

**MAYOR AND COUNCIL MEETING
TUESDAY, FEBRUARY 9, 2021, 6:00PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Mayor's Executive Order Proclamation
 - b. P286 Day of Remembrance Proclamation
 - c. Black History Month Proclamation
 - d. Brunswick Youth Advisory Committee Appointments
 - e. Council Liaison Assignments
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council – January 12 & 26, 2021
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
 - a. Utility Billing Termination Notice/Procedure Discussion – possible vote
- 9. NEW BUSINESS**
 - a. City Personnel Manual/Employee Telework Policy – vote anticipated
 - b. Water Meter Crock Contract – vote anticipated
 - c. Welcome Arch Funding Request – vote anticipated
 - d. Preservation and Revitalization Committee Future Discussion
- 10. ADJOURNMENT**

2/5/2021 10:31 AM



THE CITY OF BRUNSWICK MARYLAND

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

EXECUTIVE ORDER

of the
Mayor of the City of Brunswick

WHEREAS, by Order signed on January 28, 2021, Lawrence J. Hogan, Jr, Governor of Maryland, amended and restated the previous order of the Governor dated November 17, 2020, providing by amendment that certain Foodservice Establishments, as defined therein, including restaurants and bars, are no longer prohibited from remaining open between the hours of 10:00 p.m. and 6:00 a.m. local time, effective February 1, 2021; and

WHEREAS, the Governor's Order provides for political subdivisions to issue orders which are more restrictive than the Governor's Order; and

WHEREAS, Frederick County, Maryland, a political subdivision, by and through its County Attorney, Byron Black, Esquire, has informed the City the County has issued an executive order more restrictive than the Governor's Order; and

WHEREAS, The County Attorney has further informed the City of the County's position that the Mayor of the City of Brunswick may issue an executive order consistent with the Governor's Order providing that, notwithstanding the County's executive order, the City may in its discretion, by executive order or local legislative action, adopt the provisions of the Governor's Order without additional restriction, to be applicable within the City, and providing that Foodservice Establishments, including bars and restaurants, are no longer prohibited from remaining open between the hours of 10:00 p.m. and 6:00 a.m. local time, effective this first day of February, 2021; and

WHEREAS, taking into account the responsible management of the Foodservice Establishments in the City, and the precautions in place to limit or prevent or the spread of infectious disease, and for the reasons set forth in the Governor's Order, it is deemed appropriate to adopt the position set forth in the Governor's Order without further restrictions imposed;

NOW, THEREFORE, be it Proclaimed and Ordered by the Mayor of the City of Brunswick, as follows:

Effective this second day of February, 2021, Foodservice Establishments in The City of Brunswick are no longer required to close at 10:00 p.m., and may remain open after 10:00 pm. local time, as provided in the Governor's Order, without further restriction of hours of business by the City, and may lawfully operate until further Order of the Governor to the contrary, or until modification of this Order may provide otherwise, in accordance with applicable law, and in accordance with the conditions and limitations set forth by the Governor's Order which are applicable to Foodservice Establishments.

ISSUED under my hand this second day of February, 2021



Nathan Brown, Mayor

PROCLAMATION

P286 Day of Remembrance
February 16, 2021

Whereas, on February 16, 1996, MARC train P286 departed the Brunswick, Maryland, station en route to Union Station, Washington, D.C. and was involved in an accident in Silver Spring, Maryland, resulting in the loss of eleven lives, among them: crew members Engineer Ricky Orr, Conductor Jimmy Major, Jr., and Assistant Conductor Jim Quillen; and eight passengers, all students at the Harpers Ferry Job Corps: Carlos Byrd, Diana Hanvichid, Claudius Kessoon, Thomas Loatman, Lakeisha Marshall, Ka'ris Rudder, Dante Swain, and Michael Woodson; and

Whereas, the City of Brunswick is home to a memorial for the victims of the accident including a memorial bell, the creation of which was spearheaded by community member Leechel Reynolds and family, and was installed with donations from Brunswick area residents and local businesses; and

Whereas, the City of Brunswick recognizes the tragic loss of life that occurred on that day which deeply affected the Brunswick community; and

Whereas, the remembrance of the 25th anniversary of the accident is important to the memories of the victims and the history of the City of Brunswick;

Therefore, the Mayor and Council of the City of Brunswick, Maryland, hereby recognize February 16, 2021 as the P286 Day of Remembrance.

Nathan Brown, Mayor

PROCLAMATION

Black History Month
February 2021

Whereas, in February, Black History Month is recognized nationally and serves as a time to celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

Whereas, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America; and

Whereas, the City of Brunswick recognizes the many contributions of African Americans in our community and across the country, and is proud to reinforce our commitment of being a community of diversity and inclusion; and

Whereas, the observance of Black History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals;

Therefore, the Mayor and Council of the City of Brunswick, Maryland, hereby recognize February 2021 as Black History Month.

Nathan Brown, Mayor

Youth Advisory Committee
(One-year term)

Name	Original Appointment	Appointed	Term Expires
Bella Amell	2021	2/2021	8/2021
Casey Stepoulos	2021	2/2021	8/2021
Jacob Winter	2021	2/2021	8/2021
Katrina Parde	2021	2/2021	8/2021
Ryan Sweeney	2021	2/2021	8/2021
Jack Hamilton	2021	2/2021	8/2021
Mia Fakhouri	2021	2/2021	8/2021

City Liaison Appointments

February 2021

Assignment

Liaison

Planning & Zoning Commission	Andy St John
Economic Development Commission	John Dayton, Brian Sandusky
Canal Towns Partnership	Vaughn Ripley City Representatives: <ul style="list-style-type: none"> • Abbie Ricketts • Walt Stull
Brunswick Heritage Museum	Andy St. John
Brunswick Area Rec Council	Vaughn Ripley
Friends of the Library	Chris Vigliotti
Park Heights Cemetery	Angel White
Fire & Ambulance Companies	Chris Vigliotti
Brunswick Main Street	Nathan Brown
Brunswick Senior Center	Angel White
GBACC	Angel White
Brunswick Food Bank/BEACON	Angel White
Emergency Preparedness	Andy St. John, Vaughn Ripley, John Dayton
New Hope Community Partnership	Angel White
Community Calendar	Angel White
Finance/Utility Committee	John Dayton, Vaughn Ripley
Youth Advisory Council	Vaughn Ripley
Frederick County Tourism	Angel White
Campground	John Dayton, Chris Vigliotti
History Commission	Chris Vigliotti
Small Area Plan Working Group	Nathan Brown (Council Members Ad-Hoc Basis)
Preservation & Revitalization Committee	Nathan Brown, Andy St. John
Friends of Historic Brunswick (FOHB)	Brian Sandusky
Green Team	Chris Vigliotti
Parks & Recreation Committee (River's Edge Trail/Skatepark/Sports Complex)	Vaughn Ripley, John Dayton
Brunswick Crossing HOA	Brian Sandusky
Galyn Manor HOA	Angel White

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: _____ Witnessed By: _____
Mayor Date City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, January 26, 2021, 6:00 P.M.

The January 26, 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; Matt Campbell, Water Superintendent; John Gerstner, Director of Public Works; and Bruce Dell, Planning and Zoning Administrator.

Mayor's Remarks

- Mayor Brown stated the a/v project in the Council chambers would be taking place the week of February 1, 2021.
- Mayor Brown stated he'd been receiving questions about the COVID-19 vaccine. He referred all residents to follow Frederick County Health Department for vaccine information.
- Mayor Brown stated administrative staff and some staff at plants were still working remotely, but all City services were operational.
- Mayor Brown stated the City received word that the Railroad Square project received tax credits through the State. He stated the City would be scheduling future public meetings and workshops with the developers.
- Mayor Brown stated the sale of the Newberry Building went through at the end of December, and that staff were working internally on the next steps of this grant project.

Citizens' Forum

No public comments were received.

Council Member Reports

Council Members presented highlights from last month's liaison assignments.

Unfinished Business

- Yourtee Springs Change Order

Mr. Dunn and Mr. Campbell discussed this item. The contractor found ground water infiltration at the old foundation and the project halted while engineers found a solution. They found a membrane material that could be placed on top of the floor drains and could pour new concrete over that substance. Mr. Campbell stated that due to other changes, the lost time and money could be made up for in other areas of the project. The current change order was for \$31,313.

Ms. White made a motion to approve the change order. Mr. Sandusky seconded the motion, which passed 6-0.

New Business

- Budget Amendments – Vehicle Leases

Mr. Dunn explained these budget amendments were to finalize the FY2020 audit. GASB regulations changed how leases in the general fund were supposed to be booked, therefore these changes were

necessary.

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

- Rivers Edge Trail Economic Impact Study Presentation
Carlo Alfano and Mr. Dayton presented findings from a recent economic impact study they conducted for Rivers Edge Trail usage. They hoped to repeat the study each year.

Adjournment

The meeting adjourned at 6:49pm.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date



THE CITY OF BRUNSWICK MARYLAND

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

January Planning/Code Staff Report Mayor and Council 2-9-2021 Planning

- Review of the first Conservation District property reconstruction.
- Meet with Builder on 3 lots of recorded and improvements on Fifth Ave.
- Met with County to discuss hauling soil from Othello Park to the Sports Complex.
- Worked with concrete contractor and public on two addition sidewalk projects.
- Met with contractor for West Bound Tower foundation.
- City Engineer working on Sports Complex and 13th Ave improvements design options and request proposal for RFP packet on Street, loop road, parking and concrete improvements.
- Preparing RFP for Sports Complex soil transfer from Othello Park.
- Working with the Newberry building an applicant.
- 24 Zoning Certificates issued January
- 13 U&O's issued January
- No BoA meeting in January and no meeting is scheduled for February.
- Planning Commission did not meet in January meeting scheduled for February pending.

21-01	25-597704	1/4/2021	29	Bret Barber / Laura Braden (Frederick Fence Co.)	1203	Pennington Drive	Fence
21-02	25-596330	1/5/2021	29	Dan Ryan Builders	725	Jefferson Pike	SFD
21-03	25-600874	1/12/2021	29	Dan Ryan Builders	1318	Monocacy Crossing Parkway	SFD
21-04	25-599383	1/12/2021	29	Robert Woods / Dave Hall (Grasshopper Garden)	1215	Shenandoah View Parkway	Patio
21-05	25-599406	1/12/2021	29	Jeremy Rice - Laura Braden (Frederick Fence Co.)	1212	Shenandoah View Parkway	Fence
21-06	25-481593	1/13/2021	1089	Kathy Campos	10 & 12	East B Street	Fence
21-07	25-601244	1/15/2021	29	K. Hovnanian Homes of MD LLC	1509	Crampton Street	Villa
21-08	25-601245	1/15/2021	29	K. Hovnanian Homes of MD LLC	1511	Crampton Street	Villa

21-09	25-601246	1/15/2021	29	K. Hovnanian Homes of MD LLC	1513	Crampton Street	Villa
21-10	25-601247	1/15/2021	29	K. Hovnanian Homes of MD LLC	1515	Crampton Street	Villa
21-11	25-481383	1/15/2021	619	Yassin Hussain / Jose Flores (Arleo Maintenance)	127	West Potomac Street	Renovations
21-12	25-590964	1/19/2021	29	John Arsenault / Casey Fence and Deck	1128	Long Farm Circle	Deck
21-13	25-599403	1/22/2021	29	Laura Braden	1302	Shenandoah View Parkway	Fence
21-14	25-481526	1/22/2021	105	Margie Reaver	315	East A Street	Solar Installation
21-15	25-591222	1/25/2021	29	Renewable Energy Corporation	1274	Drydock Street	Solar Installation
21-16	25-594678	1/25/2021	29	Grasshopper Garden and Patio	1322	Scheer Street	Patio
21-17	25-601253	1/26/2021	29	K. Hovnanian Homes of MD LLC	1502	Crampton Street	Villa
21-18	25-601254	1/26/2021	29	k. Hovnanian Homes of MD LLC	1504	Crampton Street	Villa
21-19	25-601255	1/26/2021	29	K. Hovnanian Homes of MD LLC	1506	Crampton Street	Villa
21-20	25-601256	1/26/2021	29	K. Hovnanian Homes of MD LLC	1508	Crampton Street	Villa
21-21	25-486471	1/27/2021	405	Greg Augstinos	823	West Potomac Street	Deck
21-22	25-599414	1/28/2021	29	Joshua Smith	1202	Monocacy Crossing Parkway	Fence
21-23	25-600867	1/29/2021	29	Dan Ryan Builders	1332	Monocacy Crossing Parkway	SFD
21-24	25-600973	1/29/2021	29	Brunswick Crossing LLC / Dan Hines (Lancaster Builders)	1300	Potomac View Parkway	Renovations

U&O Log 2021

Item #	U&O #	Receipt Date	Street #	Street Address	Developer	AP #	Issuance Date
1	21-01	1/6/2020	1207	Shenandoah View Parkway	K Hovnanian Builders	296009	1/6/2021
2	21-02	1/6/2021	1201	Shenandoah View Parkway	K Hovnanian Builders	296005	1/6/2021
3	21-03	1/6/2021	1203	Shenandoah View Parkway	K Hovnanian Builders	296007	1/6/2021
4	21-04	1/6/2021	1205	Shenandoah View Parkway	K Hovnanian Builders	296008	1/6/2021
5	21-05	1/7/2021	1202	Shenandoah View Parkway	Ryan Homes		1/7/2021
6	21-06	1/12/2021	1206	Shenandoah View Parkway	Ryan Homes	294770	1/8/2021
7	21-07	1/12/2021	655	Central Avenue	Ryan Homes	289799	1/12/2021
8	21-08	1/12/2021	1206	Dargon Quarry Lane	Ryan Homes	294767	1/12/2021
9	21-09	1/12/2021	1204	Monocacy Crossing Parkway	Ryan Homes	294768	1/12/2021
10	21-10	1/15/2021	1204	Shenandoah View Parkway	Ryan Homes	294769	1/15/2021
11	21-11	1/25/2021	1210	Shenandoah View Parkway	Ryan Homes	299334	1/25/2021
12	21-12	1/25/2021	1224	Younkins Drive	Dan Ryan Builders	297894	1/26/2021
13	21-13	1/29/2021	1200	Shenandoah View Parkway	Ryan Homes	295995	1/29/2021

No. of Violations	January						
Code Enforcement Log			Citation - \$50 (First)	Citation - \$50 (Second)	Citation - \$300	Citation - \$600	Totals for January
	Courtesy Notice	Violation Notice					
<input type="checkbox"/> City Personnel Observation	0	2	1	1	0	0	4
Property Trash	0	1	0	0	0	0	1
Property Maintenance	0	0	1	1	0	0	2
Property Repair	0	1	0	0	0	0	1
<input type="checkbox"/> Complaint Filed	3	2	1	1	1	1	9
Property Trash	1	1	0	0	0	0	2
Property Maintenance	1	0	0	0	0	0	1
Other - Describe in Details	1	0	0	0	0	0	1
Property Repair	0	1	1	1	1	1	5
Totals for January	3	4	2	2	1	1	13

January 2021 ELECTRIC

Install temporary breaker for cover pump at reservoir

Find replacement light pole and fixture for Veterans Park and submit quote.



