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

FINANCE & UTILITY COMMISSION MEETING

BRUNSWICK CITY HALL

Wednesday, February 16, 2022

6:00 PM

Agenda

1. Oath of Office - Carroll Jones
2. FY21 Property Tax Recon
3. ARPA Discussion
4. Schneider Electric Discussion

Oath of Office

I, Carroll Jones, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Finance and Utility Commission, City of Brunswick, Frederick County, Maryland.

Carroll Jones

February 16, 2022 – September 2025

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 16th day of February, 2022.

Nathan Brown, Mayor

FY2021 Real estate tax reconciliation										
			Adjustments	Prior Year						Homeowner's
Month	Current A/R	Abatements	Per County	Adjustments	Prior A/R	Revenue	Refunds	Discount	Interest	Credit
Beginning Balance (Prior Yrs Unpaid)					3,651.54					
Full Year Billing	2,911,098.59					2,911,098.59				
Deferred Rev Rec'd by County June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	-1,644,084.30	0.00	0.00	0.00	-597.98	0.00	0.00	32,872.01	-24.16	-3,283.46
July - Prior Yr Adj in Munis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplemental Additional Billing-Sep 20	64,066.54	0.00	64,066.54	0.00	0.00	64,066.54	0.00	0.00	0.00	0.00
Billed Column Changes in Sept Munis N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	-145,875.86	-1,753.76	-1,753.76	0.00	-46.02	0.00	0.00	2,245.96	0.39	-800.18
September	-69,443.98	-4,830.65	-4,830.65	-241.63	-337.86	0.00	-241.63	452.83	-70.79	-688.45
October	-64,105.33	2,250.98	2,250.98	0.00	-848.79	0.00	0.00	183.85	-471.82	0.00
November	-37,257.91	-3,570.03	-3,570.03	0.00	-5.96	0.00	0.00	2.09	-785.53	0.00
December	-871,556.18	-1,018.71	-1,018.71	0.00	0.00	0.00	0.00	12.32	-26,062.97	0.00
January - Addtnl Billing -New Construct	36,513.61	0.00	0.00	0.00	0.00	36,513.61	0.00	0.00	0.00	0.00
January	-27,825.99	-117.10	-117.10	0.00	0.00	0.00	0.00	3.43	-1,002.19	0.00
February	-43,855.89	-2,166.24	-2,166.24	0.00	0.00	0.00	0.00	14.43	-1,803.92	-63.80
March	-54,738.87	-633.56	-633.56	0.00	0.00	0.00	0.00	7.08	-1,441.41	-692.70
April	-21,665.74	-2,098.59	-2,098.59	303.89	0.00	0.00	0.00	7.74	-1,441.81	-1,491.11
May	-14,628.74	-929.42	-929.42	0.00	-1,295.31	-5.62	0.00	2.92	-1,433.15	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSX Prop Tax Billing	6,603.61									
Total	**$23,243.56**	**($14,867.08)**	**$49,199.46**	**$62.26**	**$519.62**	**$3,011,673.12**	**($241.63)**	**($35,804.66)**	**$34,537.36**	**($7,019.70)**
Total per GL* (Curr A/R-Adjstmts-Refnds)	8,376.48	49,199.46			277.99	3,011,673.12				
Total Current Year Billed Per County	1,772.79	49,199.46			277.12	2,947,612.20				
Difference	**$6,603.69**	**$0.00**			**$0.87**	**$64,060.92**	Adjustment-Supplemental Add'l Billing			
CSX Property Tax Billing Paid Jan21	-6,603.61				Doing JE 6-30-21					
Ending Difference	**$0.08**	**Immaterial rounding between County systems shown below**								
					Notes:					
Sum of current year pymts less refunds	2,995,038.79	Per County Collections Report			*	Accrual split in half - entered in pd 1 and pd 7				
Pmts/Credits per Munis Report	2,995,038.87	Per County A/R Report				prior yr adjustment on pg 21 of Munis report = prior yr payment in Collections report				
Difference	($0.08)	**Proof of IM rounding shown above**			Reminder, County Adjustments (Col D) per MUNIS report includes Refunds & Homeowner's Credit Recapture per D. Fox.					
		Yr End MJE 10-101-02-4002 Real Estate Taxes 10-000-00-1100 A/R F								
Budget						2,911,098.59	Split Accrual	1,455,549.30	3,011,678.74	Budget+Adj+New Constr
Actual per Tax Roll (Jul) + Aug Billed Changes + New Construction (Jan)						3,011,678.74	Adj. GL PTD	(1,432,305.74)	(2,988,435.18)	Collected
Budget (over) Under Actual						$100,580.15		23,243.56	23,243.56	
							CSX	6603.61	6603.61	
Beginning Adjustments-Jul AR Report	$182,458.84							16,639.95	16,639.95	GL-AR 10-000-00-1100
Current Month Adjustments- AR Report	(133,197.12)						17331.03		-	Total
	$49,261.72	**^ Ties to adjustmnts column**							(14,867.08)	Abatements
									1,772.88	Total GL-AR 10-000-00-1100
	($0.00)								-1,772.79	
									0.09	Doing JE for minor adj 6-30-2021

