

**MAYOR AND COUNCIL MEETING
TUESDAY, OCTOBER 12, 2021, 6:00 PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Breast Cancer Awareness Month Proclamation
 - b. ServLine Leak Detection Program Presentation
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council – September 14 & 28, 2021
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2021-11 – 30-36 West Potomac Street Sale Contract Acceptance – vote anticipated
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
 - a. Purchase Order 220049 Approval – Dell Marketing - \$15,039.20 – PD Cruiser Laptops
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - a. Event Application – New Hope UMC – Trunk or Treat – vote anticipated
 - b. Donation Request – BHS Safe & Sane – vote anticipated
- 10. ADJOURNMENT**

10/7/2021 1:39 PM

PROCLAMATION

BREAST CANCER AWARENESS MONTH OCTOBER 2021

WHEREAS, the month of October is nationally recognized as Breast Cancer Awareness Month; and

WHEREAS, breast cancer is one of the leading causes of death in women; and

WHEREAS, it is estimated that among U.S. women, there will be over 300,000 new cases of breast cancer and over 40,000 breast cancer deaths this year; and

WHEREAS, although much more rare, breast cancer in men does happen, and there will be over 2,600 new cases of breast cancer and over 400 breast cancer deaths this year; and

WHEREAS, the City of Brunswick supports organizations such as the American Cancer Society, National Cancer Institute, Susan G. Komen for the Cure, and Breast Cancer Awareness - Cumberland Valley, among others, for their valuable educational programs and outreach to breast cancer awareness; and

WHEREAS, spreading the word about self exams, mammography, and early detection is key to managing this illness; and

WHEREAS, breast cancer has touched the hearts and lives of the members of this body;

NOW THEREFORE, on behalf of the Mayor and Council of Brunswick, I do hereby proclaim the month of October 2021 to be Breast Cancer Awareness Month in the City of Brunswick, Maryland.

Nathan Brown
Mayor, City of Brunswick



SERVLINE
by HomeServe®

PROPOSAL

SERVLINE UTILITIES PROTECTION

We pay for high water bills caused by customer leaks

HOMESERVE USA
7134 Lee Highway, Chattanooga, TN 37421
1 (866) 974-4801, info@servline.com, www.servline.com

Prepared For

CITY OF BRUNSWICK

1 West Potomac St.
Brunswick, MD 21716

Proposal Issued: July 12, 2021

Proposal Valid:

30 Days from Issue Date

This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company. Insurance for the ServLine program is issued to utilities and placed through HomeServe USA Repair Management Corp. (HSRM), a licensed insurance agency. In California, HSRM does business as HomeServe NA Insurance Services (California License # 0F79326). ServLine is a registered trademark.

EXECUTIVE SUMMARY – UTILITY & COMMUNITY PROTECTION

CITY OF BRUNSWICK

We understand that you are tirelessly working to improve and supply the best overall product while also often thanklessly striving to offer excellent customer service.

DESPITE ALL YOUR EFFORT – CUSTOMER LEAKS STILL CAUSE

- Financial Strain
 - Administrative *and* Customer Burden
 - Issues to Undermine Public Perception
-

MEET SERVLINE BY HOMESERVE

ServLine is a full-service customer leak solution. We pay for high water bills caused by customer leaks by insuring the Utility. More specifically, by insuring the Leak Protection Program and then administering it on your behalf.

- Financial Assistance
- Administrative Support & Customer Relief
- Public Relations Credibility



PROTECTION PLANS PRICING SNAPSHOT

LEAK PROTECTION PLANS PRICING

WATER LEAK PROTECTION

Limit	Residential	Commercial Single-Occupancy	Commercial Multiple-Occupancy
\$500	\$ 1.15	\$ 3.25	\$ 6.50
\$1,000	\$ 1.40	\$ 3.85	\$ 7.70
\$2,500	\$ 1.60	\$ 4.50	\$ 9.00

SEWER LEAK PROTECTION

Limit	Residential	Commercial Single-Occupancy	Commercial Multiple-Occupancy
\$500	\$ 1.15	\$ 3.25	\$ 6.50
\$1,000	\$ 1.40	\$ 3.85	\$ 7.70
\$2,500	\$ 1.60	\$ 4.50	\$ 9.00

WATER & SEWER LEAK PROTECTION COMBINED RATES

Limit	Residential	Commercial Single-Occupancy	Commercial Multiple-Occupancy
\$500	\$ 1.95	\$ 5.50	\$ 11.00
\$1,000	\$ 2.40	\$ 6.55	\$ 13.10
\$2,500	\$ 2.70	\$ 7.65	\$ 15.30

SERVICE LINE PROTECTION PLANS PRICING

Protection Plan	Limit of Protection	Homeowner Rate	Royalty
External Water Service Line Plan	\$10,000	\$5.99	10%
External Sewer Service Line Pan	\$10,000	\$9.99	10%
Interior Plumbing & Drainage Plan	\$3,000	\$10.99	10%



PROGRAM COMPARISON SIDE BY SIDE – LAP & LPP

COMPARISON TERMS

- LAP: Leak Adjustment Policy
- LPP: Leak Protection Program
- Frequency: Determined by the number of times an adjustment can be filed in a given time
- Qualifications: Determined by whether or not there is a limit that must be met prior to allowing for an adjustment
- Benefits are reflective of your current Leak Adjustment Policy & data
- Benefits are determined by how customer leaks are being adjusted. Unprovided benefits will not be covered

CITY OF BRUNSWICK - CURRENT LAP

BENEFIT FREQUENCY

- 1 Occurrence/ 36-month period
- 2 Consecutive billing cycles allowed per occurrence

BENEFIT QUALIFIER

Greater than 100% in excess

ADDITIONAL COVERED BENEFITS

Dripping/ Leaking Faucets,
Running Toilets/ Commodes,
Water Heaters

SERVLIN LEAK PROTECTION PROGRAM (LPP)

BENEFIT FREQUENCY

- 1 Occurrence/ 12-month period
- 2 Consecutive billing cycles allowed per occurrence
Ex. 1 billing cycle (month bill), 2 billing cycles (months)

BENEFIT QUALIFIER

2X Average Bill

ADDITIONAL COVERED BENEFITS

Dripping/ Leaking Faucets,
Running Toilets/ Commodes,
Water Heaters



PROPOSED LEAK PROTECTION PROGRAM POLICY (LPP)

CITY OF BRUNSWICK

PROPOSED LEAK PROTECTION PROGRAM POLICY

City of Brunswick is changing our Leak Adjustment Policy effective DATE 1, 2021.
The following are qualifications for leak adjustments for the City of Brunswick:

1. It is the customer's responsibility to keep his plumbing system in good working order.
2. No customer shall receive more than one (1) leak adjustment that could incorporate a maximum of two (2) billing cycles during any twelve (12) month period.
3. In order to qualify for a leak adjustment, the eligible plumbing leak must generate a minimum additional charge of two (2) times the average of the past twelve (12) months' bills.
4. Adjustments on water bills will NOT be made on the following:
 - a. Residential Customers who do not have their own water meter.
 - b. *Commercial or Industrial Customers. (OPTIONAL)*
 - c. Premises left or abandoned without reasonable care for the plumbing system.
 - d. Leaks on irrigation systems or irrigation lines, leaks in water features such as fountains, etc., leaks on any water lines coming off the primary water service line, plumbing leaks in any structure other than the primary residence.
 - e. Negligent acts such as leaving water running.
 - f. Excess water charges not directly resulting from a qualifying plumbing leak.
 - g. Filling of swimming pools or leaks in swimming pools.
 - h. Watering of lawns or gardens.
5. The City of Brunswick shall not be obligated to make adjustments of any bills not submitted for adjustment within ninety (90) days from the billing date.
6. Customers must present proof that a leak has been repaired before an adjustment will be made. (i.e. copy of invoice for materials or bill from plumber)
7. In any case where a customer might incur a leak before there is three (3) months of average usage, an adjustment will not be made until they have established three (3) months of average usage.