Brunswick Main Street Manager Report

February 4, 2021

- ❖ Chairman's Letter
 - As of Friday, January 29 - 1,521 letters have been mailed (400 remaining)
 - As of Wednesday, February 3 - \$1,530 has been received in donations
- ❖ Attended MEDA (Maryland Economic Development Association) Winter Conference
 - Notes from conference attached
- ❖ Main Street America "Advanced Principles of a Sustainable Organization"
 - Completed class with a 93.7%
- ❖ Assisting with Taste of Brunswick
 - Participation email sent to downtown restaurants (2 positive responses received – Beans and Potomac St Grill)
 - Open to all restaurants in Brunswick?
- ❖ Attended "Bike to Work" Information Meeting
 - Orientation for new Pit Stop Managers was February 4th
 - Emailed 3-Point Cycles and Carlo to see if they would like to partner – Meeting scheduled for Feb. 5th
- ❖ C&O 50th
 - Attended multiple meetings
 - Social Media posts coordinated
- ❖ Small Area Plan Request for Meeting Sent
- ❖ WDMV Proposal Received
 - See Attached
- ❖ Possible New Board Members invited and attended Board Meeting Feb. 3
 - Applications sent
- ❖ Attended Visit Frederick Meeting
 - Hotel Revenue down 27%
 - Downtown Frederick Hotel still in negotiations
 - Visitation to downtown Frederick down 28%
 - Gift Card sales up 98% in December and 179% in November 2020
 - Doing more digital marketing for early spring
 - Visitor guide has a picture of bike riders on the C&O!
- ❖ Attended Promotions Committee and Design Committee Meetings
- ❖ Attended Main Street/Art on Main Meeting
 - Look for 2 page spread in Washingtonian!
 - Additional advertising possibly in MD Road Trips and Washington Post
 - Video Files, pictures and FB links received for future social media/website posts
- ❖ Trained on MD Main Street Report
- ❖ Keep America/MD Beautiful
 - Corresponded with Leads regarding events that have already been planned that fit KAB requirements
 - Linked community volunteer with Leads
- ❖ Annual Report
 - Being created as a more graphic representation of 2020
- ❖ Advocacy
 - Wrote to legislators regarding RELIEF Act



Brunswick Police Department
Call Type Counts Listing
January 1, 2021 to January 31, 2021

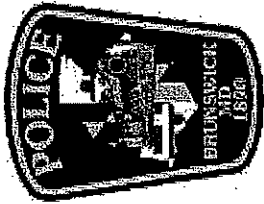
<i>Call Type</i>	<i>Counts</i>
ABANDONED / UNATTENDED VEHICLE	1
ASSAULT - OCCURED EARLIER	1
ASSIST FIRE DEPARTMENT	4
ASSIST OTHER PD (SHERIFF)	18
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	2
CARDIAC ARREST	3
DESTRUCTION OF PROPERTY / VANDALISM	6
DISABLED VEHICLE	2
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	2
DISTURBANCE - ALL GATHERINGS	9
DOMESTIC	3
DOMESTIC IN PROGRESS - ALERT TONE	2
EMERGENCY EVALUATION	3
FOLLOW UP - ALL TYPES	38
FRAUD	3
HIT AND RUN PROPERTY DAMAGE	3
K9 OTHER	1
K9 SCAN	2
LOST PROPERTY	1
MENTAL PERSON	1
MISSING PERSON	1
MUNICIPAL INFRACTION	1
NARCOTICS - FCPD SEND TWO CARS	2
NOISE COMPLAINT	2
NOTIFICATIONS	2
OPEN OR 911 HANG-UP	21
OVERDOSE - SEND AMBULANCE	2
PARKING VIOLATIONS	8
PATROL CHECK (BRUNSWICK)	258
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	1
POLICE TRAINING / EDUCATION	1



Brunswick Police Department
Call Type Counts Listing
January 1, 2021 to January 31, 2021

Call Type	Counts
PROPERTY DAMAGE ACCIDENT	6
RELAY OR 10-5	2
REPO / TOW AWAY	1
REQUEST OFFICER	57
RESIDENTIAL	5
RESIDENTIAL HOLD UP - ALERT TONE	1
SCHOOL	1
SCHOOL SAFETY CHECK	14
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	1
SPECIAL ASSIGNMENTS	21
STANDBY	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	2
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	8
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	9
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	3
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	3
TRANSPORT 10-95	1
TRESPASSING	1
VEHICLE	1
VEHICLE STOP (BRUNSWICK)	29
VERBAL DISPUTE - NON DOMESTIC	1
WALKING PATROL	18
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	15

Total Number of Calls: 611



Brunswick Police Department
Listing of Arrests

January 1, 2021 to January 31, 2021

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2018004019	01/05/2021	20:47	THEFT, ALL OTHER \$999 OR LESS	CLOSED/CLEARED	ADULT	JOEL STORMS	CLEARED BY ARREST
2020007435	01/12/2021	13:05	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2021000505	01/26/2021	22:17	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2021000559	01/28/2021	22:22	OTHER AGENCY WARRANT/SUMMONS SERVICE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST

Total Number of Arrests: 4



Brunswick Police Department Monthly Report

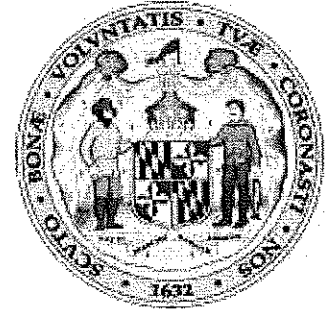
Reporting Month and Year:
January 2021

Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	2	2	11	11
Maryland State SEROS	0	0	2	2
Warning Citations	10	10	44	44
Parking Citations	6	6	24	24

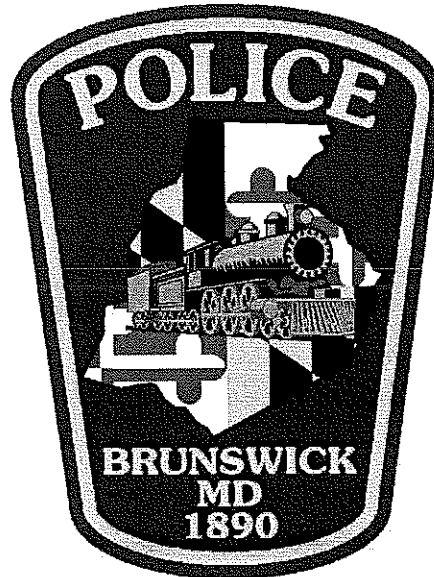
Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	612	612	913	913
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	7	7	8	8
B&E	0	0	1	1
Theft	4	4	10	10
Auto Theft	0	0	0	0
Motor Vehicle Accidents	7	7	8	8



City of Brunswick Maryland



Police Department



2020 Annual Report

Milton E. Frech Jr., Chief of Police
Bryan C. Brown, Assistant Chief

Chief Milton Frech of the Brunswick Police Department respectfully submits this report as an overview of accomplishments and achievements from January 1, 2020 to December 31, 2020.

2020 Personnel:

In July, 2020, Recruit Andrew Juday started his training at the Frederick Police Academy and is expected to graduate from the academy in March, 2021. In August, 2020, OFC Darrick Scott joined the Brunswick Police Department to fill the role of School Resource Officer.

2020 Vehicles:

Three new Ford Utility AWD vehicles were placed in service in 2020. A fourth Ford Utility AWD is currently being outfitted and will be the designated vehicle for the School Resource Officer.

2020 Calls for Service:

During the 2020 calendar year, the Brunswick Police handled a total of 7,579 calls for service, a decrease of 3,305 calls for service from 2019.

2,755 calls were self-initiated patrol checks, 303 were traffic stops, and 4,521 calls for service originated from dispatch/citizens/officer observation. Of the 4,521 calls for service, 535 calls required police reports.

There was a noticeable decrease in many activities due to challenges resulting from the COVID-19 pandemic.

2020 Statistical Information:	2020	2019
Call Type Counts	7,579	10,884
Adult Arrests	70	164
Juvenile Arrests	15	23
Total Arrests	85	141
Maryland Uniform Citations	113	360
Equipment Repair Orders	6	38
Warning Citations	160	906
Parking Citations	120	237
Motor Vehicle Accidents	98	116

<u>UCR Part I Crimes:</u>	2020	2019
Criminal Homicide	0	0
Rape	0	0
Robbery	0	0
Assaults	138	84
Burglaries	5	21
Larcenies / Thefts	49	103
Motor Vehicle Thefts	1	2

2020 Grants:

In 2020, the Brunswick Police received \$112,566.00 in grant funding. Several of the grants were as follows:

2020 State Aid for Police Protection: \$94,255.00

The State Aid for Police Protection Fund is a formula-driven funding program used to supplement resources for police protection in local communities. State funds provide additional revenue to support the operational costs of local and county police agencies.

2020 State Homeland Security Program: \$11,311.00

The Brunswick Police Department purchased two mobile police radios, two E-Tix machines, and one docking station for a mobile data terminal. The equipment was purchased and the grant was closed in October, 2020.

2020 Safe Streets Grant: \$4,000.00

The Brunswick Police Department partnered with the Frederick City Police Department to receive a grant from the Federal Safe Street Initiative. The grant was awarded to the Frederick City Police Department with portions distributed to local agencies.

2020 Department of Justice BVP Grant: \$3,000.00

The Brunswick Police received these funds towards the purchase of new bullet proof vests from the Department Of Justice.

2020 Training:

Brunswick Police officers attended 1,563 hours of training in 2020. Training was related to many topics to include:

In-Service Training	K9 Training
Range Training & Qualifications	Human Resources
Less Lethal Techniques	Taser Training
LGIT Roll Call Training	Legal Updates
CPR/AED	Diversity/Bias
Investigations of various crimes	Bicycle Patrol
Developing a Drug Diversion Program	Child First Forensic Interviewing
Interview and Interrogation	Topics relating to the schools

2020 Special Operations:

In 2020, Detective Cline remained the Criminal Investigator for the Brunswick Police Department. In addition to investigating criminal cases, Detective Cline conducted interviews, collected and processed evidence, coordinated with allied agencies with regional crime investigations, and supplemented patrol duties. He was able to obtain criminal charges in several cases, some of which involved child abuse, child neglect, and violation of a protective order. Detective Cline attended several trainings throughout the year to enhance his skills in the position.

Drug enforcement continued to be a focus of the agency. Detective Jesson continued his role as the agency investigator, working with the Frederick HIDTA group. In 2020, 11 tips were received from the public, and many other investigations were self-initiated by the investigator. The investigations resulted in the seizure of 1458.1 grams of marijuana, 100.2 grams of cocaine, 1.9 grams of crack cocaine, 25 grams of heroin, 1 Oxycodone pill, and 9 prescription pills. A total of 13 search warrants were executed resulting in 3 arrests. During the operations, over \$3,200 and 4 firearms were seized.

K9 Kyro and Officer Smith have continued to work and train together to help officers in their drug enforcement efforts. During the year of 2020, K9 Kyro and Officer Smith conducted 18 scans which lead to the seizure of 158 heroin capsules, 9 grams of raw heroin, 1 Suboxone strip, several grams of cocaine, and numerous items of paraphernalia including syringes and smoking devices. Throughout the year, Officer Smith worked to build K9 Kyro's skills through training with other agencies, including the Frederick County Sheriff's Office and other police agencies in Montgomery County.

In 2020, the Brunswick Police responded to 20 overdoses involving 18 different individuals and resulting in 4 fatalities. Narcan was used in 5 of the overdoses and was administered by either EMS or private citizens. The ages of the people who overdosed ranged between 20 to 54 years of age.

The Brunswick Police Department maintained the School Resource Officer position throughout 2020. However, due to the COVID-19 pandemic, the School Resource Officer position had limited involvement with the schools throughout the year. Though school was not fully in session, School Resource Officers remained involved by keeping in contact with any staff or students still using the facilities, assisting staff with issues requiring law enforcement intervention during virtual learning, and maintaining security of the facilities. Officer Scott, who assumed the School Resource Officer position in August, has been attending training to learn about his new position and has been working on getting a Police Explorer Post operational in Brunswick.

2020 Special Event Staffing:

Due to the COVID-19 Pandemic, many events officers participate in were unable to be held. However, officers were able to provide their assistance with the City's firework display, as well as the Veteran's Day Parade. Since the annual Shop with a Cop event was cancelled, Officer Scott instead assisted the Frederick Optimist Club with handing

out presents to children in the community. Officers remained active in the community to the extent the pandemic restrictions allowed, and made a presence at events such as lunch and Chromebook distributions for local students.

2020 Goals:

2020 was a year of unprecedented challenges for law enforcement. The Brunswick Police Department aims to embrace these challenges and continue to be a positive force in the community. Community outreach, building positive relationships, and maintaining a high level of professionalism will remain a top priority for the Brunswick Police Department. The Brunswick Police Department will continue to make efforts to address illegal narcotics use in the community through both law enforcement efforts and through partnerships with community programs. Overdose reduction and addressing the opioid epidemic remains a top priority for the Brunswick Police Department.

Brunswick Police 2020 Training

Order#	Date of training	Personnel	Hours	Program	Cost
20-001	January 6-10, 2020	Cline	40	Basic Sex Offender Interview Course	No Cost
20-002	January 7, 2020	Jesson	2	Taser Recert	No Cost
20-003	January 24, 2020	Frech	8	HR Training	\$99.00
20-004	January 24, 2020	Brown	8	HR Training	\$99.00
20-005	January 27-30, 2020	Cline	40	Unexplained Child Death Investigations	No Cost
20-006	February 10-14, 2020	Cline	40	Child First Training for Forensic Inv	No Cost
20-007	February 10-14, 2020	Druktenis	40	Child First Training for Forensic Inv	No Cost
20-008	February 19, 2020	Cullembert	8	Day #1 FCSO In-Service	No Cost
20-009	February 24, 2020	Cline	8	Day #1 FCSO In-Service	No Cost
20-010	February 24, 2020	Bittner	8	Day #1 FCSO In-Service	No Cost
20-011	February 26, 2020	Eyler	8	Day #1 FCSO In-Service	No Cost
20-012	February 27, 2020	Smith	8	K9 Recert	No Cost
20-013	March 4, 2020	Druktenis	8	Day #1 FCSO In-Service	No Cost
20-014	March 9, 2020	Linehan	8	Day #1 FCSO In-Service	No Cost
20-015	March 11, 2020	Smith	8	Day #1 FCSO In-Service	No Cost
20-016	March 11, 2020	Handler	8	Day #1 FCSO In-Service	No Cost
20-017	June 18, 2020	Smith	8	K9 Recert	No Cost
20-018	June 24, 2020	Storms	8	Day #1 FCSO In-Service	No Cost
20-019	June 24, 2020	Ledwell	8	Day #1 FCSO In-Service	No Cost
20-020	June 29, 2020	Kohler	8	Day #1 FCSO In-Service	No Cost
20-021	July 6, 2020	Druktenis	8	Taser Instructor Recert	\$495
20-022	July 16, 2020	Smith	8	K9 Recert	No Cost
20-023	July 20-Dec 31, 2020	Juday	912	Police Academy	\$2,500
20-024	July 20, 2020	Eyler	8	Day #2 FCSO In-Service	No Cost
20-025	July 22, 2020	Linehan	8	Day #2 FCSO In-Service	No Cost
20-026	July 22, 2020	Kohler	8	Day #2 FCSO In-Service	No Cost
20-027	July 27, 2020	Cullembert	8	Day #2 FCSO In-Service	No Cost
20-028	August 13, 2020	Smith	8	K9 Recert	No Cost
20-029	August 17, 2020	Handler	8	Day #2 FCSO In-Service	No Cost
20-030	August 17, 2020	Cline	8	Day #2 FCSO In-Service	No Cost
20-031	August 19, 2020	Ebberts	8	Managing Police Records	No Cost
20-032	Aug 19 - Sept 4, 2020	Scott	80	Field Training	No Cost
20-033	August 19, 2020	Bittner	8	Day #2 FCSO In-Service	No Cost
20-034	August 24, 2020	Druktenis	8	Day #2 FCSO In-Service	No Cost
20-035	August 24, 2020	Scott	8	Day #2 FCSO In-Service	No Cost
20-036	August 26, 2020	Storms	8	Day #2 FCSO In-Service	No Cost
20-037	August 26, 2020	Smith	8	Day #2 FCSO In-Service	No Cost
20-038	September 1-2, 2020	Jesson	12	Interview and Interrogation	No Cost
20-039	September 2, 2020	Smith	8	K9 Recert	No Cost
20-040	September 3, 2020	Jesson	6	Developing a Drug Diversion Program	No Cost

