick, Maryland; and

WHEREAS, the assignment of permit parking spaces totaling twenty-two (22) identified by posted signs as designated on the map herein incorporated by attachment; and

BE IT RESOLVED, the permit parking spaces shall be enacted in the 300 block of Brunswick Street, within the corporate boundaries of the City of Brunswick, Maryland.

PASSED this day 28^h day of July, 2020 by a vote of ___ for; ___ against; ___ abstaining, and ___ absent.

ATTEST:

David B. Dunn, City Administrator

COUNCIL OF THE CITY OF BRUNSWICK:

By: _____
John Dayton, Mayor Pro Tem

APPROVED this 28th day of July, 2020.

ATTEST: _____
David B. Dunn, City Administrator

Jeffrey T. Snoots, Mayor



THE CITY OF BRUNSWICK MARYLAND

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RESOLUTION NO. 2020-17

A RESOLUTION TO IMPLEMENT AND ENACT A RESIDENTIAL SIDEWALK LOAN IMPROVEMENT PROGRAM WITHIN THE CORPORATE LIMITS OF THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, pursuant to the powers granted to them by the Annotated Code of Maryland, and Section 3-4102 of the City Code of Ordinances, as stated, the Mayor and Council “shall have charge of all sidewalks in the City” and “may do whatever is deemed necessary to establish, operate maintain and protect, in good condition, the sidewalks of the City”; and

WHEREAS, the Mayor and Council will yearly budget a loan amount and from time to time during the fiscal year may adjust this budgeted amount as they deem necessary; and

BE IT RESOLVED, the Mayor and Council deem it necessary for the safety and repair of public sidewalks to implement a sidewalk loan program for residential sidewalks as detailed herein by attachment; and

PASSED this day 28th day of July, 2020 by a vote of ___ for; ___ against; ___ abstaining, and ___ absent.

ATTEST:

David B. Dunn, City Administrator

COUNCIL OF THE CITY OF BRUNSWICK:

By: _____

John Dayton, Mayor Pro Tem

APPROVED this 28th day of July 2020.

ATTEST:

David B. Dunn, City Administrator

Jeffrey T. Snoots, Mayor



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Sidewalk Improvement Program

Per the City of Brunswick Code of Ordinances:

Section 3-2202 Sidewalk and Curbing Maintenance

"It shall be the duty and obligation of the owner of property abutting a sidewalk in a public right-of-way to maintain the abutting sidewalk, driveway apron, and sod in such a condition as to be safe for public use."

General

Sections of the existing City of Brunswick sidewalk network are in poor condition and are no longer easily traversable. Therefore, for the sake of health, welfare, and safety of property owners, residents, visitors, and City personnel, the City is announcing an initiative to address deficient sidewalks. The ultimate goal of this initiative is to ensure high-quality, well-connected sidewalk surfaces that are safe for pedestrian traffic.

The City of Brunswick has budgeted FY 21 funds to support an interest-free loan program for sidewalk replacement projects. Additionally, the City has contracted RFP, Inc. to provide sidewalk construction services for applicants accepted into the loan program.

Under the program, property owners have an opportunity to self-evaluate and improve their sidewalks under the first phase of the Sidewalk Improvement Program initiative. Program incentives include available loan funding and waived surety payments as means to provide cost relief to property owners. In February of each year, the Mayor & Council and City Personnel will review the program status and determine whether to continue the program or modify the terms or process.

Program Details

Following the initial owner-evaluation timeframe, the City will continue a systematic sidewalk survey to document existing sidewalk conditions throughout Brunswick. Sidewalks requiring repair will receive courtesy notices allowing the property owner to address deficiencies in the sidewalk sections they are responsible for in a timely manner. Please note that these are not violation notices and do not carry a fine if not addressed in the allotted time. However, if a property owner fails to address deficient sidewalks by the courtesy notice deadline date, a violation will be issued which does carry a fine.

Program participants must submit the *Sidewalk Improvement Program Application* and select the Sidewalk Improvement Program Option of their choice. Please note that this program applies only to sidewalk replacement projects and not construction of new sidewalk surfaces where none currently exist.