Any residential customer may decline to participate in our ServLine Leak Protection Program by calling Phone Number. Any customer declining to participate in the program will be responsible for the full amount of their water bill with no adjustments being made. Our new City of Brunswick ServLine Program is the only way qualifying leak adjustments will be made for leaks occurring after DATE 1, 2021.





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LEAK PROTECTION PROGRAM

Imagine what you could do if you were paid for every customer's high water bill – and no longer had to manage their frustration over having to pay for it.



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WATER LEAK PROTECTION

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.15	\$ 3.25	\$ 6.50
\$1,000 (Per Occurrence)	\$ 1.40	\$ 3.85	\$ 7.70
\$2,500 (Per Occurrence)	\$ 1.60	\$ 4.50	\$ 9.00

Deductible
Reporting Conditions
Reporting & Adjustment Period

Waived
Customer Schedule
Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Brunswick's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$2.50 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.



SEWER LEAK PROTECTION

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.15	\$ 3.25	\$ 6.50
\$1,000 (Per Occurrence)	\$ 1.40	\$ 3.85	\$ 7.70
\$2,500 (Per Occurrence)	\$ 1.60	\$ 4.50	\$ 9.00

Deductible
Reporting Conditions
Reporting & Adjustment Period

Waived
Customer Schedule
Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Brunswick's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$2.50 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.



WATER & SEWER LEAK PROTECTION COMBINED

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.95	\$ 5.50	\$ 11.00
\$1,000 (Per Occurrence)	\$ 2.40	\$ 6.55	\$ 13.10
\$2,500 (Per Occurrence)	\$ 2.70	\$ 7.65	\$ 15.30

Deductible	Waived
Reporting Conditions	Customer Schedule
Reporting & Adjustment Period	Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Brunswick's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$5.00 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.





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SERVICE LINE PROTECTION PLANS

Consider how a customer will feel about you when they realize that you had the foresight to provide optional solutions to help with their responsibility.

The following Service Line Protection Plans are service contracts that cover the private portion of the water and sewer infrastructure. They are separate from the Leak Protection Program and are not insurance policies. Service contracts provide the most comprehensive customer experience for our service line protection products.



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EXTERNAL WATER SERVICE LINE PLAN

Homeowner Rate:

\$5.99 per month

Partner Royalty:

10% of payments received - paid annually

Description:

Includes services to locate and repair/replace a leaking exterior water service line. Covered repairs include, but are not limited to: leaks, breaks, corrosion, blockages, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Eligible Properties:

A single structure permanently secured to the ground and the land it is located on that is used and zoned only for residential occupancy, including:

- Single-family homes
- Townhomes and apartments
- Multi-family homes

Covers Homeowners' Responsibility:

From the point of utility's responsibility to the water meter or main shut-off valve inside the home.

Product Highlights:

- ~~Off-bill.~~ Off-bill. Billing for these products is handled directly between HomeServe and the customer
- One-call solution to file a claim. No paperwork, or forms, to fill out to file claims
- Educates homeowners about their water service line responsibility
- Up to \$10,000 coverage per service call
- No annual or lifetime limits, deductibles, or service fees
- One-year guarantee on all covered repairs
- Coverage includes thawing of the frozen external water service line and repairs to non-functioning pressure reducing valves and backflow prevention devices that are part of the line



EXTERNAL SEWER/SEPTIC LINE PLAN

Homeowner Rate:	Partner Royalty:
\$9.99 per month	10% of payments received - paid annually

Description:

Includes services to locate and repair/replace a leaking exterior sewer service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages (due to fats, oils and grease), and other types of damage that impair or limit the intended function of the system. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Eligible Properties:

A single structure permanently secured to the ground and the land it is located on that is used and zoned only for residential occupancy, including:

- Single-family homes
- Townhomes and apartments
- Multi-family homes

Covers Homeowners' Responsibility:

From the external wall of the home to the utility's responsibility.

Product Highlights:

- Off-bill. Billing for these products is handled directly between HomeServe and the customer
- One-call solution to file a claim. No paperwork, or forms, to fill out to file claims
- Educates homeowners about their water service line responsibility
- Up to \$10,000 coverage per service call
- No annual or lifetime limits, deductibles, or service fees
- One-year guarantee on all covered repairs
- Coverage includes repairs to non-functioning grinder pumps that are part of the line



INTERIOR PLUMBING AND DRAINAGE PLAN

Homeowner Rate:

\$10.99 per month

Partner Royalty:

10% of payments received - paid annually

Description:

Provides coverage and repairs for the inside of the home. Coverage includes the emergency breakdown costs of repairing or replacing interior water service and drainage pipe materials, valves and other plumbing-related material, including unblocking, repair and replacement. Repair or replacement of floor drain, toilet flanges, supply or drain pipes, angle stops, P-traps and ball valves.

Eligibility:

A single structure or single housing unit within a structure not intended to be moved that is used and zoned only for residential occupancy, including:

- Single-family homes
- Townhomes and apartments
- Multi-family homes

Product Highlights:

- Off-bill. Billing for these products is handled directly between HomeServe and the customer
- One-call solution to file a claim. No paperwork, or forms, to fill out to file claims
- Up to \$3,000 coverage per service call, with up to 2 service calls per annual term
- No lifetime limits, deductibles, or service fees
- One-year guarantee on all covered repairs



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APPENDIX



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LEAK PROTECTION PROGRAM DEFINITIONS

- **Water Leak Protection**
Water Leak Protection covers excess water bills caused by a qualifying leak on the customer's side of the meter/point of responsibility. Developed in cooperation with ServLine and set according to the Utility's newly established Leak Protection Guidelines.
- **Sewer Leak Protection**
Sewer Leak Protection covers excess sewer bills in the event of a qualifying leak at the customer's point of responsibility. Developed in cooperation with ServLine and set according to the Utility's newly established Leak Protection Guidelines.
- **Residential**
Residential is defined as 2" meters or less with a single residential unit occupied as a residency. A qualifying unit must have a single meter to which it can be accounted for independently.
- **Commercial**
Commercial is defined as 2" meters or less with business or agricultural occupancy excluding master-metered habitational. A qualifying unit must have a single meter to which it can be accounted for independently.
Single Occupancy - Building has one business occupying space.
Multiple Occupancy - Building has more than one business occupying space.
- **Master-Metered Habitational**
Multi-Unit residential property with a master-meter measuring usage for all units.
- **Farms**
Residential Farm: Any farm that is a hobby or that does not derive additional income. There is no Agriculture meter or separate metered structures on the property and meets residential definition of the insurance company.