20-041	September 8, 2020	Smith	8	K9 Recert	No Cost
20-042	September 10, 2020	Smith	8	K9 Recert	No Cost
20-043	September 13, 2020	Ledwell	2	Taser Recert	No Cost
20-044	September 17-18, 2020	Druktenis	16	Bike School	No Cost
20-045	September 17-18, 2020	Linehan	16	Bike School	No Cost
20-046	September 24, 2020	Ledwell	2	Firearms/Range	No Cost
20-047	September 24, 2020	Druktenis	2	Firearms/Range	No Cost
20-048	September 24, 2020	Bittner	2	Firearms/Range	No Cost
20-049	September 24, 2020	Linehan	2	Firearms/Range	No Cost
20-050	September 24, 2020	Cullember	2	Firearms/Range	No Cost
20-051	September 24, 2020	Scott	2	Firearms/Range	No Cost
20-052	September 24, 2020	Jesson	2	Firearms/Range	No Cost
20-053	September 30, 2020	Frech	2	Firearms/Range	No Cost
20-054	September 30, 2020	Brown	2	Firearms/Range	No Cost
20-055	September 30, 2020	Donovan	2	Firearms/Range	No Cost
20-056	September 30, 2020	Eyler	2	Firearms/Range	No Cost
20-057	September 30, 2020	Kohler	2	Firearms/Range	No Cost
20-058	September 30, 2020	Storms	2	Firearms/Range	No Cost
20-059	September 30, 2020	Handler	2	Firearms/Range	No Cost
20-060	October 8, 2020	Smith	8	K9 Recert	No Cost
20-061	October 28, 2020	Scott	1	School Resource Officers	No Cost
20-062	October 28, 2020	Scott	1	Bomb Threats	No Cost
20-063	October 28, 2020	Scott	1	Active Shooter Preparation and Response	No Cost
20-064	November 19, 2020	Frech	2	Diversity/Bias Training	No Cost
20-065	November 19, 2020	Brown	2	Diversity/Bias Training	No Cost
20-066	November 19, 2020	Donovan	2	Diversity/Bias Training	No Cost
20-067	November 19, 2020	Ledwell	2	Diversity/Bias Training	No Cost
20-068	November 19, 2020	Druktenis	2	Diversity/Bias Training	No Cost
20-069	November 19, 2020	Eyler	2	Diversity/Bias Training	No Cost
20-070	November 19, 2020	Kohler	2	Diversity/Bias Training	No Cost
20-071	November 19, 2020	Storms	2	Diversity/Bias Training	No Cost
20-072	November 19, 2020	Handler	2	Diversity/Bias Training	No Cost
20-073	November 19, 2020	Bittner	2	Diversity/Bias Training	No Cost
20-074	November 19, 2020	Cullember	2	Diversity/Bias Training	No Cost
20-075	November 19, 2020	Scott	2	Diversity/Bias Training	No Cost
20-076	November 19, 2020	Smith	2	Diversity/Bias Training	No Cost
20-077	November 19, 2020	Cline	2	Diversity/Bias Training	No Cost
20-078	Nov 30 - Dec 1, 2020	Scott	16	FCPS Suicide Intervention	No Cost
20-079	December 3, 2020	Smith	8	K9 Recert	No Cost
20-080	December 27, 2020	Donovan	2	Taser Recert	No Cost

Total Hours	1563
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Governor Larry Hogan Announces Impact of Maryland Criminal Intelligence Network in 2020

Two people are being held without bail after a multijurisdictional operation led to seizure of \$120,000 worth of drugs in Frederick and Washington Counties. Investigators with the Frederick County Sheriff's Office, Frederick Police Department, Maryland State Police, Brunswick Police Department, Pennsylvania State Police, Franklin County Drug Task Force, and Homeland Security served seven search warrants in Frederick and Boonesboro on December 22. Investigators seized:

- 1179 grams of cocaine
- 120.5 grams of crack cocaine
- 88 grams of PCP
- 160 milligrams of Methadone
- Four handguns

Both suspects are facing drug possession charges. More arrests are anticipated and the investigation is ongoing. The Montgomery County Police Department also provided assistance in the investigation.



Photo courtesy of the Frederick County Sheriff's Office

On November 30, 2020, a Frederick County MCIN suspect accepted an Alford Plea in connection with a 2019 drug trafficking investigation in the City of Frederick that led to the arrest of four other people charged with drug possession and possession with intent to distribute.

The suspect was sentenced to five years in prison for possessing a firearm illegally as a result of several search warrants. All time was suspended, except for time served - 433 days. An Alford Plea indicates that prosecutors have enough evidence to convict, but does not result in a trial. The suspect will serve two years of supervised probation upon his release.

Authorities say that three other suspects in the case are still being held without bail. One suspect belongs to a criminal gang and drug trafficking organization operating in Frederick County. He is indicted on charges related to the June 2019 murder of a witness in a drug case, attempted murder of a second person in the same incident, as well as a string of gang-related shootings in Frederick.

A fifth person pled guilty to drug possession, and was sentenced to one year in prison.

This investigation was a coordinated effort between the Frederick Police Department, Frederick HIDTA Group (High Intensity Drug Trafficking Area) to include the Frederick County Sheriff's Office Narcotics Investigations Section, Frederick County State's Attorney, Homeland Security Investigations, the Maryland State Police, and the Brunswick Police Department.

Department of Public Works

Mayor & Council Monthly Report for January 2021

Water Line Repairs and Maintenance

Put out leak detectors, used the correlation equipment to find water leaks. Repaired line on East E off 9th. Repaired water main at 6th ave and H St.

Sewer Line Repairs

Reading and relocating flow meters.

Water Valve Maintenance

Fire Hydrant Maintenance

Every week we continue to flow hydrants that show low chlorine or sediment.

Street Repair and Maintenance

Cold mix asphalt on water line and road repairs. Blacktop all road repairs. Removed snow.

CIP Projects

Storm Drain Maintenance

Clean storms drains & grates.

Miscellaneous Tasks and Maintenance

Sidewalk inspections, Repairing or replacing road signs, Continued Park checks and maintenance. Mow back road sides and right of ways.

Construction and Contractor Support

Removed sidewalks for contractor inside

Water Meters

Fixed broken meters, Installed meters, UTO's, Settlement reading, Turn offs, and re-reads. Continued to install meters and crocks per the meter upgrade program.

Settlements – 22

Replacements – 1

Repairs – 3

High Bill Investigations (Initiated by Customer) – 11

New Meter Installs – 3

Sub-Meters Distributed – 1

Sub-Meters Inspected - 0

Meter Inspections – 9

U&O Inspections – 9

Cut-Offs (Due to non-payment) – 0

Safety

Completed the fire extinguisher inspection for the month, monitored the park equipment and maintained vehicles. Worked on LGIT online campus safety training. Repaired safety issues at different Parks. Continued filling sanitizing stations across town.

Scheduled "Airborne/ Bloodborne Pathogens" training to be provided for DPW staff by LGIT On-Line Campus.

Completed DPW's OSHA 301 Report (Annual Accident Summary) for 2020.

Completed monthly fire extinguisher inspection.



THE CITY OF BRUNSWICK MARYLAND

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

WATER PLANT PROJECTS AND MAINTENANCE FOR JANUARY 2021

- Drained and Cleaned both sedimentation basins
- Roberts Electric Motors replaced the Carbon Slurry Mixer and took the old one to the shop to be rebuilt
- Both Generators were serviced-both needed additional service to replace leaking hoses
- Frederick Air Repaired the heat pump units in the Lab and Office
- Cross Company calibrated all Flow Meters and chart recorders
- C.F. Murphy completed the annual back flow preventer tests and inspections
- Freeland Hoist performed the annual inspection on all hoists and chain falls
- # Raw Pump was not receiving a start signal from the PLC and the MEC assisted in trouble shooting the issue
- T-Mobile is onsite at the 1 Million Gallon Tower upgrading their equipment
- Staff plowed and shoveled snow during snow events
- Turbidity Sample pumps and lines were replaced and cleaned
- The Safety Data Sheets were updated
- Standard Operating Procedures were updated
- The General Discharge Permit for flows from conduit or tanks was filed to the EPA and MDE
- Met with HACH representatives VIA Zoom to discuss upgrading turbidimeters. Our current units are obsolete.
- Yourtee Updates- No work has been performed on site as we were waiting on submittals to be approved and waiting on final drawings for the clearwell and building. Hopefully it will resume in the next few weeks. A decision was made to use a different fiberglass for the cat walks



THE CITY OF BRUNSWICK MARYLAND

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

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

<u>January 2021</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	16,973,000 GALLONS	548,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	15,550,000 GALLONS	502,000 GALLONS

<u>January 2020</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	17,257,000 GALLONS	557,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	15,827,000 GALLONS	511,000 GALLONS

<u>DIFFERENCE</u>	<u>TOTAL</u>	<u>DAILY AVERAGE</u>
RAW WATER-POTOMAC RIVER PLANT	-284,000 GALLONS	-9,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS



THE CITY OF BRUNSWICK MARYLAND

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

Wastewater Department Report to the Mayor & Council January 2021

1. The Wastewater Department is working an alternating schedule to limit exposure to COVID-19.
2. Maryland Department of the Environment conducted an inspection of the Wastewater Treatment Plant in September 2020. MDE submitted the results of the inspection to us in January 2021 and I'm happy to report that no violations were documented.
3. M & M Electric Motors rebuilt various pumps, motors and check valves at the Wastewater Treatment Plant and Potomac Street Pump Station.
4. We observed an 80% reduction in nitrate when using Acetic Acid as a carbon source for the denitrification filters. We are very confident that Acetic Acid is a cost effective alternative to previously used chemicals and because we are utilizing existing infrastructure we eliminate the need for a new building to store methanol.
5. The breaks on the sludge truck at the Wastewater Treatment Plant malfunctioned causing the truck to drift off the tow path and get stuck. No one was injured and we put safe guards in place to keep this from happening again. I would like to thank John Gerstner for quickly responding to help us out.
6. There were no reportable wastewater discharge permit violations for the month of January.

Sincerely,

Jeremy C. Mose
Wastewater Superintendent

Attachment – January 2021 Flow & Sludge Spreadsheet

**City of Brunswick, MD - Wastewater Treatment Plant
Flow & Sludge Spreadsheet - Cumulative for Calendar Year 2021**

Month	Total Influent MG	Influent MGD AVG	Total Effluent MG	Effluent MGD Avg	Effluent Max Flow MGD	Effluent Min Flow MGD	Rainfall Total Inches	Sludge Wet Tons	Sludge Dry Tons	Avg. % Solids
January	21.874	0.706	18.509	0.597	1.189	0.401	1.50	135.82	19.04	14.04
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
YTD Total	21.874	0.706	18.509	0.597	1.189	0.401	1.50	135.82	19.04	NA
YTD Avg	21.874	0.706	18.509	0.597	1.189	0.401	1.50	135.82	19.04	14.04

FINAL TERMINATION NOTICE

**City of Brunswick
1 West Potomac Street
Brunswick, Maryland 21716**

State Orders preventing utility shut offs expired on November 15th. At the January 12th meeting, the Mayor & Council voted to resume utility shut offs. We are willing to work with customers through payment arrangements. However, if you do not contact us to pay your balance or establish a payment arrangement, your water service will be disconnected due to non-payment.

If your payment is not received (or payment arrangements established) by Wednesday, February 24th at 9:00 a.m., you will be charged a \$75.00 delinquent account fee and your service will be shut off.

To restore service, you will need to schedule an appointment with City Hall when someone is at the residence, which can only occur Monday thru Friday between 8 a.m. and 2 p.m. and as already scheduled workloads permit.

****Pay online at www.brunswickmd.gov ****

****Customers not currently on a Payment Plan can call (301 834-7500) or email: cityhall@brunswickmd.gov to start one.**

Local Charities - If you should need help with your bill:

**Beacon - 301 834-9718- 1st and 3rd Wednesday
of the month from 9:00 a.m. – 12:00 p.m.
Salvation Army 301 662-2311
St. Vincent de Paul 301 662-4676**

City of Brunswick



Personnel Policies Manual

Amended and Approved

October 13, 2020.

February 9, 2021

Approved Legal Sufficiency October 2020

CITY OF BRUNSWICK PERSONNEL POLICIES MANUAL
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Section XII:	Drug Abuse Policy - Incorporated by attachment (Appendix A)
Section XIII:	Harassment Policy - Incorporated by attachment (Appendix: B)
Section XV:	Sexual Harassment Policy - Incorporated by attachment (Appendix: C)
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Section XII:	Cell Phone Policy - Incorporated by attachment (Appendix: F)

Revised
April 1992
August 2003
February 2009
March 2020
October 2020
February 2021

City Administrator

Date

Mayor

Date

This Personnel Policies Manual (“Manual”) supersedes any prior policy or documents.

1. No manual can anticipate every circumstance or question about your employment with the City. This Manual is for informational purposes only. The City reserves the right to revise, change, supplement or eliminate any policies set forth in this Manual at its discretion.
2. None of the statements, policies, procedures, or rules contained in this Manual constitutes a guarantee of employment, a guarantee of any other rights or benefits or a contract of employment, express or implied.
3. Your employment relationship with the City of Brunswick (the “City”) is ‘At-Will’ which means that it is a voluntary one which may be terminated by either the City or yourself, with or without cause, and with or without notice, at any time. Nothing in this Manual, or the policies set forth herein, shall be interpreted to be in conflict with or to eliminate or modify in any way the ‘employment-at-will’ status of the City’s employees.
4. No employee or representative of the City is authorized to enter into any agreement of employment for any specific period of time or to make any agreement contrary to the “At Will” employment relationship that exists between the City and its employees.
5. The provisions and policies in this Manual may only be changed or amended with a majority vote of the Mayor and Council.
6. The City supports full compliance with all applicable law governing the conduct of business regarding criminal violations of health and safety laws, penalties for the offering of bribes, and making false reports.
7. Each employee and newly hired employees will receive a copy of this Manual, Signing as to acceptance.

PERSONNEL POLICY MANUAL OF THE CITY OF BRUNSWICK

SECTION I: General Employment Provisions

1.1 It is the responsibility of the Mayor and Council of Brunswick to ensure that all employees are treated in a fair and equitable manner. The purpose of these policies is to establish guidelines to promote harmonious working relations between the City and its employees.

1.2 Equal Employment Opportunity (“EEO”): The City is an Equal Opportunity Employer.

1. All employment related decisions (including but not limited to, appointments, promotions, demotions, separations, pay, fringe benefits, job training, and classification) are made based on an employee’s or applicant’s qualifications, along with the needs of the City.
2. Principles of Equal Employment Opportunity will always be practiced and applied as decisions will not be made based on a person’s race, color, religious or political affiliation, sex, sexual orientation, national origin, age, physical or mental disability, veteran status, genetic information, or any other status, protected by law.

For more information regarding the City’s EEO policy, please review Appendix D to this Manual, incorporated by attachment.

1.3 Anti-Discrimination: In connection with its EEO policy, the City also expressly prohibits any form of unlawful harassment based on any of the protected characteristics listed above.

1. Unwelcome conduct such as degrading jokes, racial slurs, comments, cartoons or writing based upon any other protected characteristic is prohibited.
2. Any form of unlawful harassment will not be tolerated.

For more information regarding the City’s Anti-Harassment Policy. Review Appendix B to this Manual, incorporated by attachment.

1.4 Sexual and Other Unlawful Harassment: The City is committed to providing a work environment that is free from sexual discrimination and sexual harassment in any form, as well as unlawful harassment based upon any other protected characteristic. In keeping with that commitment, the City has established procedures by which allegations of sexual or other unlawful harassment may be reported, investigated and resolved.

1. Sexual harassment is a form of misconduct which interferes with work productivity and wrongfully deprives employees of the opportunity to work in an environment free from unsolicited and unwelcome sexual advances, requests for sexual favors and other such verbal or physical conduct.
2. Sexual harassment has many different definitions and it is not the intent of this policy to limit the definition of sexual harassment, but rather to give employees as much guidance as possible concerning what activities may constitute sexual harassment.
3. Sexual harassment may be male to female, female to male, female to female or male to male and may be committed by an employee, vendor, customer and/or other individual.
4. Similarly, other unlawful harassment may be committed by and between individuals who share the same protected characteristics, such as race, age or national origin.

For more information regarding the City’s Sexual Harassment Policy, please review Appendix C to this Manual, incorporated by attachment.

1.5 Retaliation: Retaliation against anyone reporting, in good faith, acts of discrimination or harassment or who is a witness or otherwise is involved in a formal or informal investigation is prohibited

1. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint or report is substantiated.
2. Encouraging others to retaliate also violates this policy.
3. False or malicious charges of discrimination or harassment will be treated as a serious offense and will subject the employee to discipline up to and including termination.

1.6 Whistleblower Policy:

1. If any employee reasonably believes that some policy, practice, or activity of the City, or a contractor, is in violation of a law, rule, regulation, or a clear mandate of public policy, the employee must report such violation to management. The City will promptly investigate all complaints.
2. The City will not retaliate against any employee who, in good faith, raises a complaint, discloses, or threatens to disclose truthful information regarding some practice, policy, or activity of the City, an employee, or a contractor that the employee reasonably believes violates a law, rule, regulation, or a clear mandate of public policy.