The three Sidewalk Improvement Program Options are as follows:

Option 1: Loan Program/City's Contractor

- This option is available for property owners interested in a sidewalk improvement loan and using the City's contractor.
- The City contractor can only accept payments backed by the City and will not accept private contracts or payments.
- Property owners interested in utilizing the City's contractor, but not needing loan assistance may pay the City in-full upfront. The City will then transfer payment to the contractor.
- No surety will be collected.

Option 2: Loan Program/Private Contractor

- This option is available for property owners interested in a sidewalk improvement loan, but want to select their own contractor.
- Contractor must be a licensed (and insured) through the State of Maryland (MHIC number is required on application).
- No surety will be collected.

Option 3: No Loan Program/Private Contractor

- This option is available for property owners that are not seeking a loan and want to select their own contractor.
- Contractor must be a licensed (and insured) through the State of Maryland (MHIC number is required on application).
- No surety will be collected.

Property owners may opt out of the Sidewalk Improvement Program; however, they will be required to pay surety to the City at the time of application per the standard process. The total surety amount equals the cost of the project *plus* 15%. This surety payment will be returned to the property owner once the project is approved following the final Public Works inspection. If the project fails inspection, the contractor must remove and replace the faulty sidewalk at their/property owner's expense. Should this not occur, the surety payment will be used to compensate the City's contractor to remove and replace the sidewalk.

No surety will be collected for participating projects while the Sidewalk Improvement Program initiative is underway. This will be re-evaluated each February to ensure effectiveness of the program.

For all sidewalk improvement projects, the City of Brunswick Department of Public Works provides hauling of demolished sidewalk materials at no charge to the property owner. Property owners should make private contractors aware of this service so they are not charged.

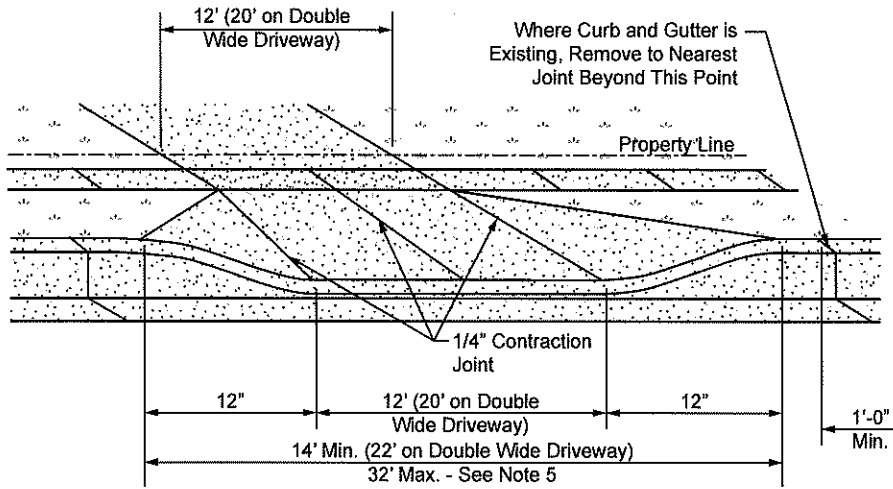
All applications, regardless of Sidewalk Improvement Program participation, must include a cost estimate as an application requirement. All projects will require the property owner to sign off on the

contractor's estimate and the City inspection sheet regardless of Sidewalk Improvement Program Option.

All replacement sidewalks will be required to achieve a minimum 5-foot sidewalk width. Locations unable to achieve this minimum will be evaluated on a case-by-case basis. Any adjustments required to provide adequate transitions to existing adjacent sidewalks will be made in the field.

All new sidewalk concrete must be composed of SHA Mix No. 3 per the *Typical Driveway-Curb Detail and Typical Sidewalk Location for Residential and Commercial Entrances* (Revised July 2020). Private contractors (Options 2 & 3) must provide a specification sheet to verify concrete composition prior to conducting work.