Proposed ARPA Funded Projects - Available to Spend by July, 2022: $6,395,319.38					
Type of Project	**Priority**	**FY**	**Project Description**	**Cost**	**Potential Grants**
Infrastructure Projects					
Storm Water - Pipes	1	22	West B Street unit block	$ 250,000	
Water - Main	2	22	6th Ave from East H St to East E St 1080'	$ 421,000	
Storm Water - Pipes	3	22	Delaware Ave	$ 250,000	
Water - Main	4	22	East H Street from 5th Ave to Gum Springs	$ 552,000	
Sewer - Lateral	5	23	Reline Sewer Laterals & Install Clean Outs	$ 500,000	
Water - Other	6	23	Yourtee Tank	$ 250,000	
Water - Other	7	23	Yourtee Springs Relining Water Line Under R&R Tracks	$ 300,000	
Water - Main	8	23	5th Ave from East F Street to East H Street	$ 221,000	
Water - Main	9	23	4th Ave 100 Block 380'	$ 133,000	
Water - Main	10	23	2nd Ave from Concord to K St 700'	$ 273,000	
Sewer - Main	12	24	East A Street Unit Block	$ 225,000	$ 112,500
Storm Water - MS4	13	24	Septic Connections to WWTP	$ 200,000	$ 100,000
Storm Water - MS4	14	24	Stream Restoration (1,554 LF)	$ 1,088,000	$ 544,000

Water - Other	15	24	Relining Water Line in Knoxville	$ 250,000	
Water - Main	16	24	West Potomac St from Delaware to Florida Ave	$ 500,000	
Sewer - Lateral	17	24	Reline Home Owner Sewer Laterals	$ 250,000	
Water - Other	18	24	Separate Water Service for Home Owners	$ 150,000	
			Infrastructure TOTAL	**$ 5,056,500**	
Employees					
Employee Health	1	22-23	Vaccine / Booster Incentive	$ 72,000	
			Employees TOTAL	**$ 72,000**	
Parks and Recreation					
		23-24	YMCA Park	$ 100,000	
		23-24	Sports Complex	$ 150,000	
			Parks and Recreation TOTAL	**$ 250,000**	
Planning					
	1	22-23	Planning Consultant - Master Plan	$ 50,000	
			Planning TOTAL	**$ 50,000**	

Infrastructure - Other				
		23-24	Sidewalks	$ 500,000
		23-24	Street Paving	$ 100,000
			Infrastructure - Other TOTAL	**$ 600,000**
Downtown Revitilization				
	1	22-23	Main Street	$ 325,000
		23-24	Downtown Water Line Upgrades	$ 75,000
	1	22-23	Muesum	$ 100,000
			Downtown Revitalization TOTAL	**$ 500,000**
			Total Costs of Projects	**$ 6,528,500**
			ARPA Funding Balance After Project Completion	**$ (133,181)**