1.7 Employment Authorization: The Immigration Reform and Control Act of 1986 ("IRCA") requires that the City ensure that employees are authorized for employment in the United States.

1. Therefore, the City will employ only individuals lawfully authorized for employment in the United States. Federal law requires that every employee complete Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) on or before the first day of work and Section 2 within three (3) workdays of the start of work.
2. Employees who fail to provide the necessary documents within the first three (3) days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two (2) weeks may result in termination of employment.
3. This information and documentation will be used only for compliance with IRCA and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform management immediately.
4. Employees whose authorization terminates or expires while employed, and who do not inform the City of the change, will be placed on an indefinite unpaid leave of absence until the employee provides proper and up-to-date employment authorization documentation.

1.8 Drug Free Work Environment: The City is committed to providing a safe workplace, promoting high standards of associate safety and health. An employee's involvement with drugs or alcohol (on or off the job) can take its toll in the workplace by increasing absenteeism, lowering productivity, undermining public confidence in the City, and most importantly, threatening the safety of others.

1. Employees are prohibited from the use, purchase, sale, dispensing, distribution, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on work premises. In addition, employees are prohibited from the use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the City's reputation in the community. Employees will be subjected to disciplinary action, up to and including dismissal, for violations of this policy.
2. Except in cases involving medication prescribed for the user by a licensed medical practitioner or over-the-counter drugs, employees should not possess drugs, or narcotics, or alcoholic beverages at work; be under the influence of such substances while working regardless of when taken; use them while working; or

dispensing, distributing, or illegally manufacturing or selling them on work premises. Employees, their possessions, and Company issued equipment and containers under their control, are subject to search and surveillance at all times while on City premises or while conducting City business.

3. Furthermore, some over-the-counter and prescription drugs may have significant effects on job performance or workplace safety. Employees who are taking medication that may impact job performance should report this to their manager to determine whether any precautions should be taken.

1.9 Personnel Officer: The City Administrator is the Personnel Officer of the City, and is charged with placing these policies into effect. The implementation of these policies is the responsibility of each supervisor. Exceptions to these procedures must be brought to the attention of the Administrator with final approval being the Mayor and Council.

SECTION II: Recruitment, Selection, and Promotion

2.1 Notice of Vacancy: Notice of vacancies within the classified services may be made by advertisements deemed appropriate by the City Administrator. If a vacancy in the classified service is to be filled through promotion, or through the use of an existing employment list, established pursuant to this section, then notice of the vacancy will not be required.

2.2 Application: Application for City employment will be made on forms provided by the City. Resumes, letters of reference, and other material which may assist in determining the ability of the applicant may be submitted with an application for employment.

1. All applications for employment, together with any accompanying materials, become the property of the City, and will not be returned to the applicant unless arrangements for such return are made at the time of application.
2. Applications for City employment will be retained on file by the City Administrator for a period of one year or for so long as the name of the applicant remains on an active employment list, whichever shall be longer.

2.3 Medical Tests: Applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations when the City Administrator determines these are necessary for the safe performance of the employee's duties.

These will be paid for by the City and will be performed by a physician or licensed medical facility approved by the City.

2.4 Selection: When applicable notice requirements as provided in Paragraph 2.1 above have been met, the City Administrator will provide the applications to the appropriate supervisor for review and scheduling of an interview of those individuals who meet the criteria of the vacant position. Final approval of selection will may be by the Mayor and Council.

2.5 Promotional Procedure: When vacancies occur in positions above the entry level in the classified service, the Mayor and City Council may elect to fill the vacancy through internal promotion. In such cases, notice need not be advertised.

2.6 Training Period: All initial appointments will be tentative and subject to a training period of not less than six months successful service.

1. The Department Superintendent (Head) may recommend a longer training period with concurrence of the City Administrator and Mayor.
2. The training period will be utilized for closely observing the employee's work and for determining the most effective adjustment of a new employee to a position.

and all other benefits provided by the City.

3.10 Non-regular part-time employees: A non-regular part-time employee is an individual who may be regularly scheduled to work less than 500 hours in a fiscal year, and who may be employed to work a full or partial schedule on a seasonal/temporary basis or in a work-study program, or who may be employed to work partial work weeks. Non-regular part-time employees are not eligible for any paid leave, or fringe benefits, including paid holidays, at a proportionate percentage. Part-time non-regular employees are paid only for hours worked and are not eligible for the appeal procedure.

3.11 Disability – The City Administrator may direct any employee to be examined by a City approved medical professional.

1. If a disability of any kind is discovered which impairs the effectiveness of an employee or makes his/her continuance on the job a danger to the employee or others, the following action shall be taken.
2. An attempt will be made to make a reasonable accommodation in the current position. If this is not possible, an attempt will be made to place the employee in a vacant position where the employee is able to perform the essential job functions for that position.
3. If the employee cannot be placed satisfactorily in another position, or a reasonable accommodation cannot be made, the City Administrator shall recommend to the Mayor dismissal. If the Mayor concurs he will seek Council concurrence

3.12 Terminal leave will be defined as leave used prior to and leading up to a retirement, resignation, dismissal, or termination dates.

3.13 Employees are prohibited from using terminal leave without approval of City Administrator with concurrence of the Mayor.

SECTION IV: Pay Plan

Pay Plan; Non-Exempt Full Time or Part Time Employees

4.1 Non-Exempt employees, as defined above, are paid for all hours worked.

4.2 The City reserves the right to alter employees' schedules, as necessary, to accommodate job requirements.

4.3 Payroll Cycle: The bi-weekly pay periods begin on Monday at 12:00 am and ending 14 days later at 11:59 pm on Sunday. Paychecks are direct deposited every other Friday. There are typically 26 pay periods in a year. A work week begins every Monday at 12:00 am and ends 7 days later at 11:59 pm on Sunday.

4.4 Holidays, vacation leave, compensatory leave, and emergency overtime are considered time worked, however, an employee's use of sick and safe leave is not considered time worked.

4.5 Overtime: Employees who work in excess of 40 hours during a work week are eligible to be paid 1 ½ times the employee's regular hourly rate for each hour worked over 40 hours. In the alternative, employees who work in excess of 40 hours during a work week are eligible for to 1 ½ hours of compensatory time for every overtime hour worked.

4.6 In the event of an emergency caused by unusual and adverse weather conditions, and/or an event that adversely affects the normal operations of a City facility, that requires City employees to work other than their regularly scheduled working hours, the employee may be paid 1 ½ time their regular hourly rate for the excess hours whether or not his/her total work week hours exceed 40 hours, if authorized by the City Administrator.

4.7 Compensatory Time ("Comp Time") Compensatory Time means time worked in addition to the standard work hours in a work week. Non-exempt employees will be eligible to accrue and use compensatory time and may voluntarily elect to receive compensatory leave in lieu of monetary payment for overtime worked.

1. Comp time will be accrued 1 ½ times the hours worked over 40 hours in a work week.
2. Comp time is to be approved in advance by the Department Head or Supervisor.
3. Unused comp time will be paid at time of separation from City employment. Dismissed employees leaving City employment will not be paid for accrued compensatory time.
4. Employees may not carry over a maximum of 80 hours of Comp Time from one pay period to the next without Department Head approval, and concurrence of the City Administrator.

4.8 Employees who are not generally scheduled to work on Saturday or Sunday (“Weekend Day(s)”) will be paid overtime or accrue compensatory time if required to work on a Weekend Day. Employees who are regularly scheduled to work on Weekend Days will not receive any overtime or comp time in addition to the employee’s regular rate of pay.

4.9 Employees who are not scheduled to work on a specific day of the week (Monday through Friday) must work in excess of 40 regular hours in a work week to be entitled to overtime.

4.10 Shift Work: No special compensation. The Police Departments adheres to department General Orders.

4.11 Administrative Leave: Administrative Leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave.

1. When the Mayor makes a decision to close certain City facilities or departments (applicable to full or partial day closures) all regularly scheduled full time and part time employees will be given administrative leave for the number of hours they were scheduled to work except those who are scheduled to telework or those with active telework agreements. .
2. Employees who are required or request supervisor approval to telework during a closure, will be paid for the exact number of hours worked and may take leave for any unworked hours to meet their full schedule.
3. In general, an employee on preapproved leave (paid or unpaid), other types of paid time off, or not regularly scheduled to work on the day of the closure, should continue to be charged leave or other paid time off, and should not receive administrative leave during a closure of the City.
4. The exception to Administrative Leave will be Employee Appreciation Days granted by the Mayor, where employees will be granted Administrative Leave regardless of their leave or telework status.
5. Employee Appreciation Day – If this falls on a regular scheduled day off, or the employee is unable to take the day off, i.e., operational needs, the employee will be granted Comp Time.

4.12 Emergency call-in: Employees who are called in for emergency work and are notified before or after normal work hours will be compensated at 1 1/2 times his/her regular rate of pay for all hours worked.

1. Minimum of three hours overtime pay will be paid for an emergency call-in. Only one emergency call-in payment will be paid in any one workday.
2. Emergency call-ins can occur on a scheduled or non-scheduled workday.
3. Court appearances are not considered an emergency call-in.

4.13 On-Call: On-Call status is the period of time that an employee must be available and able to report to work if needed. A stipend of \$100.00 per on-call week will be paid to the employee on call. Department Heads are not allowed to receive stipend without approval of City Administrator.

4.14 Holiday Pay: Regular Non-Exempt Full-time employees will receive paid Holiday Leave. Regular Non-Exempt Part-time employees will receive a proportionate percentage of paid Holiday Leave.

1. Eligible employees will be given a day off at their regular rate of pay for each holiday observed by the City.
2. A full-time nonexempt employee who is required to work on a fixed holiday, will be paid premium holiday pay (1½ times his/her regular rate of pay) in addition to regular paid holiday leave, provided they have earned at least forty (40) hours in that same work week. The earned forty (40) hours includes paid time off for vacation, compensatory leave and holidays.
3. A full-time nonexempt employee who is not scheduled to work on a fixed holiday, and does not work on a fixed holiday, will accrue a “paid day off (8 hours)” to use at a later date at his/her discretion with Department Head approval. Eligible Police Department employees will receive 8 hours of paid holiday leave in lieu of accruing a paid day off (8hrs).
4. Employee may request compensatory time in lieu of premium holiday pay.
5. Float Holidays are paid at regular rate of pay.
6. When a holiday falls on Saturday, employees shall be entitled to the Friday preceding said Saturday in observance of such holiday. Whenever a holiday falls on Sunday, the following Monday shall be considered a holiday. Holidays which occur during annual leave shall not be charged against annual leave.

4.15 Employees off-duty must receive prior approval to perform job-related duties during non-regular scheduled hours. Non-working/off-duty employees who conduct job-related duties, to include phone/text/email contact for a minimum of 1/2 hour may be compensated hour for hour by either overtime pay or comp time. Duties consuming less than an hour will be rounded to the next hour.

4.16 Recording of Overtime/Absentee Hours:

0 - 6 min.= .1 hr.	31 - 36 min = .6 hr.
7 - 12 min.= .2 hr.	37 - 42 min. = .7 hr.
13 - 18 min.= .3 hr.	43 - 48 min. = .8 hr.
19 - 24 min.= .4 hr.	49 - 54 min. = .9 hr.
25 - 30 min.= .5 hr.	55 - 60 min.= 1.0 hr.

Pay Plan – Exempt Employees

4.17 The City reserves the right to alter employees’ schedules, as necessary, to accommodate job requirements.

4.18: Payroll Cycle: The City’s bi-weekly pay periods begin on Monday at 12:00 am and ending 13 days later at 11:59 pm on Sunday. Paychecks are direct deposited every other Friday. There are typically 26 pay periods in a year.

4.19 Saturday/Sunday Work: Exempt employees do not receive additional compensation for work on Weekend Days.

4.20 Overtime hours: No additional compensation.

4.21 Holiday Pay: Regular Exempt Full-time employees will receive paid Holiday Leave.

1. Eligible employees will be given a day off at their regular rate of pay for each holiday observed by the City.
2. Exempt employees do not receive additional compensation if work is performed on a holiday observed by the City.
3. When a holiday falls on Saturday, employees shall be entitled to the Friday preceding said Saturday in observance of such holiday. Whenever a holiday falls on Sunday, the following Monday shall be considered a holiday. Holidays which occur during annual leave shall not be charged against annual leave.

4.22 On Call: Department Heads are not allowed to receive a stipend without approval of City Administrator.

4.23 Compensatory Time (Comp Time): Compensatory Time means time worked in addition to the standard work hours in a pay period. Exempt employees will be eligible to accrue and use compensatory time.

1. One hour of Comp time will be accrued for every hour worked over eighty (80) hours in a standard pay period.
2. Comp time is to be approved in advance by the Mayor or City Administrator.
3. Unused comp time will be paid at time of separation from City employment. Dismissed employees leaving City employment will not be paid for accrued compensatory time. Dismissed employee does not include appointed employees who are not reappointed as the result of a political change in the Mayor or Council.
4. Employees may not carry over a maximum of 80 hours of Comp Time from one pay period to the next without City Administrator or Mayor Approval.

4.24 Administrative Leave: Administrative Leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave.

1. **When the Mayor makes a decision to close certain City facilities or departments (applicable to full or partial day closures) all regularly scheduled full time and part time employees will be given administrative leave for the number of hours they were scheduled to work except those who are scheduled to telework or those with active telework agreements. .**
2. **Employees who are required or request supervisor approval to telework during a closure, will be paid for the exact number of hours worked and may take leave for any unworked hours to meet their full schedule.**
3. **In general, an employee on preapproved leave (paid or unpaid), other types of paid time off, or not regularly scheduled to work on the day of the closure, should continue to be charged leave or other paid time off, and should not receive administrative leave during a closure of the City.**
4. **The exception to Administrative Leave will be Employee Appreciation Days granted by the Mayor, where employees will be granted Administrative Leave regardless of their leave or telework status.**
5. **Employee Appreciation Day – If this falls on a regular scheduled day off, or the employee is unable to take the day off, i.e., operational needs, the employee will be granted Comp Time.**

4.25 Recording of Comp/Absentee Hours:

0 - 6 min.=.1 hr.	31 - 36 min = .6 hr.
7 - 12min.=.2 hr.	37 - 42 min. = .7 hr.

13 - 18 min.= .3 hr.
19 - 24 min.= .4 hr.
25 - 30 min.= .5 hr.

43 - 48 min. = .8 hr.
49 - 54 min. = .9 hr.
55 - 60 min.= 1.0 hr.

SECTION V: Fringe Benefits

5.1 Prorated Benefits: Regular Part-time employees may be eligible for a proportionate percentage of benefits provided by the City, in relation to the work hours of a regular full-time position. This includes but not limited to health benefit contributions, accrued leave, holiday compensation, etc.

5.2 Non-Regular Part-time positions as defined in Section III, 3.10., are not entitled to fringe benefits.

5.3 Health Insurance: Regular Full-time and Regular Part-time Employees will be eligible to elect coverage under the City's healthcare insurance program. The cost for employees and their dependents will be determined by the Mayor and Council and paid by payroll deduction. This plan will provide medical, prescription drug coverage, vision, and dental to the employee. The employee's dependents will be eligible for this coverage.

Prorated benefits will be applied as detailed in Section 5.1 above. In compliance with ACA, Regular Part-time employees whom work thirty (30) or more hours regularly in a pay week will be eligible for Medical benefits at a Regular Full-time employee rates.

5.4 Workers Compensation Insurance: The City provides Workers' Compensation Insurance to employees who sustain injuries or occupational illnesses in the course of and arising out of their employment. This program covers accidental injury or illness employees sustain directly in the performance of his/her work, as provided in the State Worker's Compensation Act. Benefits are administered according to Maryland law. Employees must give notice of an accident to his/her Supervisor and provide a First Report of Injury Statement as soon as practical but no more than twenty-four (24) hours following the incident or knowledge of the occupational illness.

5.5 Family and Medical Leave Act ("FMLA")

The City observes all the provisions of FMLA. This allows employees the ability to take unpaid, job protected leave of absence from the company due to medical and/or family related reasons.

1. This leave has a limit of 12 weeks, or up to 26 weeks to care for a covered service member, during any 12 month period.
2. This 12 month period is a rolling 12 month period of time and not a calendar year, and begins on the first day any FMLA leave is actually taken.
3. Employees are eligible for FMLA if they have been employed for at least one year and have worked at least 1250 hours in the previous 12 months.