Commercial Farm: Any Farm that has an Agriculture meter/meter that services barns, cattle troughs, or other structures. Any Farm who derives income from the activities of the farm.
- **Rates w/ Data**
The rates furnished in this Proposal are determined by the data you have provided. It is mutually understood that the data produced, along with your explanation of how to interpret what is included in your data is done so in good faith and is complete and true to the best of your knowledge. All other factors have been determined in partnership with ServLine.
- **Leak Protection Program**
The ServLine Leak Protection Program enhances your current Leak Adjustment Policy and acts as a superseding document which will overlay your existing policy with the given enhancements. All qualifying customer leaks would adhere first to your ServLine Leak Protection Program and then would be addressed by your existing Leak Adjustment Policy. As a recommendation - Your Leak Adjustment Policy would be updated to address unqualifying leaks rather than qualifying customers who choose to decline protection.



SUMMARY FOR LEAK PROTECTION PROGRAM

BILLING

Agency Monthly Reporting

PROJECT SCOPE & PROCESS

- Approval of ServLine
- Program Implementation
- Utility Staff Training
- Announcement Materials
- Setup and Integration
- ServLine Administers Leak Protection Program
- ServLine Handles Claims, Payments and Customer Service

TERMS AND CONDITIONS

Terms and conditions outlined in the quote may differ from the specifications submitted; please review the specific coverage part for details on coverage and exclusions.

Average claims payment is between 10 - 20 Days.
Claims volume is due to change with seasons or other unforeseen events.
Pricing does not include taxes.

Reports & Premium due by the 15th of the month following a reporting period.
Example: Participating customers for month of January would be due no later than February 15th.
Premium payments include all participating customers and are not dependent on customer payment to the utility nor pending claims payments.

*This quote is valid for thirty (30) days from the date of this letter.
All rates are per participating customer per month.*

THANK YOU

Thank you for your interest in becoming a valuable client of ServLine. We exist to make your Utility stronger and help you achieve your goals. One of our chief goals is to serve you and to earn the privilege of being one of your favorite service providers. The ServLine team is always looking to establish long-term meaningful relationships with the opportunity to serve your Utility and your customers with integrity and excellence.

DISCLAIMER

This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company.



SERVICE LINE PROTECTION PLAN HIGHLIGHTS

- Off-bill. Billing for these products is handled directly between HomeServe and the customer
- No cost to the utility
- Educates customers/homeowners on their responsibilities regarding their private service lines
- Allows customers/homeowners to opt-in to the specific products they want
- 24/7/365 customer support
- One-call solution to file a claim. No paperwork, or forms, to fill out to file claims
- A national network of vetted, licensed, local area contractors is utilized to make the repairs
- No service charges, deductibles, reimbursements, or out of pocket costs.
- Affordable rates and multiple payment methods
- Plans pay contractors directly for covered work performed
- Provides peace of mind for homeowners
- Service Line Protection Plans are endorsed by the National League of Cities as well as multiple state municipal leagues



SERVICE LINE PROTECTION PLAN AGREEMENT

SERVICE LINE PROTECTION PLAN AGREEMENT

EFFECTIVE DATE: _____

This SERVICE LINE PROTECTION PROGRAM AGREEMENT is by and between the City of Brunswick, Maryland ("City"), and HomeServe USA Repair Management Corp. ("Company").

- Plans.** Company is the administrator of the National League of Cities Service Line Warranty Program which provides services to homeowners and other consumers for the repair of domestic infrastructure and related systems ("Plans"). Such Plans may include:
 - External Water Service Line Plan** (initially, \$5.99 per month); Homeowner responsibility: from the utility's responsibility to the water meter or main shut-off valve inside the home; Limit: Unlimited number of calls/ \$10,000 per call/Unlimited annual maximum.
 - External Sewer Service Line Plan** (initially, \$9.99 per month); Homeowner responsibility: from the external wall of the home to the utility's responsibility; Limit: Unlimited number of calls/\$10,000 per call/Unlimited annual maximum.
 - Interior Plumbing and Drainage Plan** (initially \$10.99 per month); Limit: 2 service calls per annual term/\$3,000 per call.

Company may adjust the Plan fees by no more than \$.50 per month in any 12-month period, unless otherwise agreed by the parties in writing. The pricing of the Plans are based upon the currently applicable City, municipal or similar codes. In the event of an applicable code change, Company shall have the ability to reassess the pricing. Pricing does not include taxes.

- Informational Campaign.** From time to time, the parties will conduct informational campaigns consisting of Company materials of the Plans to be inserted into standard City mailings to homeowners.
- Term.** The term of this Agreement shall be for one (1) year from the Effective Date and will automatically renew for additional one (1) year terms unless one of the parties gives the other written notice of at least ninety (90) days prior to end of the term of its intent not to renew.
- Payment.** During the term, Company will pay City ten percent (10%) of the payments of Plan fees actually received due to enrollment from the informational campaigns, net of any discount, rebates, refunds, chargebacks, credits, and sales or similar taxes incurred or paid by Company in connection with such plans. Payments shall be made on an annual basis on January 30th. City agrees to provide a completed W-9 form to Company to facilitate payment.

CITY OF BRUNSWICK Name: _____ Title:	HOMESERVE USA REPAIR MANAGEMENT CORP. Name: Michael Backus Title: Chief Sales Officer
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TERRORISM RISK INSURANCE ACT

We are under mandate to present and offer the final two pages of this proposal. The following is terrorism insurance coverage. Please either accept or decline if you proceed with ServLine.

Note: This is a separate coverage that insures payment for losses that occur as the result of a certified act of terrorism. Please inquire for additional information.



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TERRORISM RISK INSURANCE ACT OF 2002 DISCLOSURE

The "Terrorism Risk Insurance Act of 2002" establishes a program within the Department of Treasury in which the Federal Government will share the risk of loss from terrorist attacks with the insurance industry. Federal participation will be triggered when the Secretary of the Treasury certifies an act of terrorism, in concurrence with the Secretary of State and the Attorney General of the United States, to be an act of terrorism committed by an individual(s) acting on behalf of any foreign interest, provided the terrorist act results in aggregate losses in excess of \$5 million. With respect to insured losses resulting from a certified act of terrorism, the Federal Government will reimburse individual insureds for 90% of the losses in excess of the insurer's retention, which is based on a specified percentage of the insurer's earned premium for the year preceding the loss. Insured losses covered by the program are capped at \$100 billion per year unless subsequent action of Congress changes that amount; this provision serves to limit insurers' liability for losses. All insurers providing commercial property insurance are required to participate in the program to the extent of offering and making available coverage for certified acts of terrorism in accordance with the terms and conditions of coverage which apply to other perils.

Terrorism Premium: \$ 1% of premium

This quote outlines coverages and does not necessarily include all coverages requested on the application provided. Only coverages outlined above will be provided.