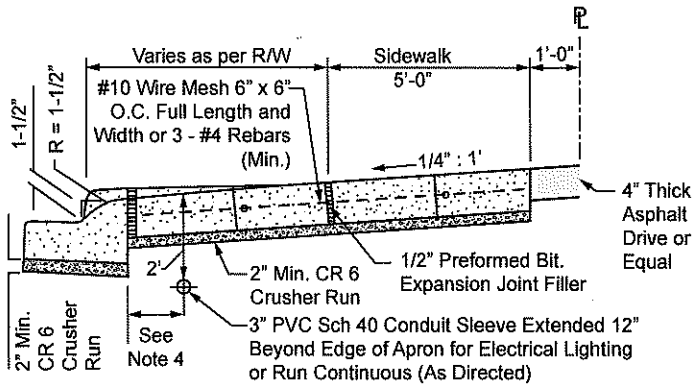
Property owners using private contractors (Options 2 and 3) must be aware that if the sidewalk does not pass the final Public Works inspection, and the contractor does not address identified deficiencies, the City will abate the sidewalk at the property owner's expense. Abatement costs will cover full removal and reconstruction of the deficient sidewalk by the City contractor and priced according to prevailing City contractor/Public Works rates. Ultimately, this may also result in a lien against the property.



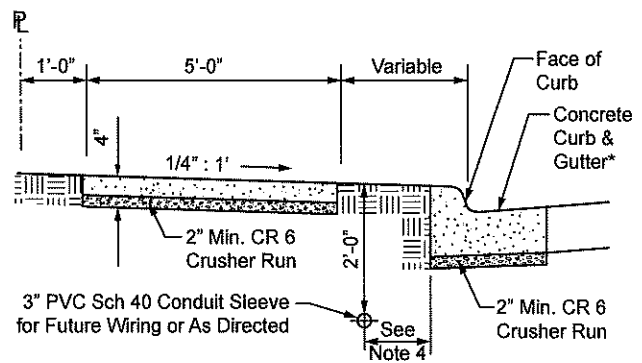
DRIVEWAY APRON ISOMETRIC

NOTES:

1. Score 1/4" Dummy Contraction Joints at 4' Intervals.
2. Construct 1/2" Bituminous Expansion Joints at 20' (Max.) Intervals.
3. Concrete shall be sprayed with liquid curing compound.
4. 12-1/2" to 15-1/2". See Electrical Details E-3 and E-4.
5. 32' Maximum Width is Subject to Approval on a Case-by-Case Basis and for Commercial Use.
6. Concrete to be MSHA Mix No. 3.



DRIVEWAY DETAIL



5' SIDEWALK AND CURB & GUTTER DETAIL
 (*See "Combination Curb & Gutter" Detail in Design Manual)

**TYPICAL DRIVEWAY-CURB DETAIL
 AND TYPICAL SIDEWALK LOCATION FOR
 RESIDENTIAL AND COMMERCIAL ENTRANCES**

Not to Scale

Revised July 2020



THE CITY OF BRUNSWICK MARYLAND

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**Mayor & Council
Brunswick Crossing - Water & Sewer
Final Acceptance and Letter of Credit Release
Phase IIA-2-Part 2
Staff Report
July 16, 2020**

BACKGROUND:

On March 13, 2018, Public Works completed inspection of the Phase IIA-2-Part 2 Water and Sewer and found both systems satisfactory. This staff report is to request that the Mayor & Council agree to final acceptance of Phase IIA-2-Part 2 Water and Sewer systems Contract.

A Letter of Credit for the 15% contingency in the amount of \$16,959.30 remains (Letter of Credit No. SB194919001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB194919001 in the amount of \$16,959.30

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Phase IIA-2-Part 2 Water and Sewer and agree to the release of the Letter of Credit in the amount of \$16,959.30



THE CITY OF BRUNSWICK MARYLAND

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**Mayor & Council
Brunswick Crossing – Public Storm Drain
Final Approval & Letter of Credit Release
Phase IIA- 2 Part 3
Staff Report
July 16, 2020**

BACKGROUND:

On May 20, 2020, Public Works completed inspection of the Phase IIA-2 Part 3 and found it to be satisfactory. This staff report is to request that the Mayor & Council agree to release of Phase IIA-2-Part 3 Storm Drain.