For more information regarding the City's FMLA leave policy, please review Appendix E to this Manual, incorporated by attachment.

5.6 Sick and Safe Leave ("SSL"): (Formerly Sick Leave)

1. In accordance with the Maryland Healthy Working Families Act (Labor and Employment Article of the Maryland Annotated Code §3-1301 et seq.), all employees who regularly work at least 12 hours per week, may use earned leave for certain "sick and safe" purposes.
2. An employee accrues earned paid SSL at a rate of two (2) hours for every forty (40) hours the employee works. An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week for purposes of accruing SSL.

3. An employee may carry over any earned but unused SSL from one (1) calendar year into the next calendar year. An employee will not accrue SSL if he/she is off from work.
4. An employee is not entitled to earn sick and safe leave during:
 - a) a two-week pay period in which the employee worked fewer than 24 hours total;
 - b) a one-week pay period if the employee worked fewer than a combined total of 24 hours in the current and preceding pay period; or
 - c) a pay period in which the employee is paid twice per month and the employee worked fewer than 26 hours in the pay period
5. Employees will not be paid for any unused SSL upon termination or resignation of employment.
6. If an employee leaves employment and is rehired within thirty-seven (37) weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.
7. SSL may be used for the following purposes:
 - a) to care for or treat the employee's mental or physical illness, injury, or condition;
 - b) to obtain preventative medical care for the employee or employee's family member;
 - c) to care for a family member with a mental or physical illness, injury, or condition;
 - d) for maternity or paternity leave; or
 - e) the absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used by the employee to obtain for the employee or the employee's family member:
 - f) medical or mental health attention related to the domestic violence, sexual assault, or stalking;
 - g) services from a victim services organization related to the domestic violence, sexual assault, or stalking; or
 - h) legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.
8. For purposes of SSL, a family member includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian. For a complete list of family members included under the law, please see section 3-1301(G) of the Labor and Employment Article of the Maryland Annotated Code.
9. Absences of two (2) consecutive scheduled shifts or more for SSL will require verification of the need for SSL. Improper use of earned SSL may result in the denial of a future request for use of SSL.
10. Notice of the need to take SSL shall be provided to your supervisor as provided herein:
 - a) If the need for SSL is foreseeable, the employee is required to provide advanced notice to their immediate supervisor at least seven (7) days prior to using the leave.
 - b) If the need for SSL is not foreseeable, an employee must provide notice as soon as practicable.

11. The City will not take any adverse action against an employee because the employee in good faith exercises his or her rights pursuant to this policy or, pursuant to the Maryland Healthy Working Families Act, makes a complaint, brings an action, or testifies in an action.
12. The Maryland Healthy Working Families Act affords employees the right to report an alleged violation to the Commissioner of Labor and Industry and/or to bring a civil action (either individually or via the Commissioner of Labor and Industry).
13. Employees' paystubs will show how much SSL they have used and what available SSL remains for the year.
14. When an employee is off from work and not receiving any regular and/or leave pay, no further sick leave will accrue until said employee returns to regular work status. Sick leave will only accrue based on paid hours to employees. Unpaid hours do not accrue any leave.
15. If SSL is used for sick purposes, upon returning from sick leave a Department Head may request a doctor's fit-for-duty certification. If certification states employee cannot perform to 100% capacity, the City may assign to other duties. In the case of a permanent disability the City may place an employee in a position where they are capable of performing in a 100% capacity.
16. The City is under no obligation to offer these options and will only do when an option is mutually beneficial to both the employee and the City.

5.7 Vacation Leave: Vacation leave for full time employees is accrued at the rate of two hours per week for the first three years of continuous service, three hours per week for continuous service during the 4th through 15th year and four hours per week after the completion of 15 years continuous service.

1. Although an employee may continue to accrue vacation leave during the calendar year, only a maximum of 240 hours may be carried on the employee's vacation leave record from one calendar year into the next.
2. Leave in excess of 240 hours at the end of the last full pay period with the last pay date of the calendar year will be converted to sick leave, hour for hour.
3. Dismissed employees leaving City employment will not be paid for accrued vacation time or compensatory time. Dismissed employee does not include appointed employees who are not reappointed as the result of a political change in the Mayor or Council. *Approved 1/16/20*
4. When an employee is off from work and not receiving any regular and/or leave pay, no further vacation leave will accrue until said employee returns to regular work status. Vacation leave will only accrue based on paid hours to employees. Unpaid hours do not accrue any leave.

5.8 Scheduling of Vacation Leave:

The operation of the City must be considered by the Department Heads with regard to scheduling vacation leave; however, supervisors are directed to give as much consideration as possible to employees' desires in this matter.

5.9 Holidays:

1. Regular Full time employees and Regular Part time employees, as defined in sections 3.8 and 3.9, will receive pay for ten (10) designated holidays (in years of a National Election eleven (11) designated holidays) and one (1) Float holiday to be taken at the choice of the employee with approval of the Department Head. Regular Part time employees will receive prorated Holiday benefits.

2. The following days are designated a regular holidays for eligible regular employees.
 - a) New Year's Day
 - b) President's Day
 - c) Memorial Day
 - d) Independence Day
 - e) Martin Luther King's Birthday
 - f) Labor Day
 - g) Veteran's Day
 - h) Thanksgiving Day
 - i) Friday following Thanksgiving Day
 - j) Christmas Day
 - k) National Election Day

3. Floating Holidays:
 - a) Regular Full time and Regular Part time employees, as defined in sections 3.8 and 3.9, employees will receive (1) floating holiday (8 hours) per calendar year (Pay period with first pay date of the calendar year through last full pay period with the last pay date of the calendar year).
 - b) Floating holidays are prorated for benefited regular part-time employees. In the year of hire, a regular employee hired between January 1 and June 30 is eligible for (1) floating holiday; a regular employee hired between July 1 and the last full pay period with the last pay date of the calendar year is not eligible for a floating holiday in the year of hire.
 - c) Floating holidays must be taken as time off in the calendar year in which they are given. Employees will not be compensated for unused floating holiday when separating from employment with the City.

5.10 Military Leave:

1. The City will provide military leave in compliance with all applicable state and federal laws. When taking military leave pursuant to applicable law, the employee has the option of using his/her annual leave and retain the military pay or be granted leave of absence without pay, but the City will make up the difference, if any, between the military pay and the employee's regular salary.
2. Employees called to active duty will be paid their unused annual leave (optional) and compensatory time (optional) on their last day worked. No regular salary will be paid while an employee is on active duty.
3. The employee's position will be retained, or an equivalent position made available if the employee makes a written request to return to work within 30 days of release from active duty.

5.11 Miscellaneous Leave: In cases of special hardships, or in other cases not provided for in these regulations, Department Heads, with concurrence of City Administrator, may grant short-term leave with or without pay at its discretion. Examples of such leave include, but are not limited to:

1. Jury duty (with pay)
2. Appearance in court as a witness pursuant to a subpoena for a job-related incident.
3. Bereavement Leave: Regular Full Time and Regular Part time employees as defined in sections 3.8 and 3.9, will be granted up to three working days of paid leave in the event of death of one of the members of the employee's immediate family. Bereavement Leave is prorated for regular part-time employees. For the purpose of determining eligibility for bereavement leave, "immediate family" is

defined as:

- a) Spouse;
- b) Child: biological, adopted, foster, stepchild, child for whom the employee has legal or physical custody or guardianship, child for whom the employee is the primary caregiver, daughter-in-law, son-in-law;
- c) Parent: biological, adoptive, foster, or stepparent of the employee or of the employee's spouse, legal guardian or person who served as the primary caregiver of the employee when the employee was a minor;
- d) Grandparent: biological, adoptive, foster, or step-grandparent of the employee or of the employee's spouse;
- e) Grandchild: biological, adoptive, foster, or step-grandchild of the employee or of the employee's spouse;
- f) Sibling: biological, adopted, foster, or step-sibling of the employee or of the employee's spouse.

Additional days may be granted and charged against sick leave with the approval of the Department Head and City Administrator. (5.12, 3, approved by M&C on 1/14/2020)

4. Absence to attend an authorized course of instruction directly related to the employee's duties.
5. All such leave is a privilege. Disapprovals may be appealed to the Mayor.

5.12 Retirement and Pension Plan: All Regular Full time and Regular Part time employees working a minimum of 500 hours will be enrolled in the Maryland State Retirement and Pension System.

5.13 Uniforms will be furnished to the Public Works, Police and Water/Wastewater Departments. Employees are responsible for an accounting for all uniforms issued. Employees must wear issued uniforms. Employees must return all issued uniforms, keys, tools, cell phones, credit cards, etc. prior to the employee's last day of work. (MD Dept of Labor)

5.14 Employees and their immediate family (living in the household) will receive annual passes to the City Pool.

5.15 Leave Transfer Program - Allows employees to transfer (donate) annual, sick, and compensatory time to a leave bank for use by any regular full-time employee who has exhausted all leave due to temporary non-work related illness, injury, or disability.

1. The receiving employee must submit a statement by the attending physician, attesting to the nature and extent of serious illness, injury, or disability.
2. Department Heads, with concurrence of City Administrator and Mayor, may approve request.
3. Transferred leave will be approved as needed.
4. This benefit is limited to thirty (30) working days within 12 consecutive months.
5. Employees may withdraw donations at any time prior to use by a receiving employee. This request must be made in writing to the City Administrator.
6. Any regular full-time employee who is eligible to accrue sick leave benefits and has completed 6 months of training period is eligible to receive benefits of the donor program.
7. Serious illness is defined as an illness or temporary disability preventing employee from performing duties as detailed in their job description.

5.16 Tuition Reimbursement – Regular Full time employees may be reimbursed for tuition under the following conditions -

1. Funds are budgeted for tuition expenses
2. The course, class, or training is job related
3. Employees must reimburse the city if leaving employment within two years of completion date of the course or training.
4. Requests for reimbursement must be submitted by the employee prior to the beginning date for the course or training.
5. Employee must receive a grade of C or above to be consider for reimbursement.
6. The maximum allowable reimbursement will be \$500 per semester per employee.

5.17 Lactation:

1. Employees are entitled to reasonable daily unpaid break time to express breast milk for her nursing child to maintain milk supply and comfort.
2. Employees may elect to use accrued PTO or meal time to express breast milk pursuant this policy.
3. The City will make reasonable efforts to provide a private space in close proximity to the nursing mothers work area – other than a toilet stall – in which to express milk.
4. The City is not required to provide the break time under this policy if it would create an undue hardship on the City. Nursing mothers will not be discriminated against for taking breaks to express milk pursuant to this policy.

5.18 Travel /Tolls /Parking:

1. The City may reimburse for mileage in excess of employee's normal commute at a rate, comparable to the Maryland state prevailing rate, as well as costs for tolls and parking (receipts required).
2. Supervisory preapproval is required. The trip must be necessary for City business and City vehicles are unavailable.

SECTION VI: Conditions of Employment

6.1 Citizenship: See Section I, paragraph 1.7, page 5.

6.2 Political Activity Prohibited: Employees are prohibited from engaging in any political activity while on City property and working on the job.

6.3 Solicitation of Political Support Prohibited. No elected or appointed officer of the City will solicit any contributions in cash or services from any City employee for any political purpose, or suggest or require any employee to support any candidate for public office.

6.4 Use of City Accounts: The use of City accounts for purchasing items of equipment or use of City services for personal use is strictly prohibited.

SECTION VII: Disciplinary Action

7.1 Disciplinary actions include: reprimands, suspensions, demotions, and dismissals. Disciplinary actions are to be documented in the employee's personnel file.

7.2 Grounds for such actions include, but are not necessarily limited to the following:

1. Falsification of application for employment.
2. Chronic absenteeism.
3. Chronic tardiness.
4. Insubordination.
5. Unsatisfactory performance of assigned duties.
6. Prohibited political activities.
7. Abuse of City assets, or theft of City or personal property.
8. Discrimination on the part of an employee against any employee on the basis of race, color, sex, place of national origin, political or religious affiliations, or personal dislike.
9. Any action, on or off the job, tending to bring discredit to the City. Violation of any section of these regulations.
10. Conviction of a felony while employed with the City. Conviction of any violation of any law which could affect job performance
11. Refusal to be examined by a City appointed medical professional when so directed.
12. Working on City property or working on the job while under the influence of or use of any intoxicating beverages, narcotics, drugs or controlled dangerous substances not prescribed by a doctor.
13. Violation of a posted safety, fire prevention, health, or security rule.
Section VII, 10, 11, and 13 approved by M&C on 1/14/2020

7.3 Responsibility of Department Heads

1. Department Heads will have the authority and responsibility to discipline employees after documented investigation. Department Heads may suspend employees for periods up to three working days. Concurrence of the Mayor is required.
2. The Department Heads may recommend longer periods of suspension as well as demotion or dismissal to the Mayor and City Council. Final removal from employment rests with the Mayor, with concurrence of the Council consistent with established grievance procedures.

SECTION VIII: Grievance Procedures

8.1 The purpose of this section is to promote effective employer-employee relations by establishing grievance procedures which provide a full and fair hearing of employee dissatisfactions, and to assure employees of freedom from reprisal as a result of pursuing a grievance. It is also the goal of this procedure to resolve grievances at the supervisory level, and provide that appeals will be conducted as informally as possible.

8.2 Matters subject to Grievance Procedure:

Any employee in the classified service may appeal, through the grievance procedure, decisions affecting his/her employment with the following exceptions:

1. The Content and Structure of the Classification Plan. The employee may appeal his/her allocation to a given class.
2. Content and Structure of the Pay Plan. An employee may appeal the denial of a pay increase or a demotion.
3. Matters related to the general goals of the City, work techniques, the organization of departments, and other matters which are generally agreed to be the prerogative of the Mayor and Council.

8.3 Informal Grievance Procedure:

1. An employee who has a concern or a complaint should first attempt to settle the matter through discussion with his/her immediate supervisor. If after this discussion the employee does not believe the matter has been satisfactorily resolved, he/she will have the right to discuss it with his/her department head.
2. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is dissatisfied with the result of the informal grievance procedures, he/she may file a formal grievance as provided in Section 8.4 below. Formal grievance procedures must be followed in matters relating to demotion, suspension or dismissal.

8.4 Formal Grievance Procedure:

1. Formal grievances will be presented in writing, and submitted to the employee's department head.
2. The grievance will state the nature of the action or decision which is being appealed, and the nature of the corrective action sought
3. A formal grievance must be filed within 30 days of the date of the action or decision being appealed, unless the period of more than 30 days has been consumed in pursuit of solution through the informal grievance procedure.
4. The employee's department head will, within 15 calendar days, inform the employee of his/her decision regarding his/her grievance. This reply will be in writing, and will state the department head's decision and the reasons thereof. Copies of the employee's grievance and the department head's reply thereto will be forwarded to the City Administrator. The Mayor shall be informed of all formal grievances.
5. If the employee does not agree with the department head's decision, the employee may present his/her appeal in writing to the City Administrator within 10 calendar days.
6. Within 15 calendar days of the date of receipt of an appeal the City Administrator will render their decision together with reasons therefor in writing to the employee.
7. In those cases involving suspension, demotion, or dismissal, an employee may appeal in writing to the Mayor and City Council. In these cases the City Administrator will forward copies of all correspondence relevant to the appeal to the Mayor and City Council and request that it conduct a special meeting.

8. When requested to do so, the Mayor and City Council will schedule a closed meeting and advise the employee concerned and the City Administrator of the time and place of the meeting. The special meeting will be conducted within 30 days of the date of request, but not less than 10 days following the date of notice of the time and place of the special meeting.

SECTION IX: SPECIAL POLICIES

9.1 Employees responding to emergency calls as volunteers to service organizations: City employees may be excused, with permission of their supervisor, to respond on the second call for fire and rescue emergencies.

9.2 Use of City telephones for personal phone calls are prohibited. Violation of this procedure may result in disciplinary action and/or deduction from individual's pay for the charges incurred. See Appendix F.

9.3 Cellular Phone Use - Employees may be issued and required to utilize a cellular phone as terms of their employment. The use of is a privilege and may be revoked at any time.