NAME OF APPLICANT: CITY OF BRUNSWICK
DATE OF NOTICE: JULY 12, 2021

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as reauthorized and amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury - in concurrence with the Secretary of State, and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS REAUTHORIZED AND AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage (Please Initial and Sign):

I hereby elect to purchase Terrorism coverage for certified acts of terrorism for a prospective premium of \$ 1% of premium

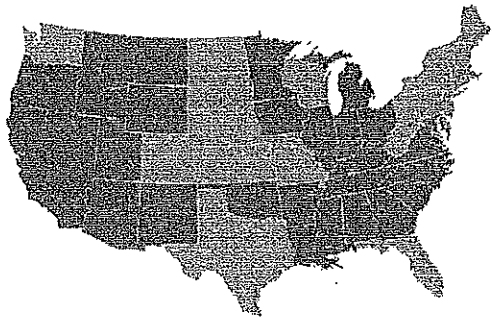
I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policy Holder Name

Date



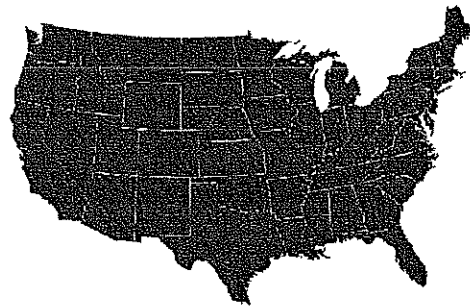
CLIENTS & PARTNERS



● *Active & Interested Utilities*

ASSOCIATION PARTNERS INCLUDE

National Rural Water Association (NRWA), Tennessee Association of Utility Districts (TAUD), Georgia Rural Water Association (GRWA), North Carolina Rural Water Association (NCRWA), Alabama Rural Water Association (ARWA), Alliance of Indiana Rural Water Association (AIRWA), Illinois Rural Water Association (IRWA), Iowa Rural Water Association (IRWA), Rural Water Association of Arizona (RWAA), Arkansas Rural Water Association (ARWA), California Rural Water Association (CRWA), Michigan Rural Water Association (MRWA), Delaware Rural Water Association (DRWA), Kentucky Rural Water Association (KRWA), Maryland Rural Water Association (MRWA), New Mexico Rural Water Association (NMRWA), Mississippi Rural Water Association (MRWA), Ohio Rural Water Association (ORWA), Virginia Rural Water Association (VRWA), Rural Water Association of Utah (RWAU), Idaho Rural Water Association (IRWA), New York Rural Water Association (NYRWA), (Nevada Rural Water Association (NVRWA), Montana Rural Water Systems (MRWS), Louisiana Rural Water Association (LRWA).



● *Active Rural Water Association Partner*

INSURANCE PROVIDERS INCLUDE

Hanover Insurance Company, Virginia Surety Company, Inc.



THANK YOU



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**City of Brunswick
Mayor and Council Meeting Minutes
September 14, 2021**

The September 14, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown. 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; Kevin Grunwell, Chief of Police; John Gerstner, Director of Public Works; Matt Campbell, Superintendent WTP; Jeremy Mose, Superintendent WTP; and Carmen Hilton, Main Street Manager.

Approval of Minutes

- Mayor & Council – August 10 & 24, 2021
- Closed – August 17 & 24, 2021

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

Citizens' Forum

No comments.

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2021-09 – Traffic Control Request – Handicap Space – 729 Potomac View Parkway
Mr. Dunn explains the residence has a two-car garage in the rear and a parking pad. Mr. Ripley made a motion to approve Resolution 2021-09. Mr. Vigliotti seconded the motion, which passed 6-0.

- Resolution 2021-10 – Sale of Newberry Building – 30 West Potomac Street
Mr. Dunn reads the resolution and states this is a State Code requirement to officially state the City has no need for the building and advertise such for 20 days, which has been done.

Mayor Brown explains the City has been working on this purchase for several years. This involved a grant from DHCD to purchase properties downtown to approve City's main street. The actual discussion on selecting the offers to purchaser will occur at a Closed Meeting.

Ms. White made a motion to approve Resolution 2021-10. Mr. St. John seconded the motion, which passed 6-0.

Staff Reports

Department Heads provided monthly reports.

Consent Agenda

- PO Approval - #2200274 – Hertrich Fleet Services – PD Cruisers - \$65,664
Mr. Dunn explains these vehicles were budgeted. Mr. Sandusky asks the cost to outfit these. Mr. Dunn states and the Chief agrees the estimate is \$5,000. Mr. Sandusky asks how we capitalize the vehicle. Mr. Dunn explains a five-year capitalization is used.

Mr. Ripley made a motion to approve the consent agenda items. Mr. St. John seconded the motion, which

passed 6-0.

New Business

- Sports Complex Bid Opening

Mr. Dunn opens the bid. The City requested RFQ from six contractors but only received one back from CJ Miller.

Quote – Waterline, \$43,590.00, Vent Pipes, \$61,425.00

Millings in conjunction with paving contract, \$39,980.00 - Totals \$144,995

Millings at different time from paving contract, \$42,980.00 - Totals \$147,995

Quote given to P&Z to review for responsiveness.

- Trash Collection Schedule Change

Mr. Dunn explains J&J has requested to reduce four routes to two routes effective November 1. They have agreed to pick up trash that residents place at the curb on the old days for a month at no cost.

Mr. St. John asks how will J&J know who needs trash picked up for this month. Mr. Dunn states the most effective method is to have the resident notify J&J that trash was not collected. Finance Committee recommended the change.

Mr. Sandusky worries there will be more trash. Mr. Dunn explains there will be the same amount of trash whether it's two or four days.

Mr. St. John states J&J should continue pickup on Tuesday and Wednesday for first two weeks of November.

Mr. Ripley suggests to make the switch with notification without November pickup.

Mr. St. John made a motion to approve moving trash collection schedule to two days. Mr. Vigliotti seconded the motion, which passed 6-0.

- Event Application Approvals
 - Brunswick Library - Family Story time
 - Brunswick Main Street – Un”Wine”d
 - Muddy Pedals LLC – Mountain Bike Skills Clinic
 - City of Brunswick – Veterans Day Parade

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

Adjournment

The meeting adjourned at 6:40 pm.

Submitted by: Dave Dunn

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

**City of Brunswick
Mayor and Council Meeting Minutes
September 28, 2021**

The September 28, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown. 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; and Kevin Grunwell, Chief of Police.

Mayor's Remarks

Mayor Brown discussed the passing of former Council Member Debbie Greenfield, form WWTP Lead Operator Gene Grimm, and former Brunswick business women Oneida Heffner.

Mayor Brown discussed the retirement of Steve Mason from the WTP after 18 years of service.

Mayor Brown discussed Railroad Days, coming up this weekend.

Mayor Brown requested a motion to appoint Dan Roe to the Planning Commission and several members to the Youth Advisory Committee. He also stated the City had several vacancies in commission and committees. Mr. Sandusky made a motion to approve the appointments. Ms. White seconded the motion, which passed 6-0. Mayor Brown swore in Dan Roe.

