

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, January 12, 2021, 6:00 P.M.

The January 12, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown via Zoom. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Dave Dunn, City Administrator; Carrie Myers, City Clerk; Milt Frech, Chief of Police; Matt Campbell, Water Superintendent; Jeremy Mose, Waste Water Superintendent; Bruce Dell, Planning and Zoning Administrator; and Carmen Hilton, Main Street Manager.

Mayor's Remarks

- School Choice Week Proclamation – Ms. Myers read the proclamation.
- Mayor Brown stated that the City was operating with minimal in-person staffing, where applicable due to the rise in COVID cases. He stated administrative staff were working from home, while other departments were rotating shifts for coverage.
- Mayor Brown stated all City meetings would be virtual for the foreseeable future.

Approval of Minutes

- Mayor and Council Workshop – December 1, 2020
- Mayor and Council Meetings – December 8 & 22, 2020

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

Citizens' Forum

Lee Zumbach, Knoxville and Brunswick Main Street Vice Chair – offered comments about the proposed welcome arch in downtown Brunswick. He stated he felt a committee should be formed to make comments to the Frederick Arts Council.

Staff Reports

Staff presented highlights from last month's departmental activities.

Consent Agenda

- Purchase Order Approval – WW51-21 – M&M Electric Motors - \$15,118.72
- Purchase Order Approval – WW52 – 21 – M&M Electric Motors - \$25,271.30
- Purchase Order Approval – WW53 – 21 – M&M Electric Motors - \$19,081.90
- Purchase Order Approval – WW59 – 21 – Univar - \$18,265.50
- Purchase Order Approval – WW64 - 21 - Catocin Lighting - \$13,819.58
- Purchase Order Approval – WW66 – 21 – M&M Electric Motors - \$14,268.70
- Purchase Order Approval – 24-21W – Microtech Designs - \$19,955.00
- Purchase Order Approval – PW4906 – Eastern Salt - \$20,000

Mr. Dunn discussed all of the purchase orders, which were discussed and recommended for approval by the finance commission. He stated budgeted funds remained for these projects. Mr. Vigliotti and Mr. Sandusky requested more information to accompany purchase orders when placed on an agenda. Staff stated they could begin completing a Consent Agenda Summary document and also send out the finance

commission minutes to the Council. Mr. Ripley made a motion to approve the consent agenda items. Mr. St. John seconded the motion, which passed 6-0.

Unfinished Business

- National Register Re-Survey

Mayor Brown discussed this item. He stated this was an update of the 1970s application, and that nothing was being significantly changed. The updates were mainly about specific addresses and properties, but not boundaries.

Mr. St. John made a motion to approve the re-survey application. Mr. Dayton seconded the motion, which passed 6-0.

- WB Tower Foundation Bid

Mr. Dunn discussed this item. He stated that roughly \$101,000 had been budgeted in previous years for this project. Unspent funds were rolled to reserves. This year, only \$25,000 was specifically budgeted for the project, therefore, a future budget amendment would be necessary to transfer some of the reserve funding back into the current year budget. Mr. Dunn stated it made more sense to do so at the close of the fiscal year so that more than one budget amendment weren't necessary.

After a lengthy discussion regarding total project spending and timeline, Ms. White made a motion to approve the bid from Remsburg in the amount of \$80,771.60, even though this was not the low bid, as the low bid was considered incomplete. Mr. Vigliotti seconded the motion, which passed 6-0.

- Utility Bills Shut-Off Discussion

Mayor Brown discussed this item. He stated the Governor's moratorium on shut-offs was not extended, and the Council voted to re-visit the topic in January of 2021. He gave the outline of the current schedule timeline, which would make shut-offs occur near the end of February. Staff stated advertising of the shut-offs could begin now so residents would have plenty of notice to pay their full bills or enter into a payment plan.

Ms. White made a motion to resume shut-offs with the current utility billing cycle. Mr. Sandusky seconded the motion, which passed 6-0.

- Sidewalk Program Update

Mr. Dell gave an update of the project and asked if the Council wished to begin sending notices to residents who were identified on staff's spreadsheet as having necessary repairs to make to their sidewalks. After a discussion, it was decided that staff would begin drafting notices to the residents with poorest condition sidewalks, telling them about the sidewalk loan program and giving them 30 days to contact Planning staff.

New Business

- 811 West Potomac Street Clark Azar Services Proposal

Mr. Dunn explained this item was to provide construction support services during the construction period of the 811 build out. He stated that City staff would act as the project coordinators for all items they could, but that Clark Azar would be called upon for necessary items, meetings, etc. throughout the life of the project. The proposal was for up to \$85,000.

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

- 821 Second Avenue Abatement

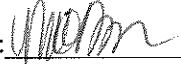
Mr. Dell stated this property received code violations for trash and vehicles, and that fines were now in excess of \$1,000. At present, all but one vehicle had been removed, but the trash remained at the abandoned property.

Ms. White made a motion to approve abatement of this property. Mr. Ripley seconded the motion, which passed 6-0.

Adjournment

The meeting adjourned at 7:25pm.

Submitted by: Carrie Myers

Approved By:  4/13/21
Mayor Date

Witnessed By:  4/12/2021
City Administrator Date