9.4 Reimbursement to the City may be required for loss of equipment or personal call use. Violations of this procedure may result in disciplinary action and/or deduction from individual's pay for the personal charges incurred.

9.5 Employees are expected to perform their duties at the highest possible level. To facilitate performing adequately, employees are prohibited from obtaining outside employment or activities that would impair their ability to perform as required.

9.6 An employee's relatives, as defined in this section, will not be employed by the City or transferred into positions where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other. The City has no prohibition against hiring relatives of employees. Close family members "Relatives" are defined as parents, parent in-laws, step parents, spouses, siblings, siblings-in-law's, step siblings, child, adoptive child, step child, son or daughter-in-law's, and will not be directly or indirectly supervised by another close family member.

9.7 Use of City Computers - Inappropriate or non-work related use of City computers use is prohibited, to include internet access, email, etc. Inappropriate use is defined as, but not limited to, viewing sites that contain sexual, subversive, or discriminatory content.

9.8 Employees are prohibited from using personally owned computers, peripherals, or storage devices on City premises.

SECTION X: Action Plans

10.1 Nondiscrimination - The City Charter recognizes the rights of individuals in Section 16-48. Incorporated by attachment Appendix: D

10.2 Any position advertised for hire will state that Brunswick is an Equal Opportunity Employer. Policy attached and incorporated herein as Appendix D.

10.3 Supervisors should be sensitive to an impartial interview techniques to protect the rights of interviewees.

10.4 Sexual harassment in the workplace is prohibited. Supervisors are responsible for counseling employees on this reporting such instances to the Mayor and Council. Policy attached and incorporated herein as Appendix C.

10.5 The key to Action Plans is that as a City we are proactive in ensuring execution of this plan in a professional manner.

10.6 The City's Action Plan Officer is the City Administrator.

SECTION XI: Drug Abuse Policy

Incorporated by attachment (Appendix A)

SECTION XII: Harassment Policy

Incorporated by attachment (Appendix: B)

SECTION XIII: Sexual Harassment Policy

Incorporated by attachment (Appendix: C)

SECTION XIV: Affirmative Action Plan and EEO Policy

Incorporated by attachment (Appendix: D)

SECTION XV: Family and Medical Leave Act (FMLA)

Incorporated by attachment (Appendix: E)

SECTION XVI: Cell Phone Policy

Incorporated by attachment (Appendix: F)

SECTION XVII: Telework Policy

Incorporated by attachment (Appendix G)

Appendix A
Drug Abuse Policy
Approved Legal Sufficiency 11/12/2019

A. Substance Abuse Policy Statement

The City of Brunswick values its employees and recognizes the need to provide a safe and healthy work environment. Employees who abuse drugs or alcohol in the workplace pose a serious safety and health hazard to themselves, their co-workers, and third parties. In addition, drug or alcohol abuse leads to absenteeism and interferes with and threatens productivity.

The goal of this policy is to provide guidance to all employees and to send a clear message that the use of alcohol, illegal drugs, and the improper use of legal prescription drugs in the workplace is incompatible with employment at the City of Brunswick. Further, the goals of this policy are as follows:

1. To assure the workplace is free from the effects of drug and alcohol use and that all employees are fit to perform their work duties and report for work regularly and on time;
2. To establish an effective system to detect and deal with drug and alcohol abuse while respecting the rights of those affected; and
3. To comply with all applicable state and federal laws.

In pursuit of these goals, the following policy on drug and alcohol abuse must be followed by all employees, as described in the "Execution by Each Employee of Agreement" section.

1. It is a violation of City policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or prohibited alcohol, while on the job.
2. It is a violation of City policy for anyone to report to work under the influence of illegal drugs, intoxicating substances or alcohol.
3. It is a violation of the City policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
4. It is a violation of the City policy for anyone to engage in any off-duty or off-premises drug or alcohol related conduct, which may affect their job performance, create a safety risk to themselves or others, or which causes adverse publicity to the City.
5. Violations of this policy are subject to disciplinary action up to and including termination.

All employees of the City of Brunswick are subject to this drug and alcohol policy as a condition of continued employment. At any time, the City of Brunswick may amend, supplement, modify, or change any part of this policy. Such changes to this policy will be made public prior to the effective date.

All employees subcontracted to the City of Brunswick are subject to this drug and alcohol policy. It is the responsibility of the subcontractor to pay all costs associated with enforcement of said policy.

Questions regarding the City of Brunswick's substance abuse policy and/or educational materials can be handled by David Dunn, City Administrator, or current City Administrator.

Please refer to definitions section below for defined terms that are used throughout.

B. Execution by Each Employee of Agreement:

Each employee and/or applicant for employment will be required to sign the City of Brunswick Acknowledgement of Receipt of the Substance Abuse Policy.

The City of Brunswick employees who operate City vehicles, or hold a commercial driver's license, are safety sensitive employees, including but not limited to water treatment and waste water treatment workers, these employees are subject to this policy pursuant to regulations promulgated by the Department of Transportation (DOT). All other City of Brunswick employees are subject to this policy as a condition of continued employment. Additionally, employees who handle hazardous, heavy, or motorized equipment as part of their job duties or who are responsible for public safety or the safety of others as a part of the job duties, are included in the City's definition of safety sensitive employees. The City of Brunswick Police Department is covered under their own Drug and Alcohol-Free Workplace Policy, No.1006.

This policy does not represent an expressed or implied contract, and it does not affect any individual's status as an "at will" employee.

C. Definitions:

1. **"Agreement"** means the Acknowledgment, Consent & General Release Agreement in the form attached hereto, as that form may be amended from time to time by the City of Brunswick in the future.
2. **"Alcohol"** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
3. **"Chain of Custody"** means procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen, using an agency approved chain of custody form.
4. **"Work Premises"** is interpreted in the broadest sense, and includes, but is not limited to all land, property, buildings, parking lots, vehicles, or equipment owned, leased or in any other manner being used by the City of Brunswick.
5. **"Confirmatory Test"** means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle.
6. **"DOT regulated employee"** refers to those employees who operate a commercial vehicle (as defined by the DOT) and/or those employees who are required to have a commercial driver's license.
7. **"Employee Assistance Program"** means a counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.
8. **"Illegal Drug"** means any drug:
 - a. that is not legally obtainable;
 - b. that is legally obtainable but has not been legally obtained; or
 - c. that is a controlled dangerous substance, as defined in Article 27, Annotate Code of Maryland.

The term includes both "street drugs" and prescribed drugs not legally obtained and/or not being used for prescribed purposes.

9. **"Impaired"** means working while using legal or illegal drugs in a manner inconsistent with the City of Brunswick's substance abuse policy. This includes using legal substances in a dangerous manner or any manner that produces an intoxicating state that impairs the employee's ability to perform his or her job or creates a safety risk to themselves or others.
10. **"Improper Use"** means any use that is not a proper use (defined below).
11. **"Initial Test"** means a screening test to eliminate "negative" urine specimens from further consideration.
12. **"Legal Drug"** means any drug in which possession or sale of which is not prohibited or restricted by law, including legally-obtained prescription drugs and over-the-counter medications.
13. **"Medical Review Officer"** means the individual responsible for receiving laboratory results who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate positive test results together with an individual's history and any other medical information.
14. **"On the Job"** means during any period (normal work hours and overtime) an employee is expecting to be compensated by the City of Brunswick and/or is performing any task at the request of the City of Brunswick and/or all times the employee is on City of Brunswick premises and/or at the workplace.
15. **"Proper Use"** means the employee's legal use of an over the counter drug or a properly prescribed prescription drug for its intended purpose and, with respect to a prescription drug, in accordance with the prescription. All employees have a responsibility not to report to work if under the influence of a prescription, or non-prescription, drug that may impair their ability to perform their job in the manner it was intended, or which may pose a safety risk to themselves or others.
16. **"Random Testing"** means a system of unannounced drug testing imposed without individual suspicion of illegal drug use. All employees have an equal chance of being tested in any given time period, and employees are "chosen" for random testing based on neutral criteria.
17. **"SAMHSA"** means Substance Abuse and Mental Health Services Administration.
18. **"Traceable in the Employee's System"** means that the results of the SAMHSA certified laboratory's analysis of the employee's urine specimen are positive for the tested substance at the Department of Health and Human Services (DHHS) cut off levels.
19. **"Under the Influence"** means alcohol and/or drugs are traceable in the employee's system using normal testing procedures.
20. **"Workplace"** means any job site, project or assignment to which the City of Brunswick services are contracted and/or performed, including parking lots, lunch, and change rooms and similar common areas used by City of Brunswick employees. Also, anyone driving a company vehicle to and from work and during work hours and driving a company vehicle for personal use.
21. **"Verified Positive Test Result"** means a test result that was positive on both the initial and confirmatory tests, and reviewed and verified by the medical review officer.

D. Prohibited Conduct:

1. ***Alcohol.***

No employee shall be on the job while under the influence of alcohol or within four hours after using alcohol (including, without limitation, legal substances containing alcohol). While any violation of this prohibition may result in discipline up to and including termination, any employee found on the job to have a breath alcohol level of .04 grams/210 liters of breath should expect, at a minimum, to be subject to disciplinary action up to and including termination.

2. ***Illegal Drugs, Improper Use of Legal Drugs, and Other Impairing Substances.***

No employee shall be on the job while possessing, using, or under the influence of any illegal drugs. Nor shall the employee otherwise be impaired while at work through the improper use of legal drugs or any other impairing substances. Any employee found to have been violating this provision may be disciplined up to and including termination.

3. ***Prescription Drugs and Medical Marijuana***

An employee whose job performance is adversely affected by prescription drugs, including prescribed medical marijuana, creates a risk of danger to the safety, security and health of not only himself or herself but to innocent co-workers and members of the public. Consistent with business necessity and public safety requirements, the following procedures shall apply:

A. Any employee who is using a prescribed drug for any medical reason or other condition, which impairs the ability to perform an essential function of his or her job potentially creates a safety hazard and has a duty to discuss this matter with his or her Department Director. All employees who are prescribed medical marijuana must immediately notify their Department Director and are prohibited from using and/or possessing marijuana while on the job or work premises. Failure to notify in a timely fashion may subject the employee to discipline up to and including termination.

Safety sensitive employees, such as employees who operate City vehicles, or who hold a commercial driver's license, including but not limited to water treatment and waste water treatment workers, and employees who handle or operate hazardous, heavy, or motorized equipment as part of their job duties or who are responsible for public safety or the safety of others as a part of their job duties, must immediately notify their Department Director when prescribed any drug or substance which may impact their ability to drive, operate, or handle equipment, or adversely affects judgment and/or motor skills. Failure to disclose the use of potentially impairing prescription medications may result in discipline up to and including termination.

B. Based on a written statement from the employee's prescribing physician, the department head will determine whether the employee can work safely while taking the medication, whether an essential function of the job is affected, and whether a reasonable accommodation is required to enable the employee to continue in the job.

C. If it is determined that the employee is unable to perform the essential function of his or her duties without impairment caused by the medication and cannot be reasonably accommodated, then the employee shall be directed not to work until the medication that is being taken is no longer present or use of medication causing the impairment is discontinued. The employee may be placed on accrued sick leave and/or leave pursuant to the Family Medical Leave Act ("FMLA"), where applicable. The City of Brunswick may ask an employee making proper use of legal prescription drugs to go home if in the reasonable opinion of the City of Brunswick such use interferes with the ability of the employee to work safely and efficiently.

4. ***Refusal of Testing.***

Any employee who refuses to submit to drug or alcohol testing as required by the City of Brunswick under its substance abuse policy will be treated as having failed the test and should expect, at a minimum, to be subject to disciplinary action up to and including termination.

Each workday every employee shall have the independent duty not to report to work, or continue working, if the influence of a controlled or non-controlled substance impairs the employee's job performance or causes a safety risk to themselves or others. Failure to do so may result in disciplinary action up to and including termination.

E. Drug & Alcohol Testing Procedures:

The drug and alcohol testing will be performed in a manner consistent with DOT regulations and Maryland law at qualified collection sites designated by the employer. The test shall be conducted in a professional and sanitary manner with due regard for the employee's or potential employee's privacy, dignity, and confidentiality. A secure, written Chain-of-Custody process will be followed at all times.

The urine specimen will be taken and will be analyzed by a SAMHSA-certified professional laboratory for the following substances:

Non-DOT Employees: Cocaine, Amphetamines, Opiates, Cannabinoids (Marijuana), Phencyclidine (PCP).

DOT Employees: Cocaine, Amphetamines, Opiates, Cannabinoids (Marijuana), Phencyclidine (PCP), MDMA (ecstasy).

Any positive urine screen result will automatically undergo a confirmatory test. All positive results will be reviewed by a certified Medical Review Officer (MRO) prior to the result being communicated to City of Brunswick management.

At this time, the designated Medical Review Officer is:

Stephan Mann, MD, MPH
Certified Medical Review Officer
Corporate Occupational Health Solutions
700 Corporate Center Court, Suite A
Westminster, MD 21157

F. Retest of Urine Specimens:

An employee is entitled to request a retest of the urine sample that produced a confirmed positive test result, at the employee's expense, within three days after notification of the test results by the MRO. The employee will be provided a list of other SAMHSA certified laboratories to choose from.

The City of Brunswick shall abide by the results of the retest and pay for the retest if the retest results are negative and contrary to the initial test results obtained at the employer's request.

Breath Alcohol Testing will only be performed at qualified testing sites designated by the employer. Only certified breath alcohol technicians who have successfully completed the course curriculum specified by the Department of Transportation (DOT) will perform breath alcohol testing.

G. When Employees Will Be Tested:

Upon the initiation of this policy, all employees will sign an Agreement and will be drug tested as a condition of their continued employment and pursuant to regulations promulgated by the DOT as described in the "Execution by Each Employee of Agreement" section, and pursuant to the City of Brunswick's legal right and prerogative to test any employee for drug and or alcohol abuse. The following testing within the limits of federal and state laws will be initiated:

1. Pre-Employment or Post Offer Testing (drug testing only)

All applicants who are required to have a commercial driver's license, safety sensitive employees, including but not limited to water treatment and waste water treatment workers, may operate City vehicles, or are CDL licensed employees who fall outside of DOT (Department of Transportation) regulations must submit to a urine drug test as outlined in the DOT regulations.

2. Post-Accident Testing

All employees that are DOT regulated drivers, safety sensitive employees, including but not limited to water treatment and waste water treatment workers, employees that may operate City vehicles and CDL licensed employees who fall outside of DOT regulations will submit for drug and alcohol testing following an accident if:

1. the accident involves bodily injury requiring medical treatment away from the scene of the accident or the loss of human life;
2. the accident results in a moving traffic citation **and** any bodily injury results in medical treatment away from the scene of the accident;
3. the accident results in a moving traffic citation **and** there is disabling damage to any motor vehicle requiring tow away.
4. the accident results in serious damage to City property; and/or
5. the accident results in an employee's claim for a work-related injury.

An employee must submit to drug and alcohol testing as soon as possible following an accident. An employee must make every effort to get his or her breath alcohol test completed within two hours after the accident. If that is not possible, an employee must continue to try for up to eight hours.

An employee must make every effort to obtain his or her urine collection for a drug test within eight hours after the accident. If that is not possible, an employee must continue to try for up to thirty-two hours after the accident.

If an employee is unable to complete the breath alcohol test or urine collection within these time limits, he or she should stop trying and notify the management of the City of Brunswick

In the event an employee is so seriously injured that the employee cannot provide a urine or breathe alcohol sample, then the employee must provide the necessary authorization for the City of Brunswick to obtain hospital reports or other documents that would indicate whether there were controlled substances/ alcohol in the employee's system.

3. Random Testing

All employees that are DOT regulated employees, safety sensitive employees, including but not limited to water treatment and waste water treatment workers, employees that may operate City vehicles, or are CDL licensed employees who fall outside of DOT regulations will be subject to unannounced random drug/alcohol testing. Employees covered under this policy will be placed in a random pool for selection. The City or its agents will periodically select drivers at random for testing. Pursuant to Federal Regulations, fifty percent (50%) of the average number of DOT regulated positions will be selected for random drug testing each year and ten percent (10%) of the average number of DOT regulated employees will be selected for random breath alcohol testing each year. These percentages may be revised in the future in accordance with DOT policy. A City official will notify an employee when his or her name has been selected for urine drug test/breath alcohol test and instruct them to report immediately to a collection site.