Citizens' Forum

No comments received.

Consent Agenda

- PO#220042 Approval – Hadronex Inc - \$14,484 – Flow Meters

Mr. St. John made a motion to approve the purchase order for the purchase of additional flow meters for deployment by Public Works. Mr. Sandusky seconded the motion, which passed 6-0.

Unfinished Business

- Budget Amendment – I&I Contract

This item was a housekeeping item to move \$100,000 from the budgeted I&I line item to the I&I contract line item, since the expense was project-related. Ms. White made a motion to approve the budget amendment. Mr. Dayton seconded the motion, which passed 6-0.

New Business

- City Park Trail Bid Award

Two bids were received for this project: Greenstone Trailcraft, LLC for \$23,500 and Dirtscult for \$26,350. Mr. Ripley made a motion to award the contract to Greenstone Trailcraft. Mr. Dayton seconded the motion, which passed 6-0.

- Revised Event Application

Mr. Dunn discussed the proposed revisions, which allow staff to approve events that don't require approval of alcohol, increased security, or closure of main roadways. The Council requested to be

notified when event applications were approved by staff, just so they were kept aware of what was happening around town.

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

- Frederick County ARPA Fund Request Letter

Mr. Dunn discussed this request for Frederick County ARPA funding to help cover Yourtee Springs improvements, relative to the number of County residents that receive water from Yourtee Springs.

- Governor’s Budget Request Letter

Mr. Dunn discussed this request for additional funds for the 811 West Potomac Street project.

- A Street Memorial Project

Ms. Myers discussed the auto accident that destroyed a portion of the A Street Memorial Park. A committee formed by Mayor Brown determined the total rehabilitation costs to be \$68,500. So far, the insurance company had reimbursed \$31,335, and staff is attempting to obtain the remainder of the funding through insurance reimbursement. Ms. Myers stated the Mayor’s wish was to complete the project regardless of whether the entire amount was reimbursed by insurance.

Mr. Ripley made a motion to approve the expenditure of \$68,500 on the A Street Memorial project, regardless of insurance reimbursement. Mr. St. John seconded the motion, which passed 6-0.

Adjournment

The meeting adjourned at 6:27pm.

Submitted by: Carrie Myers

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

**CITY OF BRUNSWICK, MARYLAND
RESOLUTION NO. 2021-11**

A RESOLUTION TO AUTHORIZE THE SALE AND CONVEYANCE OF 30-36 WEST POTOMAC STREET AS DESCRIBED IN THE STATE DEPARTMENT OF ASSESSMENT AND TAXATION AND DEEDS RECORDED AMONG THE LAND RECORDS OF FREDERICK COUNTY, MARYLAND.

WHEREAS, the property to be sold is 30-36 West Potomac Street, Brunswick, MD; and

WHEREAS, the Mayor and Council of Brunswick wish to sell the property pursuant to the powers granted to them by Article I, Section 16-3, Paragraph 24, "Powers Generally" of the City of Brunswick Charter and the Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3), a municipality may sell, at public or private sale after 20 days of public notice; and

WHEREAS, a Public Notice was posted on the City's website and social media accounts for twenty (20) days prior to sale, ending on September 6, 2021, pursuant to Annotated Code of Maryland, Section 5-204 (c) (3) and is incorporated by attachment; and

WHEREAS, the Mayor and Council of Brunswick pursuant to the powers granted to them by Maryland Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3)," may convey to the purchaser any real or leasehold property belonging to the municipality if the legislative body of the municipality determines that the property is no longer needed for public use"; and

WHEREAS, the purchase price for the property is \$280,000 between City of Brunswick and Machel Lee & Eric Lindland, in an offer dated August 25, 2021; therefore

BE IT RESOLVED, that pursuant to the aforementioned, the City of Brunswick authorizes the sale and conveyance of the property pursuant to the Contract; and

BE IT RESOLVED, that the Mayor has the authority to sign any documents for sale, settlement and conveyance to effectuate the sale and conveyance of said property.

INTRODUCED and discussed at a regular meeting of the Mayor and Council of Brunswick on October 12, 2021.

PASSED this day 12th day of October, 2021 by a vote of ___ for; ___ against, ___ abstaining and ___ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

David B. Dunn
City Administrator

By: _____
Name: John Dayton
Title: Mayor Pro Tem

APPROVED this 12th day of October, 2021.

ATTEST: _____
David B. Dunn
City Administrator

Nathan Brown
Mayor



THE CITY OF BRUNSWICK MARYLAND

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

September Planning & Zoning / Code Enforcement Staff Report Mayor and Council 10-12-2021

PLANNING & ZONING REPORT

- **WB TOWER** Sketch for mover approved concrete and steel moving forward to be installed by contractor.
- **BRUNSWICK CROSSING** New builder constructing model home. Commercial application for Dog Groomer submitted. Utility updates and planimetrics.
- **SPORTS COMPLEX** RFP for vent pipes, waterline and millings installation over parking lot, loop road and 13th Ave extension at sports complex bid received. Worked grant application submitted.
- **PD/PW HQ BUILDING (MILTON E. FRECH, JR. OPERATIONS CENTER)** Regular Project Status Update meetings conducted as scheduled.
- **RR SQUARE** Working on final architectural and mitigation efforts met with Verizon to discuss utility relocation and scheduled Comcast.
- **FREDERICK COUNTY** – Long range parks and recreation update sent short, mid and long range projects.
- **BRUNSWICK PRESERVATION & REVITALIZATION COMMITTEE** Meeting with *Vacant Properties Working Group* to review and discuss draft ordinance updates. Next Meeting 10/4/2021 at 6:00 PM (Virtual Meeting).
- **CITY PARK** Submitted RFP for interior renovations
- **GIS** multiple exhibits (Events (RR Days, Trunk or Treat), Trash Route
- **MS4** Began annual report

PLANNING COMMISSION AND BOARD OF APPEALS

- Planning Commission met in September and no meeting scheduled for October.
- No BoA meeting in September and no meeting is scheduled for October.

PERMITTING AND CODE ENFORCEMENT

- 30 Zoning Certificates issued in September.
- 10 U&O's issued September.
- 70 Code Enforcement Actions recorded in September

