

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, September 8, 2020, 7:00 P.M.

The September 8, 2020 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Carrie Myers, City Clerk; John Gerstner, Public Works Director; Matt Campbell, Water Superintendent; Danny Pendergraft, Acting Waste Water Superintendent; and Abby Ingram, Project Coordinator.

Mayor's Remarks

- Mayor Brown read the following statement:

The Brunswick City Council met in closed session on September 1st at City Hall to consider the acquisition of real property, to discuss potential litigation, and to discuss personnel actions. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Brown, Council Members Dayton, St. John, Ripley, Vigliotti, and White were present. City Clerk Carrie Myers was also present for this meeting.

- Ms. Myers read a Frederick County Goes Purple proclamation. Mayor Brown mentioned the purple lights at Square Corner Park and the Police Station, and the purple ribbons on parking meters were to bring awareness to National Recovery Month.

Approval of Minutes

- Mayor & Council – August 11 & 25, 2020
- Closed – August 13 & 25, 2020

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

Citizens' Forum

- No comments were offered.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 566 – Code Update – Commissions and Committees

Ms. Myers discussed the first reading of this ordinance, which was to update the City Code with consistent language regarding commissions and committees, including terms, membership, etc. Ms. Myers mentioned the second reading and vote would take place at the next meeting.

- Ordinance 567 – Code Update – City Meetings

Ms. Myers discussed the first reading of this ordinance, which was to update the City Code with language about City meetings and Mayor Pro Tem selection. Ms. Myers mentioned the second reading and vote would take place at the next meeting.

Staff Reports

Staff presented highlights from last month's departmental activities.

Consent Agenda

- Purchase Order Approval - #PW-4868 – Clark Azar – Florida Avenue & North Virginia Avenue Water Line Replacement

Ms. Myers stated this item was recommended for approval by the Finance Committee. Mr. Ripley made a motion to approve the Consent Agenda item in the amount of \$17,000. Mr. St. John seconded the motion, which passed 5-0.

Unfinished Business

- Bond Money Budget Amendments

Ms. Myers stated these budget amendments were to accurately capture where the bond money would be spent in FY2021. She discussed moving \$3,000,000 to the water fund to be spent on Yourtee Springs and various water lines, \$2,100,000 to the waste water fund to be spent on the I&I grouting project, and the remaining \$1,518,201.20 to the capital fund to be spent on the 811 project. The finance committee recommended this for approval.

Mr. Dayton made a motion to approve the three budget amendments. Mr. St. John seconded the motion, which passed 5-0.

New Business

- Yourtee Springs Bid Opening

Ms. Myers opened five bids. Bids were as follows:

- Callas Contracting - \$1,280,050
- American Contracting - \$1,476,000
- Johnston Construction - \$1,582,005
- M2 Construction - \$1,587,550
- EMH Environmental - \$1,599,995

Ms. Myers stated bids would be evaluated by engineers and staff and brought for approval at the next Council meeting.

- Yourtee Springs Engineering Services & Construction Management Contract

Ms. Myers stated two bids were sought for the construction management of the Yourtee Springs project. The Finance Committee recommended approval of the low bid to Whitman, Requardt. She stated the Clark Azar bid was considerably higher because Whitman, Requardt has been the engineer designing this project and that firm is more familiar with the project.

Ms. White made a motion to award the project to Whitman, Requardt in the amount of \$160,070. Mr. Ripley seconded the motion.

Mr. Vigliotti asked about the bidding process, and stated he did not feel comfortable voting on this bid without seeing the initial bid documents. Ms. Myers discussed the process by which these types of bids are sought.

The motion passed 4-0-1, with Mr. Vigliotti abstaining.

- West Side Water System Modeling Study

Mr. Gerstner stated this study would tell staff valuable information about the Yourtee Springs lines after that project is completed, mainly where to place pressure reducing valves. Ms. Myers stated two bids were sought from Whitman, Requardt, the low bidder, and Clark Azar, who stated their bid would be considerably higher than Whitman's, and declined to offer a bid amount. The reason for this is that Whitman already has the information necessary to complete this study, while Clark Azar would have to

obtain the information from scratch. The Finance Committee recommended approval to Whitman in the amount of \$22,371.

Mr. Dayton made a motion to approve the Whitman proposal. Mr. Ripley seconded the motion.

Mr. St. John said while he would support this project, he would like to see the City make an effort to obtain more bids on these larger engineering projects. Mayor Brown reminded the Council that the City has already appointed Clark Azar as the City Engineer, and that all other bids sought were already going above and beyond what was necessary.

The motion passed 5-0.

- I&I Grouting Project Contract

Mr. Gerstner discussed this item. With \$2,100,000 of bond money being transferred into the sewer fund, this project would begin work the main sewer lines, and however many lateral lines that amount of money could complete. Ms. Myers stated this item was to give general approval of the project and the amount of money being spent; the actual vendor contract would be brought forth for approval at a future meeting. The Finance Committee did recommend approval of this project.

Ms. White made a motion to approve this project and move forward with plans. Mr. Vigliotti seconded the motion, which passed 5-0.

- Utility Bill One-Time Forgiveness Policy

Mayor Brown discussed this item. He stated that staff and the Finance Committee have discussed this policy many times and explained that amendments to the policy may be necessary, but that he felt this version of the policy was a good place to begin.

Mr. Ripley made a motion to pass Resolution 2020-20, which authorized the Customer Leak Adjustment Policy. Mr. St. John seconded the motion, which passed 5-0.

- Friends of Historic Brunswick Project Proposal

Mayor Brown discussed this proposal to add decorative bricks, plantings, and lighting to the vacant cement pad site at Railroad Square. He stated there would be no cost to the City.

Mr. Vigliotti made a motion to allow the Friends of Historic Brunswick to complete the proposed project. Mr. St. John seconded the motion, which passed 5-0.

Adjournment

The meeting adjourned at 7:55pm.

Submitted by: Carrie Myers

Approved By: [Signature] 10/14/20
Mayor Date

Witnessed By: [Signature] 10/14/2020
City Administrator Date