4. Reasonable Suspicion Testing

All employees will be subject to reasonable suspicion testing. A supervisor or designated City of Brunswick official may ask any employee to submit to a drug and/or alcohol test if

his or her conduct or appearance indicates evidence of drug or alcohol use. Anyone who would make the decision to test an employee will be trained in recognizing drug and alcohol misuse.

When reasonable suspicion exists that an employee has possession of alcohol, illegal drugs or controlled substances without a valid right or prescription, a supervisor with the concurrence of the department head shall have the right, to the extent not prohibited by law, to require the employee to submit immediately to a search of his or her vehicle or personal property of any employee during working hours, or while on City property or designated sites. The City shall also have the right to search an employee's desk, cabinet, locker or other items on the City premises to which he or she has or had access. The reasonable suspicion must be based on objective facts and inferences rationally drawn from those facts. As stated above, the reasonable suspicion of a supervisor must be confirmed by the employee's department head. It is only when a supervisor and department head both agree that reasonable suspicion exist that a search will be conducted. Refusal to agree to a lawful search is grounds for discipline up to and including termination.

H. Refusal to Test

The following are provided as examples of refusal to test. This list is non exhaustive and is subject to change according to DOT guidelines.

1. Failure to go to the clinical testing site;
2. Failure to provide a breath alcohol sample or urine drug screen sample as described in the post-accident testing section;
3. Failure to provide a sufficient specimen or a specimen which is suitable for testing; and
4. Refusing to complete the testing process.

I. Discipline:

First Offense:

Any Employee may be disciplined up to and including termination for:

1. refusing a drug test;
2. testing positive on a drug test; or
3. testing .04 or above on a breath alcohol test.

J. Breath Alcohol Concentration:

Employees with breath alcohol concentrations ("BAC") of 0.02 will not be permitted to perform safety-sensitive functions nor operate a commercial vehicle. The employee will not be eligible to perform safety-sensitive functions; including operating a commercial vehicle, for a minimum of 24 hours after the initial test has been administered. The employee may then become eligible to perform safety-sensitive functions, including operating a commercial vehicle, at the start of his/her next regularly scheduled shift.

No disciplinary action will be taken against an employee based solely on a breath alcohol concentration 0.02 and 0.039 except temporary removal from safety-sensitive functions as described above.

K. Acknowledgement of Receipt:

As a condition of continued employment, all employees must sign an acknowledgement of receipt of the substance abuse policy.

Substance Abuse Policy Addendum – Employee Educational Materials

What is a drug?

A chemical substance that can be taken orally, inhaled, injected, snorted or smoked. Examples of drugs include: illicit or street drugs, prescription drugs, alcohol and over the counter medications.

What is drug abuse?

Use of a drug for non-medical reasons which results in problems for the user. These problems may be physical, mental, emotional, legal or social.

What are the four stages of drug abuse?

Stage 1 – Casual or experimental use, usually without signs of abuse.

Stage 2 – Usage increases. This may result in changes in friends, poor work performance, mood changes and unexplained loss of memory.

Stage 3 – Preoccupied with getting high. Daily use is common or bingeing. Increasing medical illnesses, job performance worsens and user may have trouble with the law.

Stage 4 – Compulsive use with signs of withdrawal, increased medical illnesses and overdosing.

What are the signs of substance abuse?

Look for excessive absences or tardiness, frequent requests for time off, numerous accidents, increase in medical insurance claims, unsatisfactory work performance, decreased productivity after breaks and non-work related visitors.

What are the physical signs of abuse?

Bloodshot eyes, runny nose, drastic weight changes, mood swings, deterioration in personal grooming, sun glasses and long sleeve shirts.

What should I do if I have a drug or alcohol problem?

The first thing that you should do is not attempt to perform tasks that could be dangerous to you or your coworkers (e.g. operate heavy equipment, drive a vehicle, work from heights, etc.) Your next action should be to seek help. Contact your employer immediately for referral to a substance abuse professional. Your employer has made a commitment to maintaining a drug free environment. Failure to notify your employer of a substance abuse problem may result in disciplinary action up to and including termination.

What should I do if I suspect that my coworker has a drug or alcohol problem?

Substance by one of your coworkers on the job could result in injury to you or to others. You should report this to your supervisor immediately and ask to have your identity remain confidential. Do not confront this individual. Your supervisors have specific training in addressing these issues, including methods for confrontation, removal from safety sensitive functions and referral to an employee assistance program.

Where can I find additional resources?

Try your local health department, church, phone book and the internet.

National Institute on Drug Abuse
<http://www.nida.nih.gov/>

SAMHSA Treatment Facility Locator
http://www.samhsa.gov/public/look_frame.htm
1

Appendix B

Anti-Harassment Policy

The City of Brunswick is committed to creating a workplace free from harassment. It is a violation of this policy for a City employee, Supervisor, Department Head, or Appointed/Elected official to harass another employee on the basis of age, race, color, religion, national origin, physical or mental disability, marital status, or any other protected characteristic. Harassment will not be tolerated.

Any employee who feels that he/she is a victim of such unlawful harassment should follow the complaint procedure set forth in the Sexual Harassment policy. The City will investigate all such reports as confidentially as possible. All complaints will be investigated in an objective, confidential, and timely manner. Adverse action will not be taken against an employee who, in good faith, reports or participates in the investigation of an alleged violation of this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Appendix C

POLICY - SEXUAL HARASSMENT

The City of Brunswick is committed to creating a workplace free from sexual harassment of any form. It is a violation of this policy for any City employee, Supervisor, Department Head, or Appointed/Elected official to harass an employee through conduct or communications of a sexual nature as defined below.

I. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, physical conduct, or material of a sexual nature by City employees, Supervisors, Department Heads, Division Directors or Appointed/Elected officials, when:

- a) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- b) submission to such conduct is either explicitly or implicitly a term or condition of employment.
- c) such conduct or material that has the purpose or effect of substantially interfering with the individual's employment performance or creates an intimidating, hostile or offensive employment environment.

II. Terms

Sexual harassment, as defined above, may include but is not limited to the following:

- A. Verbal harassment or abuse
- B. Pressure for sexual activity
 - 1) Unwelcome, unwanted, unsolicited propositions
 - 2) Demands for sexual advances and explicit sexual proposals
- C. Repeated communications to a person, with sexual or demeaning implications
 - 1) Obscene or suggestive remarks, gestures, or jokes of a sexual nature, or about gender specific traits
- D. Unwelcome touching
 - 1) Unwelcome and intentional physical behavior such as kissing, hugging, pinching, or brushing up against another individual
- E. Sending or displaying sexually explicit or suggestive material
 - 1) Displaying or circulating photographs or other materials and objects that are sexually explicit or suggestive
 - 2) Sending or viewing jokes, pictures, or other information by email or the Internet that is sexually explicit or suggestive

III. Procedures

A. Reporting Sexual Harassment

Complaints are to be reported immediately to any of the following at the employee's option: Supervisor, Department Head, Division Director, or any member of the Human Resource staff. In the event the complaint involves a Division Director or appointed or elected official, the complaint may be made directly to the Human Resource Director, Assistant Human Resource Director, Chief Administrative Officer, or the City Executive.

B. Investigating Complaints

All complaints will be investigated in an objective, confidential, and timely manner.

III. Corrective Action

If an investigation confirms that harassment has occurred, the City will promptly take corrective action. Disciplinary action up to and including discharge may be imposed.

IV. Confidentiality and Retaliation

The confidentiality rights of both the complainant and the accused will be respected consistent with the City's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Retaliation of any kind against anyone who is involved in the investigation of or in the making an allegation of sexual harassment is prohibited and may result in disciplinary action against the retaliator.

V. False or Malicious Reports

Disciplinary action also may be imposed if the City determines that a false or malicious complaint was made under this policy.

Appendix: D

AFFIRMATIVE ACTION PLAN AND EEO POLICY

(Frederick County, Personnel Rules, 2015)

POLICY STATEMENT

To further its goal of Equal Opportunity in employment for all employees and prospective employees, and in the provision of all services, without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, physical or mental handicap (unrelated in nature and extent so as to reasonably preclude the ability to receive benefits from services or perform a job), or any other characteristic protected by law (hereinafter referred to as protected groups)¹ The City of Brunswick, Maryland (hereinafter referred to as the “City”) states as its policy the following concerning these subjects under its jurisdiction:

- A. No person shall be discriminated against on the basis of race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, physical or mental handicap or any other characteristic protected by law in accordance with applicable local, State, and Federal law.
- B. It will be the policy of the City to recruit, hire, train, evaluate, and promote persons in all job titles without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap, except where any of these characteristics are a bona fide occupational qualification.
- C. The principle of Equal Employment Opportunity will always be an underlying basis for employment decisions.
- D. All personnel actions and employment services including, but not limited to, compensation, benefits, transfers, performance evaluations, layoffs, return from layoff, training programs, tuition assistance, and social and recreational programs will be made available to, provided, and administered without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, physical or mental handicap, or any other characteristic protected by law.
- E. All services will be publicized, made available to, and provided without regard to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap.

¹ Hereinafter used to designate and define those groups who are protected under applicable law from discrimination due to race, color, religion or creed, sex, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap.

Appendix E

SECTION XVI: Family and Medical Leave Act (FMLA)

In addition to other types of leave mentioned in this chapter, employees who have worked for the City for a period of 12 months (need not be consecutive) and have worked at least 1250 hours during the preceding 12 months, may qualify for FMLA leave.

A. FMLA Basic Leave Entitlement

1. Eligible employees may qualify for a total of twelve (12) work weeks of leave (paid or unpaid) during any 12 month period (measured backward from the first date the leave begins) for one or more of the following conditions:

- a) Birth of a son or daughter;
- b) Placement of a son or daughter with the employee for adoption or foster care;
- c) Care for spouse, son, daughter, parent or parent-in-law who has a serious health condition;
- d) A serious health condition of the employee whether work-related or not.

2. Whenever the leave is for a serious health condition, the City will require that the absence be supported with certification from the health care provider of the employee, spouse, son, daughter, parent or parent-in-law. The Certification of Physician or Practitioner form must be used for all non-work-related conditions.

- a) If the validity of the certification is in doubt, the City may request that the employee obtain a second opinion, at the City's expense, from a health care provider designated B by the City.
- b) If there is a conflict of opinion between the two health care providers, the City may request the employee to obtain, at the City's expense, an opinion from a third provider jointly approved by the City and the employee.

B. FMLA Military Leave Entitlement

1. Qualifying Exigency: Eligible employees with a spouse, son, daughter, or parent in the National Guard, Reserves or Regular Armed forces who are on or called to covered active duty which includes deployment to a foreign country, and for members of the National Guard and Reserves, be in support of a contingency operation may qualify for up to twelve weeks during any 12 month period (measured backwards from the first date the leave begins) to address certain qualifying exigencies which may include:

- a) Attending certain military events
- b) Arranging for alternative childcare/parental care;
- c) Addressing certain financial and legal arrangements;
- d) Attending certain counseling sessions;
- e) Attending post-deployment reintegration briefings;
- f) Rest and Recuperation (15 calendar days)

2. Military Caregiver: Eligible employees who are the spouse, son, daughter, parent or next of kin of a covered service member or covered veteran who has a serious disabling injury or illness incurred in or aggravated by service in the line of duty during active duty in the Armed Forces may take up to 26 weeks of leave in a 12-month period (measured forward only) to care for that

covered member.

3. Whenever the leave request is for military family leave, the City will require that the request be supported by an appropriate certification, as outlined below:

- a) Leave for a qualifying exigency will require a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency including contact information if the leave involves meeting with a third party;
- b) Leave to care for a covered service member or covered veteran with a serious injury or illness will require certification completed by an authorized health care provider, or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family, or documentation of enrollment in the Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

C. The following provisions apply to all leaves taken for FMLA qualifying reasons:

1. FMLA leave time shall run concurrently with any of the following leaves that are taken for any FMLA qualifying condition: Disability Leave or any leave that is taken as a result of a condition covered under Worker's Compensation law and Sick Leave Absence (in excess of seven consecutive calendar days), Sick Leave Donor, Extended Sick Leave, Annual Leave, Compensatory/Accrued Holiday Leave.
2. All eligible accrued leave (e.g. annual, sick, holiday and/or compensatory) must be used before unpaid leave can be used. Both paid and unpaid leave will count toward the maximum total of 12 work weeks of FMLA leave within a 12 month period, or 26 weeks if on approved Military Caregiver leave.
3. The City will continue the employee's health care coverage at the regular employee's rate as long as all employee contributions are paid during the unpaid leave periods. However, if the employee does not return to work, the employee will be responsible for the City's portion of the premiums for the unpaid leave period. Arrangements must be made with the Human Resources office.
4. During the unpaid FMLA leave periods, sick leave and annual leave will not be accrued.
5. While the employee is using FMLA leave, the employee's position will be protected, and the employee will return to the position at the same grade and rate of pay at which he/she left.
6. An employee who is on designated FMLA leave for their own serious health condition has the right to refuse an offer of restricted/light duty without affecting their employment status. However, if applicable, Disability/Workers Compensation benefits may be affected.
7. Whenever the need for FMLA leave is foreseeable, the employee is expected to provide 30 days advance written notice before the leave is to begin.

D. FMLA leave shall end:

- a) When the employee, spouse, son, daughter, parent or parent-in-law is no longer affected by the serious health condition;
- b) If the employee fails to provide documentation to continue the leave when requested;
- c) When the employee has exhausted the maximum period of time eligible for FMLA leave. If additional time needed, the employee may request leave of absence or leave

without pay in accordance to this Personnel Policy Manual. An absence beyond the maximum time under FMLA leave is not protected by that law.

- d) If the employee accepts other employment.

Appendix F

Cellular Phone Policy

The City of Brunswick's cell phone policy offers general guidelines for using personal and company cell phones during work hours.

The purpose of this policy is to get the most out of the advantages cell phones offer our workforce while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

This policy applies to all City of Brunswick's employees.

Cell Phone Use Guidelines:

The following are City of Brunswick's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks. The National Safety Council estimate cell phone use while driving leads to 1.6 million accidents yearly resulting in 3,166 deaths in 2017.

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges suspended or revoked. The City reserves the right to monitor activity on City-issued cell phones, to include, internet access, emails, phone calls, etc.

Cell phone usage for illegal or dangerous activity, for purposes of harassment, disclosure of confidential information, or non-work related internet access may result in revocation of employee's cell phone privileges.

Non-work related loss or damage to city-issued cellular phone may result in disciplinary action or employee reimbursement costs of device.

Appendix G

Citywide Telework Policy for City Employees

I. Purpose:

- A. The purpose of the policy is to allow certain employees to work from home ensuring the continuity of agency business operations, ensuring City responsiveness during pre-approved telework activities, severe weather, emergencies, and other situations; as well as enhancing the recruitment and retention of highly qualified employees, and to improve employee work-life.
- B. While participating in the Telework Program, a teleworker will continue to provide internal and external customer service and maintain the normal functions and performance standards of the City.
- C. This policy does not supersede City rules, regulations, policies applicable in the workplace, but rather is designed to facilitate the performance of City business in alternate work locations.

II. Definitions:

- A. Telework: Arrangement that allows a teleworker to perform work, during any part of their authorized work schedule, at an approved Remote Work Location. Telework is an alternative method of meeting the needs of the City and will not be universally available to all City positions.
- B. Situational Telework: Instances in which Situational Telework may be approved include but are not limited to, operational need, inclement weather; maximize work output or days when the teleworker's availability is impacted by personal appointments, or special work assignments. Approved on a case-by-case basis.
- C. Teleworker: An eligible employee who has been approved to work from a Remote Work Location and who works to produce an agreed upon work product. The teleworker performs the normal duties and responsibilities of his/her position.
- D. Eligible Position: Any City employee approved by a Department Superintendent with concurrence of the City Administrator and Mayor.
- E. Main Worksite: A teleworker's primary workspace and place where the teleworker normally performs work duties.
- F. Remote Work Location: A worksite approved by the Department Superintendent with City Administrator's concurrence other than the Teleworker's Main Worksite, such as the teleworker's residence.
- G. Telework Arrangements: An agreement between the teleworker and the City which defines the parameters for participation as determined by the teleworker's departments.

III. Policy

A. Eligibility

- 1. Employees eligible to participate in the Program must:
 - a. Successfully completed their training period.