21-323	25-599389	9/2/2021	29	Mark Shullenbarger	1203	Shenandoah View Parkway	Deck
21-324	25-491726	9/2/2021	29	Albaugh and Sons LLC	805	Crums Hollow Drive	Fence
21-325	25-601235	9/2/2021	29	Armor Fence LLC	1414	Berlin Drive	Fence
21-326	25-596554	9/3/2021	29	Eric Schrader	707	Potterfields Court	Deck
21-327	25-600875	9/7/2021	29	Dan Ryan Builders	1316	Monocacy Crossing Parkway	SFD
21-328	25-603263	9/7/2021	29	Dan Ryan Builders	704	Canal Town Street	SFD
21-329	25-603264	9/7/2021	29	Dan Ryan Builders	702	Canal Town Street	SFD
21-330	25-603265	9/7/2021	29	Dan Ryan Builders	700	Canal Town Street	SFD
21-331	25-466918	9/7/2021		Benjamin Win	19	West G Street	Deck
21-332	25-599410	9/7/2021	29	Albaugh and Sons LLC	1210	Monocacy Crossing Parkway	Deck
21-333	25-467353	9/8/2021	661	Taylor / Frederick Fence (Laura Braden)	416	Brunswick Street	Fence
21-334	25-601243	9/8/2021	29	Gershon / Frederick Fence (Laura Braden)	1513	Potomac View Parkway	Fence
21-335	25-599428	9/8/2021	29	Ashley Schaeffer	1102	Shenandoah View Parkway	SFD
21-336		9/10/2021		John D Faith Sr.	227	East Potomac Street	Accessory Structure
21-337	Multi.	9/14/2021	Multi.	Deidrea Schnabel	Multi.	Multi-Family	Yard Sale
21-338	25-466691	9/14/2021		Ngai Zhang	31	East B Street	Renovations
21-339	25-477642	9/16/2021	703	Katherin Vo-Dinh	608	Brunswick Street	Accessory Structure
21-340	25-603262	9/17/2021	29	Dan Ryan Builders	706	Canal Town Street	SFD
21-341	25-601256	9/21/2021	29	Albaugh and Sons LLC	1508	Crampton Street	Deck
21-342	25-600978	9/21/2021	29	Ashley Schaeffer	1395	Crampton Street	SFD
21-343	25-470710	9/23/2021	1214	House Buyers of America / Mario Campos	7	West E Street	Addition

21-344	25-601211	9/23/2021	29	Armor Fence LLC	1420	Berlin Drive	Fence
21-345	25-465970	9/27/2021		Christopher Vigliotti	819	East A Street	Fence
21-346	25-594653	9/28/2021	29	Jon Grenanos	1200	Younkins Drive	Renovations
21-347	25-464273	9/28/2021	92G	Einewihy/ Weaver (Kaitlyn Bare)	108	East H Street	Renovations
21-348	25-594718	9/29/2021	29	Grasshopper Garden and Patio	1323	Shenandoah View Parkway	Patio
21-349		9/29/2021		Melinda Barnhouse	412	East E Street	Yard Sale
21-350	25-481917	9/30/2021		Jim Weaver	501	East A Street	Temporary Dumpster
21-351	25-474503	9/30/2021	33	Long Electric LLC	227	Wintergreen Lane	Other
21-352	25-481917	9/30/2021	1030	Jim Weaver	501	East A Street	Renovations

U&O Log 2021

Item #	U&O #	Receipt Date	Street #	Street Address	Developer	AP #	Issuance Date
82	21-82	9/1/2021	725	Jefferson Pike	Dan Ryan Builders	321264	9/1/2021
83	21-83	9/9/2021	1516	Crampton Street	K. Hovnanian Homes	334986	9/9/2021
84	21-84	9/9/2021	1518	Crampton Street	K. Hovnanian Homes	334987	9/9/2021
85	21-85	9/13/2021	1520	Crampton Street	K. Hovnanian Homes	334985	9/13/2021
86	21-86	9/13/2021	1522	Crampton Street	K. Hovnanian Homes	334988	9/13/2021
87	21-87	9/16/2021	657	Central Avenue	Richmond American Homes	328723	9/16/2021
88	21-88	9/16/2021	1304	Monocacy Crossing Parkway	Dan Ryan Builders	320016	9/16/2021
89	21-89	9/24/2021	1528	Crampton Street	K. Hovnanian Homes	341297	9/24/2021
90	21-90	9/24/2021	1526	Crampton Street	K. Hovnanian Homes	341296	9/24/2021
91	21-91	9/27/2021	1524	Crampton Street	K. Hovnanian Homes	341291	9/27/2021

September Code Enforcement Log	Courtesy Notice	Violation Notice	Citation/ Fine - \$50 (First)	Citation/ /Fine - \$50 (Second)	Citation /Fine - \$30	Citation/ Fine - \$600	Totals for September
City Personnel Observation	8	30	7	4	1	0	50
Signs	0	2	0	0	0	0	2
Property Trash	4	4	0	0	0	0	8
Vehicles	1	0	0	0	0	0	1
Overgrowth	3	22	5	3	1	0	34
Other - Describe in Details	0	1	2	1	0	0	4
Property Repair	0	1	0	0	0	0	1
Complaint Filed	4	7	0	2	4	3	20
Livestock	1	0	0	0	0	0	1
Property Trash	0	1	0	0	1	1	3
Property Maintenance	0	1	0	0	0	0	1
Overgrowth	3	5	0	2	3	2	15
Totals for September	12	37	7	6	5	3	70

Month	Littering	Livestock	Signs	Property Trash	Snow and Ice Vehicles	Animal Waste	Property Maint.	Overgrowth	Other	Property Repair	Unsecured Vacant Prop.	Trash Prohibition	Grand Total
January	0	0	0	3	0	0	3	0	1	6	0	0	13
February	0	0	0	1	10	0	0	0	0	0	1	0	12
March	3	1	0	8	0	2	1	0	1	0	0	2	18
April	1	0	0	4	0	0	0	9	1	1	1	1	18
May	0	0	0	4	0	1	0	18	0	0	0	0	23
June	1	0	1	7	0	0	0	23	8	1	0	2	43
July	0	1	0	10	0	7	0	21	6	1	0	17	65
August	0	0	0	9	0	3	0	46	3	1	0	1	65
September	0	1	2	11	0	1	0	49	4	1	0	0	70
Grand Total	5	3	3	57	10	14	1	166	24	11	2	23	327

September 2021 Electric

Replaced breaker for Campground site D-9.

Met with John Gerstner to discuss alternate power supply for WWTP wifi equipment.

Repaired Annex east side flood light.



THE CITY OF BRUNSWICK MARYLAND

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Waste Water Department

Report to the Mayor & Council

October 12, 2021

1. MEC completed the heater installation in the chemical delivery room.
2. Micro Tech Designs completed the SBR Control Panel relocation project.
3. **Sludge Reduction Pilot Study Update.** Last month we began testing different polymers to use with the sludge press with the goal to improve the solid's percent of our dewatered sludge. We potentially found a better performing polymer. We'll continue evaluating the polymer to determine if it's a cost effective alternative.
4. No reportable accidents or wastewater discharge permit violations.