A Letter of Credit for the 15% contingency in the amount of \$7,881.60 remains (Letter of Credit No. SB212057-0001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB212057-0001 in the amount of \$7,881.60
Phase IIA-2 Part 3: Performance Bond No. 761533749 in the amount of \$52,544.00 has already been released (March 12, 2019)

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Phase IIA-2 Part 3 and agree to the release of the Letter of Credit in the amount of \$7,881.60.



THE
CITY OF BRUNSWICK
MARYLAND

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Mayor & Council
Brunswick Crossing – Public Water & Sewer
Final Approval & Letter of Credit Release
Phase IIA- 2 Part 3
Staff Report
July 16, 2020

BACKGROUND:

On May 20, 2020, Public Works completed inspection of the Phase IIA-2 Part 3 and found it to be satisfactory. This staff report is to request that the Mayor & Council agree to release of Phase IIA-2-Part 3 Water & Sewer.

A Letter of Credit for the 15% contingency in the amount of \$48,235.35 remains (Letter of Credit No. SB212057-0001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB212057-0001 in the amount of 48,235.35
Phase IIA-2 Part 3: Performance Bond No. 76153390 in the amount of \$321,569.00 has already been released (March 12, 2019)

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Phase IIA-2 Part 3 and agree to the release of the Letter of Credit in the amount of \$48,235.35.



THE CITY OF BRUNSWICK MARYLAND

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**Mayor & Council
Brunswick Crossing –
Letter of Credit Release
Final Release
Phase IIIB-Part 1 Water / Sewer
Staff Report
July 16, 2020**

BACKGROUND:

On May 20, 2020, Public Works completed inspection of the Phase IIIB-Part 1 Public Water and Sewer and found it to be satisfactory. This staff report is to request that the Mayor & Council agree to release of Phase IIIB-Part 1 Public Water and Sewer.

A Letter of Credit for the 15% contingency in the amount of \$57,640.05 remains (Letter of Credit No. SB2012990001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB2012990001 in the amount of \$57,640.05
Phase IIIB-Part 1 Water & Sewer: Performance Bond No. 76142039 in the amount of \$384,267.00 has already been released (March 27, 2018)

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Phase IIIB-Part 1 Public Water and Sewer and agree to the release of the Letter of Credit in the amount of \$57,640.05.



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**Mayor & Council
Brunswick Crossing –
Letter of Credit Release
Final Release
Phase IIIB-Part 1 Storm Drain
Staff Report
July 16, 2020**

BACKGROUND:

On May 20, 2020, Public Works completed inspection of the Phase IIIB-Part 1 Storm Drain and found it to be satisfactory. This staff report is to request that the Mayor & Council agree to release of Phase IIIB-Part 1 Storm Drain.

A Letter of Credit for the 15% contingency in the amount of \$31,554.00 remains (Letter of Credit No. SB20122980001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB2012980001 in the amount of \$31,554.00
Phase IIIB-Part 1 Storm Drain: Performance Bond No. 76142038 in the amount of \$210,360.00 has already been released (March 27, 2018)

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Phase IIIB-Part 1 Storm Drain and agree to the release of the Letter of Credit in the amount of \$31,554.00.

To: Residents Near Brunswick Little League Fields

From: City of Brunswick

Date: July 17, 2020

The Mayor and Council have received a request from Brunswick Little League to allow field lights to stay on until 10:30pm from August 10 – October 31, 2020. The current agreement states lights must be off by 9:30pm. This request is to allow two games to be played per evening, since the baseball season was cut short due to COVID-19.

The Mayor and Council will discuss this request at their meeting on Tuesday, July 28, 2020 at 7pm. Although meetings are currently closed to the public, they can be viewed on Cable Ch. 99 or on the City's website at www.BrunswickMD.gov.

If you wish to provide comments about this request, please email comments to Assistant@BrunswickMD.gov or call 301-834-7500, ext. 201 and leave a message with your comments. All comments must be received by 4:30pm on Tuesday, July 28, 2020.