- b. Has received a satisfactory performance evaluation.
 - c. Have received approval to participate in the Telework Program
2. Employees who have received formal disciplinary action in the past 12 months may not be eligible.
 3. Eligible employees are not required to participate in the Telework Program.
 4. The City has the right to refuse to make telework available to an employee who is otherwise eligible.
 5. Telework is an employee privilege and is not an employee right.
 6. Telework is generally not appropriate for police officers or field workers.
 7. Employees who provide essential services in a business continuity context, which can be performed in a remote capacity, are most ideal for telework opportunities.
 8. Employees whose tasks have measurable deliverables including, but not limited to, responsibilities such as writing, research, or editing reports, and other tasks that require minimal supervision, should be considered appropriate for telework.
 9. Employee effective communication with clients, stakeholders, and team members must be possible from a telework location.
 10. A position that requires frequent interactions with members of the public may not be appropriate for telework.
 11. If an employee is subject to self-isolation or quarantine, and the position is one in which telework is feasible, employees are permitted to work from home on a voluntary basis if the employee is healthy enough to work and other criteria within this policy are met, with Superintendent's approval.
 12. Department heads may consider length of service in making telework eligibility determinations.
 13. During closures of main worksites telework may be required. Employee may use their own leave if required to telework.

B. Participation

1. Telework Program is subject to all City policies and procedures, including but not limited to, those regarding confidentiality, disclosure of information, conflict of interest, EEO, Drug Abuse, Sexual Abuse, Ethical Ordinance, etc.
2. Complete and submit the following: ONE FORM
 - a. Request for Participation in the Telework Program;
 - b. Assessment for telework suitability;
 - c. Superintendent's Assessment of Employee's Suitability;
 - d. Superintendent's Telework Program Safety Information;
 - e. Telework Technology & Equipment Checklist; and Telework Arrangement;
3. Adhere to the Telework Policy or risk termination from the program.

C. Workspace

1. The teleworker must designate and maintain a clean, safe, and productive workspace at the Remote Work Location that is adequate for accomplishing necessary tasks and free from obstructions and distractions. This space may be at the teleworker's residence or another Remote Work Location approved by the Superintendent, with City Administrator concurrence. Factors impacting approval will include but are not limited to, type of work, access to specialized equipment or materials, potential distractions, and ability to maintain confidentiality of data and files.
2. A teleworker must not conduct in-person meetings with customers or co-workers at the Remote Work Location. When a meeting is scheduled on a day the teleworker is scheduled to telework, the teleworker must go to the Main Worksite to attend the meeting or make alternative arrangements as agreed upon by the Superintendent.
3. With reasonable advance notice, but no less than 24 hours, the Superintendent or designee has the right to inspect the Remote Work Location before the telework arrangement begins and at periodic intervals, but no more than once a month. This is to ensure the workspace is safe, information is secured, and all equipment is adequately installed and performing properly.

IV. Workers' Compensation

- A. During telework hours, the teleworker is covered for any injury arising out of and in the course of employment pursuant to the Maryland State Workers' Compensation Act.
- B. A teleworker injured while working at a Remote Work Location is required to follow established City procedures for reporting on-the-job injuries.

V. Telework Schedule and Availability

- A. Before the start of telework a schedule must be agreed upon by the Superintendent and the teleworker. The schedule should:
 1. Identify the specific days and hours for teleworking.
 2. Identify the approved Remote Work Location.
 3. Include times for a meal period and break(s) as required by State and Federal Law.
 4. Include whether the teleworker must be available by phone, email, or both during the scheduled telework hours, with the exception of the meal period and breaks.
- B. Work schedules at the Remote Work Location will parallel those at the Main Worksite but can be structured to meet the needs of the teleworker, their supervisors, and the City.
- C. The total number of hours a teleworker is expected to work per day or per pay period will not change due to participation in the program.
- D. A teleworker will be given a minimum of 24 hours advance notice of events which require their physical presence at the Main Worksite, when possible. The teleworker must comply with any reasonable request to be present at the Main Worksite.

- E. The Telework Arrangement may be abbreviated or revised regarding the number of hours, days per week, including termination in totality. They may occur on an interim or ongoing basis due to other operational needs, i.e. office coverage becomes a problem due to changes in work demands or office staffing.
- F. A teleworker must not perform personal business or activities or secondary employment during designated telework hours. Personal business or activities include but are not limited to, caring for dependents, making or supervising home repairs, and use of computer or telephone for other than incidental non-work activities.
- G. All participants in the Telework Program must indicate accurately on their timecards which hours or days were worked at the Remote Work Location. Telework is indicated on the timesheet by the Reason Code

VI. Overtime, Leave, and Compensation

- A. Supervisors must approve paid overtime or compensatory time for the time the teleworker works at the Remote Work Location, in accordance with the City's policy.
- B. Procedures for requesting leave will remain unchanged, i.e., vacation, comp time, sick leave, etc.
- C. Teleworkers working at a Remote Work Location will be granted the same holidays as employees working at the Main Worksite.
- D. An occurrence at remote location preventing telework, i.e. power outage, etc., will require the employee to use leave or respond to the work site.

VII. Liability

- A. The City will defend and indemnify a teleworker who is teleworking at their residence or other approved Remote Work Location for all claims arising out of and within the teleworker's scope of employment consistent with the provisions of the Local Government Tort Claims Act and other applicable laws.
- B. The City is not liable for any loss, destruction or damage to property, or any injury or loss to third persons occurring at or around the teleworker's residence or other approved Remote Work Location.

VIII. Worksite Issues

- A. Teleworker may take supplies needed for work to the Remote Work Location from the teleworker's main worksite with the Supervisor's approval. The Teleworker will not be reimbursed for out-of-pocket expenses for supplies regularly available at the Main Worksite.
- B. A Teleworker is responsible for protecting the confidentiality, integrity, and availability of data, information, and paper files used when teleworking. A teleworker must follow all applicable County, federal, state, and departmental policies, laws, and regulations to protect data accessed or maintained while teleworking. In addition, teleworking employees must adhere to the following:
 - 1. Protect information assets from unauthorized access and use by others, including family members, friends, and other visitors.

2. Leaving information assets only in secured locations and not in unattended or unlocked vehicles or other locations where they may be easily accessible.
3. Ensuring that employee owned systems utilized for teleworking purposes meet or exceed City security requirements.

C. Termination of the Telework Arrangement

Teleworkers do not have an automatic right to continue to telework and Telework Arrangements may be modified, adjusted, suspended, or terminated at any time by management for any reason, including a request by the employee.

IX. Provision of Equipment

- A. The City will facilitate home access to necessary systems for approved teleworkers.
- B. The City assumes no liability for responsibility for the personal equipment of individuals who telework and utilize personal equipment for teleworking purposes. The designated alternate work location must be an appropriate work environment. The teleworker agrees to perform all work at the specified location. This location should be one in which the employee's telework duties can be performed in a safe and ergonomically appropriate manner.

X. Policy Compliance

- A. All terms and conditions of City employment will continue to apply.
- B. All information security protocols must be followed when using City electronic equipment and accessing systems.
- C. Workplace rules prohibiting private activities during work hours should be followed notwithstanding the fact that employees are working from home.
- D. Overtime must be approved in advance.
- E. Any leave time must be requested and processed in the same manner as in the workplace.
- F. Employees participating in the Telework Program may be required to participate in conference calls/team meetings as necessary.
- G. Employees must maintain safeguards to protect agency records from unauthorized disclosure or damage, complying with the privacy requirements.
- H. Employees are required to receive approval from their Superintendent to work in any alternate location other than the primary designated location.

XI. Supervisory Oversight

Supervisors are responsible for oversight of employees on telework ensuring the employee is conforming to all aspects of this policy.

Water Meter Crocks Contract – February 9, 2021

At several previous Finance and Utility Commission and Mayor and Council Meetings, the replacement of water meter crocks has been discussed at length. It was previously decided that Public Works staff would concentrate their efforts on replacing meters still currently located inside of homes. Public Works was instructed to solicit quotes to have outside water meter crocks completed by a contractor.

At the January 27, 2021 Finance and Utility Commission Meeting, the following discussion took place:

Mr. Dunn stated there is approximately \$160,000 remaining in the RF Meter line item. Mr. Gerstner said approximately \$60,000 of that is ear-marked to complete purchasing for the RF Meter project, but the remaining amount could be put towards the meter crock contract. Mr. Dunn suggested allocating additional money to the meter crock contract since this project was deemed highly important by both this Commission and the Council. Two bids were received for the meter crock contract, and Mr. Gerstner stated the bid from Pipe Craft was lower. Mr. Gerstner is going to finalize the necessary budget amount, then bring the purchase order for the Pipe Craft contract to a future Council Meeting. Mr. Dunn stated a budget amendment would be necessary later in the year.

Attached is the quote from Pipe Craft and a purchase order in the amount of \$270,306, which would allow Pipe Craft to complete approximately 113 meter crocks. Staff recommends approval of this purchase order.

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: *Pipe Craft*

DATE: *1-29-2021*

P.O. NO.: *PW-4911*

SHIP TO: *PW*

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

20-532-23-8103

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
<i>112</i>	<i>crack installed in concrete</i>		<i>\$2388.00</i>	<i>\$267,456.00</i>
<i>1</i>	<i>Brass in stall</i>		<i>\$1350.00</i>	<i>\$1350.00</i>
<i>1</i>	<i>Mobilization</i>		<i>\$1500.00</i>	<i>\$1500.00</i>

SHIPPING *N/A*

TOTAL *\$270,306.00*

Approved by: *John Krubner*

March 16, 2020



CITY OF BRUNSWICK

1 W. Potomac St.
Brunswick, Maryland 21716

Attn: John Gerstner

Re: Water House Connections
Subj: Water Meter / Crock Install

John:

Please accept this offer to perform the subject work. The offer stands for your acceptance within 30 days. The offer is predicated upon mobilizing PipeCraft's forces three times to the jobsite and performing the work without interruption from start to finish with the application of a single crew.

MOBILIZATION	\$ 1,500.00
WATER HOUSE CONNECTION	
INSTALL CROCK IN CONCRETE SIDEWALK	\$ 2,388.00 EA
INSTALL CROCK IN GRASS AREA	\$ 1,350.00 EA

Price includes replacement of sidewalks, seed and mulch in all grass areas.

PipeCraft's performance is contingent upon the availability of its crew and ratification of a mutually acceptable Subcontract Agreement. Such agreement will include provision for both monthly progress payments, for not less than 95% of the value of all work performed less the value of all prior payments.

Thank you for considering PipeCraft a potential member of your site work team. Please contact me with any questions or concerns.

Sincerely,
PipeCraft, Inc.

Rick DeCheubel

Welcome Arch Funding Request – February 9, 2021

On December 22, 2020, the Mayor and Council approved the concept of a Welcome Arch along south Maple Avenue at the southern gateway to Brunswick. This project was a concept introduced by Brunswick Main Street to the Frederick Arts Council. The Frederick Arts Council held a national call for artists and selected a design/artist for approval. Funding was secured through private donors.

After that meeting, the discussion came about of securing additional funding to allow the artist to use higher-end construction material. The Frederick Arts Council provided a request to the City for \$10,000 towards this project. This is an unbudgeted expense. At their January 27, 2021 meeting, the Finance and Utility Commission considered this request and recommended approval to the Council.



Charlotte Marra
Manager of Public Art
5 E 2nd St
Frederick, MD 21701
443 -890-8719

January 22, 2021

Nathan Brown
Mayor, City of Brunswick
1 West Potomac St
Brunswick, MD 21716
301-834-7500 (City Hall)
240-529-4425 (Cell)

Dear Mayor Brown,

I am writing on behalf of the Frederick Arts Council to request a grant of \$10,000 to add to the existing \$60,000 of funding raised for the Brunswick Archway, a project managed by the Frederick Arts Council which was approved by Brunswick City Council and will be installed at 203 South Maple Ave, Brunswick, MD.

This additional funding will enable the artist, Dayton Castleman/Verdant Studios to fulfil the attached design proposal to the best of their abilities. In addition, Pleasant Developers and The Ausherman Family Foundation are contributing \$30,000 each to the Brunswick Archway with the hope that the City of Brunswick will wish to contribute as well.

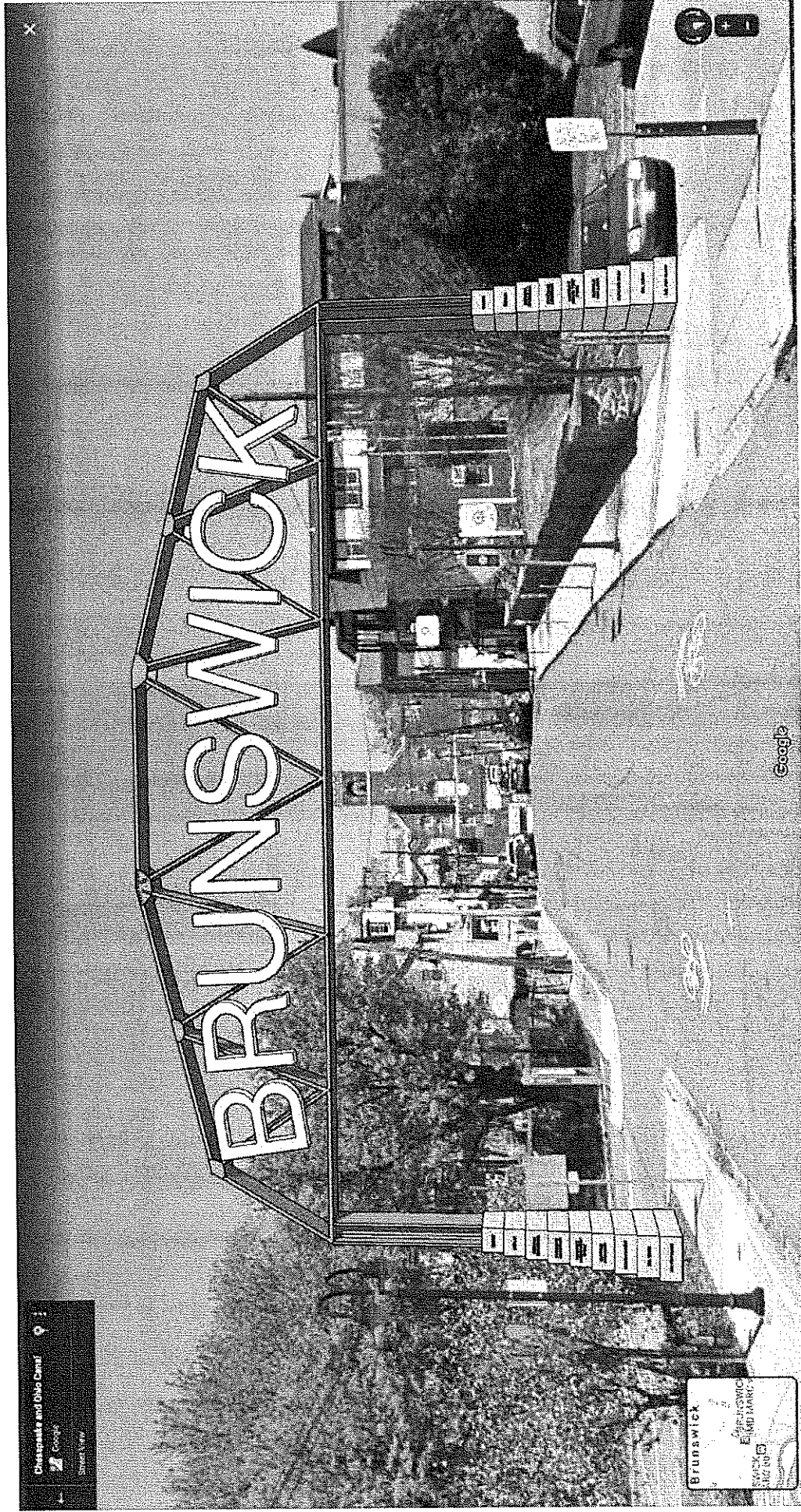
Thank you very much for your consideration.

Best wishes,

A handwritten signature in black ink that reads 'Charlotte Marra'. The signature is written in a cursive, flowing style.

Charlotte Marra
Public Art Manager. Frederick Arts Council
charlotte@frederickartscouncil.org
443-890-8719

BRUNSWICK ARCHWAY



STREET VIEW ELEVATION RENDERING