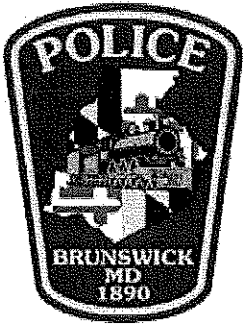
Sincerely,

Jeremy C. Mose
Waste Water Superintendent

Attachment - September 2021 Flow & Sludge Spreadsheet

**City of Brunswick, MD - Waste Water Treatment Plant
Flow & Sludge Cumulative Report for 2021**

Month	Flow							Sludge			
	Total Rainfall Inches	Total Influent MGD	Influent AVG Daily MGD	Influent Max Daily MGD	Total Effluent MGD	Effluent AVG Daily MGD	Effluent Max Daily MGD	Sludge Wet TONS	Sludge Dry TONS	AVG % Solids	Gallons Water Hauled to the Landfill
January	2.20	21.798	0.703	1.300	18.445	0.595	1.189	135.82	19.04	14.05	28005
February	4.70	22.992	0.821	1.792	19.567	0.699	1.397	130.47	18.6	14.25	26827
March	3.20	22.531	0.727	1.634	20.053	0.647	1.468	154.66	22.06	14.33	31799
April	4.10	20.508	0.684	0.806	18.567	0.619	0.750	107.27	15.51	14.46	22005
May	5.10	18.776	0.606	0.987	17.350	0.560	1.029	40.06	6.18	15.45	8125
June	7.30	25.219	0.841	3.446	21.430	0.714	2.492	177.55	27.83	15.69	35904
July	3.90	18.088	0.583	0.718	15.867	0.513	0.728	175.67	24.97	16.25	36139
August	4.20	17.698	0.571	0.709	14.550	0.469	0.630	106.93	13.31	15.68	22451
September	10.30	25.427	0.848	2.697	20.686	0.690	1.953	110.4	17.66	15.98	22240
October											
November											
December											
YTD Total	45.00	193.037	6.384	14.089	166.515	5.506	11.636	1138.83	165.16	-	233494
YTD Avgas	5.00	21.449	0.709	1.565	18.502	0.612	1.293	126.54	18.35	15.13	23352



Brunswick Police Department Monthly Report

Reporting Month and Year:
September 2021

Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	1	35	8	32
Maryland State SEROS	0	14	0	6
Warning Citations	6	147	15	127
Parking Citations	0	55	18	104

Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	867	7996	581	5818
Homicide	0	0	0	0
Rape	1	3	0	0
Robbery	0	0	0	0
Assault	8	56	12	94
B&E	0	5	0	6
Theft	8	54	4	40
Auto Theft	0	3	1	1
Motor Vehicle Accidents	9	70	6	74



THE CITY OF BRUNSWICK MARYLAND

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WATER PLANT PROJECTS AND MAINTENANCE FOR September 2021

- Staff bleach washed and flushed the clarifiers
- Drained and cleaned both sedimentation basins
- Staff rebuilt the carbon pumps and changed the hose oil. Thoroughly cleaned the feed are and room
- All staff assisted in a "spring cleaning" of the shop, lab and storage areas to remove clutter and organize materials
- Danny was off for Knee Replacement Surgery; Staff from waste water helped fill in and WTP staff adjusted shifts to meet water flow requirements
- Staff cleaned around the building and put down weed barriers and stone
- Generators were fueled and serviced. Batteries were replaced
- The exhaust system at the 1 million gallon was repaired
- Researched and priced storage tanks and mixers for Yourtee Springs, reservoir replacement tank, and the 250,000 gallon elevated tank
- Adjusted shifts to accommodate high flows during the search for a water leak in BC
- Ran flow numbers to estimate water loss during the leak

Yourtee Springs-

- Potomac Edison Visited the site to assess the needs and cost for the 3 phase power line
- Had monthly meeting with engineers and the Contractors to discuss progress
- Put down material for the road leading to the building
- Discovered a small water leak into the building believed to be caused by a gap between the old pipe and pipe liner.



THE CITY OF BRUNSWICK MARYLAND

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CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

September 2021 TOTAL DAILY AVERAGE

RAW WATER-POTOMAC RIVER PLANT	20,904,000 GALLONS	697,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	19,206,000 GALLONS	640,000 GALLONS

September 2020 TOTAL DAILY AVERAGE

RAW WATER-POTOMAC RIVER PLANT	17,884,000 GALLONS	600,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	16,387,000 GALLONS	546,000 GALLONS

DIFFERENCE TOTAL DAILY AVERAGE

RAW WATER-POTOMAC RIVER PLANT	+3,020,000 GALLONS	+97,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS

**Department of Public Works
Mayor & Council Monthly Report for September 2021**

Water Line Repairs and Maintenance

Put out leak detectors, used the correlation equipment to find water leaks. Repaired leak in Knoxville and 2 on Cemetery Circle and 1 on Weverton.

Sewer Line Repairs and Maintenance

Reading and relocating flow meters. Jet sewer Brunswick Crossing.

Water Valve Maintenance

Fire Hydrant Maintenance

Every week we continue to flow hydrants that show low chlorine or sediment. Replaced a post hydrant on Tritapoe.

Street Repair and Maintenance

Cold mix asphalt on water line and road repairs. Hot mixed over existing patches and water lines. Painted lines in town and Galyn.

CIP Projects

Storm Drain Maintenance

Clean storms drains & grates. Installed new storm drain on West D St. Installed new lids on E Potomac.

Miscellaneous Tasks and Maintenance

Sidewalk inspections, Repairing or replacing road signs, Continued Park checks and maintenance.

Construction and Contractor Support

Froze lines for Gabes on West B. Removed sidewalk for concrete contractor on Peach Orchard Ct.

Water Meters

Fixed broken meters, Installed meters, UTO's, Settlement reading, Turn offs, and re-reads.

Settlements – 38

Replacements – 10

Repairs – 7

High Bill Investigations (initiated by customer) – 6

New Meter Installs – 17

Meter Inspections – 9

U&O Inspections – 9

Sub- Meter Inspections- 0

Cut-offs- 0

Completed quarterly water meter reading for the City's October billing.

Provided regular monitoring of leak reports and notified customers of water leaks when found.

Continued to distribute and record Pool Meters to those that request to register pool fill water usage.

Continued to replace water meters for the RF meter upgrade project.

Safety

Completed the fire extinguisher inspection for the month, monitored the park equipment and maintained vehicles. Repaired safety issues at different Parks. Continued filling sanitizing stations across town. Provided training for new hires.

Gary Coates completed “Lawn Care Equipment Safety” Training through LGIT On-Line Campus.

Updated DPW Staff Safety Training Records.

Completed monthly fire extinguisher inspection.

Purchase Orders

PO Proof List



User: kgrunwell
Printed: 09/30/2021 - 2:30PM
Batch: 00023.09.2021 - PD093021KG

Ship Location

Line Item Description

PO No.	Vendor No.	Vendor Name	PO Date	Acct No.	Account Description	Amount	Qty
City Hall							
Laptop computers for vehicles.							
0000220049	11955	Dell Marketing LP	9/30/2021	30-520-11-8003	Capital-Equipment	\$15,039.20	0.00
						<u>\$15,039.20</u>	<u>0.00</u>
						<u>\$15,039.20</u>	<u>0.00</u>
					Grand Total:	<u>\$15,039.20</u>	<u>0.00</u>



THE CITY OF BRUNSWICK MARYLAND

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RECEIVED
OCT 05 2021
IAD

Application for Licenses/Permit for Events

Organization Name:	New Hope United Methodist Church	
Contact Name:	Anne Backover and/or Sandy Cox	
Is Organization a Non-Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Address:	7 South Maryland Avenue Brunswick, MD 21716	
Email:	newhopebrunswick@gmail.com	
Cell Phone:	Anne Backover @ 301-676-4816 Sandy Cox at 301-606-4438	
Name and Description of Event:	Our Trunk or Treat is a community event sponsored by NHUMC. It takes place in a secured parking lot providing a safe environment for guests. Participants park their cars in designated spots on the lot. Their trunks are decorated and they pass out candy/treats as the kids go from car to car.	
Date of Event:	Saturday, October 30 th , 2021	
Event Time:	Set-Up Time: 4:00 PM	Event Start Time: 6:00 PM
	Event Stop Time: 7:30 PM	Event Tear Down Time: 8:15 PM
Location of Event: Identify streets, alleys, sidewalks, etc.	In conjunction with the City of Brunswick and with the support of the Brunswick Police Department, Trunk or Treat will take place at Martin's Creek Parking Lot and Potomac St. between South Maple Ave. and First Ave.	
Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No <input checked="" type="checkbox"/>
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/> None, to the best of our knowledge!

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____ Banner on grassy area in front of Martin's Creek Parking Lot		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <input checked="" type="checkbox"/>		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes _____	No <input checked="" type="checkbox"/>		
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 _____	More than 150 <input checked="" type="checkbox"/>
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?	Brunswick's Police Department			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input checked="" type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ _____ <input type="checkbox"/> Other _____ _____ 			

Signature of Applicant: <i>John M. Harty</i>	Date: 30 Sept. 2021
-----------------------------------------------------	----------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Saturday, October 30, 2021
Name of Event:	TRUNK-OR-TREAT W/ UIMC
Organization Name:	NEW HOPE UIMC

Date Application Rec'd:	Tuesday, October 5, 2021
Date Application Routed to Departments:	October 5, 2021
PW Comments:	Approved - att.
PD Comments:	Approved - att.
P&Z Comments:	Approved - att.
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

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

Zoning Certificate Application

Applicant Name: New Hope United Methodist Church
Phone Number: 301-834-7320
Email Address: newhopebrunswick@gmail.com

Name of Property Owner: City of Brunswick
Property Address: _____
Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

Martin's Creek Parking Lot & Potomac St between Maple Ave & First Ave

Please check if a separate list of requested resources is attached.

Signature of Applicant: *Kathy M. Hoffman* **Date:** 30 Sept. 2021

OFFICE USE ONLY

#BR-ZC- _____ **Fee Paid:** _____ **Date:** _____ **Issued by:** _____

Conditions: _____

Cc: DPW _____ **Police:** _____ **Other:** _____



THE CITY OF BRUNSWICK MARYLAND

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

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the New Hope's Trunk or Treat _____, scheduled for Saturday, October 30th, 2021, except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	New Hope United Methodist Church	Date:	30 Sept. 2021
Authorized Signature:			
Address:	7 South Maryland Avenue	Brunswick, MD 21716	
Phone Number:			
Witness:			Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

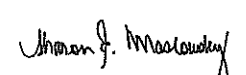
PRODUCER Sovereign Insurance Group 400 West Lancaster Avenue Devon PA 19333	CONTACT NAME: House Account(MH) PHONE (A/C, No, Ext): (800) 222-4478 FAX (A/C, No): (610) 535-6810 E-MAIL ADDRESS: sharonm@sovinsurance.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Church Mutual Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Church Mutual Ins Co		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
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INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED NEW HOPE UNITED METHODIST CHURCH OF GREATER 7 S MARYLAND AVENUE BRUNSWICK MD 21716-1110																					

COVERAGES **CERTIFICATE NUMBER:** 21-22 GL **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			035517102269789	09/24/2021	09/24/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of coverage with regard to the Trunk or Treat event 10/30/21 6-7:30pm. Est 300 ppl

CERTIFICATE HOLDER The City of Brunswick 1 West Potomas Ct Brunswick MD 21716	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



THE CITY OF BRUNSWICK MARYLAND

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

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events
Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. "Event" is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. "Block Party" is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. "Parade" is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. "Race" is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted. Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement may include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Katie Hamilton</i>	Date: <i>30 sept. 2021</i>
Applicant Name (Printed): <i>Rev. Katie Hamilton</i>	

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, October 5, 2021 4:19 PM
To: Lauren Spring
Subject: RE: 2021-10-30 Trunk or Treat - Please Approve

Follow Up Flag: Follow up
Flag Status: Completed

approved

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, October 5, 2021 3:58 PM
To: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>
Subject: 2021-10-30 Trunk or Treat - Please Approve

[EXTERNAL EMAIL]

Please approve the attached for 10/30/2021.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Heather Gottke
Sent: Wednesday, October 6, 2021 8:09 AM
To: Lauren Spring; Grunwell, Kevin; Public Works
Subject: RE: 2021-10-30 Trunk or Treat - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, October 5, 2021 3:58 PM
To: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>
Subject: 2021-10-30 Trunk or Treat - Please Approve

Please approve the attached for 10/30/2021.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Public Works
Sent: Wednesday, October 6, 2021 9:53 AM
To: Lauren Spring; Grunwell, Kevin; Heather Gottke
Subject: RE: 2021-10-30 Trunk or Treat - Please Approve

Approved

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Lauren Spring
Sent: Tuesday, October 5, 2021 3:58 PM
To: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>
Subject: 2021-10-30 Trunk or Treat - Please Approve

Please approve the attached for 10/30/2021.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Last donations → 2019 \$250.00
2020 \$250.00

BHS SAFE & SANE CLASS OF 2022
PO BOX 303
Jefferson, MD 21755

Dear Local Businesses,

Each year, the parents of Seniors at Brunswick High School turn to the community for contributions to the final event of our students' high school career. We want to provide our students with a safe and meaningful way to culminate not only their senior year experience, but also their high school experience, especially after the challenges this class has had to endure during COVID. High school graduation night has long been considered one of the highest risk nights for our graduates. Safe and Sane provides our students with a safe and alcohol/drug free event at the culmination of their high school career. With the help of adult chaperones, the graduates are supervised throughout the night while parents are able to rest easy at home, knowing their senior isn't out on the road on a night that is statistically one of the deadliest in terms for young adults involved in accidents. At this time, the 2022 BHS Safe and Sane party is slated to be held at Adventure Park USA in New Market, Maryland on graduation night – May 24, 2022.

Parent volunteers, fundraisers and donations play a vital role in our being able to provide this opportunity for our students. Dues fees do not cover all the expenses of the facility, games, and prizes for this all night party. Our parent volunteers organize multiple fundraisers throughout the year to ensure that this night is memorable and fun. We turn to our community and local businesses to join our efforts by donating cash or items for prizes, such as gift cards or new items that a young adult could use in the next chapter in life.

Safe and Sane is a nonprofit 501(c)3 organization so all contributions are tax deductible. BHS Safe and Sane will provide a letter stating the contribution and our tax identification number. All donations by local businesses will be acknowledged that evening.

Thank you for supporting our seniors as we attempt to provide an amazing experience for them in a year where they've missed out on so much.

BHS Safe & Sane Class of 2022
Parent Volunteer Committee

Please mail contribution to: **BHS Safe and Sane 2022, PO Box 303, Jefferson, MD 21755** or email us at bhssafeandsane2022@gmail.com for more information or if you need a donation picked up. Thank you!!