ARPA Funds Per Tranch	**$ 3,197,659.69**
TOTAL ARPA FUNDS	**$ 6,395,319.38**

ARPA Funding Request from City of Brunswick
REQUESTED BY: BRUNSWICK MAIN STREET

**This funding request has been modified from the previous request submitted by Brunswick Main Street December, 2021.*

Building Blocks of Brunswick: $300,000

VISUALIZE DOWNTOWN

Architectural Design for Vacant Buildings & New Building Owners –

Architect would do a rendering of the first floor of a building to show what that space could be. The rendering would be enlarged and put on display in the building's front windows. This would show potential investors what possibilities the building has and get them excited about owning the building. The architect could also design for a new building owner. A benefit of a program like this is the City/BMS would have some input in the design of the space. Meetings with the architect would be a valuable tool to share our vision for the downtown and where we would like to see it go.

Here is an example of one town that has had great success with this initiative.

https://dhcdvms.files.wordpress.com/2021/04/upper-story-residential-tech-sheet.pdf

> When it comes to downtown housing projects, Frazier Associates, a full-service architecture and planning firm and Virginia Main Street's lead designers, has developed a fantastic Upper Story Residential Brief to make it easier to work with property owners and help them see possible layouts and options for housing in existing structures. This brief is detailed and serves as a great first step for thinking through the nitty gritty of converting upper floors into residential units.

IMROVING THE CORNERSTONE BLOCKS

This initiative would fund improvements to our old building's infrastructure such as sprinklers, ADA compliant renovations, HVAC/air quality, electric, plumbing, roofing and windows.

This award would be given to commercial buildings over 50 years old in the downtown district and would require a 25% match. The project should include 2 or more areas listed above. This would be a one-time award and applicants will be required to present their project to a review committee via video or in-person. There would be emphasis on projects that would make a major impact of the usability of the commercial property.

It is a recommendation of Brunswick Main Street that the awardee of this funding be decided on by the Conservation Committee.

KEEPING THE BUY LOCAL/BUY BRUNSWICK BLOCK STRONG

As of January 24, 2022 almost $35,000 of downtown gift cards have been redeemed at the downtown businesses and over $50,000 have been sold. Brunswick Main Street recommends that we continue to support our local merchants with this program and is requesting $10,000-$20,000 for another bonus card initiative. As one business owner said, “The single best thing any organization has ever done for my business was the downtown gift card program that Brunswick Main Street initiated. It has significantly increased my revenue when other businesses were falling apart.”

Heritage Museum
All Aboard.

The Honorable Nathan Brown
Mayor of Brunswick
Brunswick City Hall
1 West Potomac Street
Brunswick, MD 21716

Mayor Brown,

As you are aware, the Brunswick Heritage Museum is working on an important project that not only benefits the museum, but would also greatly improve the aesthetics of downtown Brunswick. The proposed facade project would restore the front of the Museum to what it looked like circa 1915. As well as, installing some needed lighting features upon the building that would really make the building and street stand out at night.

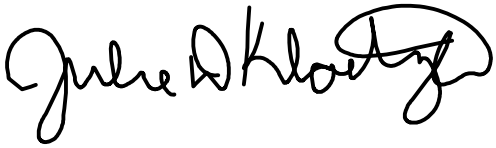
The project was bid at $375,00 and with a contingency (electrical) totals $400,000. We are so grateful to receive a state grant for $100,000. I also understand that we have another potential $100,000 proposed in the governor's budget. The museum is also pleased to have raised $40,000 in a capital campaign for the project. No small feat for this organization. All of these facts are wonderful, however there still remains a shortfall of $160,000.

We understand there may be an opportunity to use grant funding awarded to the city to further assist us in funding. We respectfully request your consideration of assisting us in funding our shortfall.

Please know that we do not take the possibility of additional city funding for granted. The museum will continue to apply for grant funding for the facade project while we await any actions by the City.

We thank you for your consideration of this request.

Sincerely,



Julie Kloetzli
President
Brunswick Heritage Museum

Smoke Testing

Smoke Test Date	House #	Direction	Street	Suffix	Problem Type	Location of Smoke	Comments	Repair Estimate
	25	E	A	St	Lateral	coming from left side of wall / wall drains at property line between 21 and 25 A St - 6" behind wall		$ 2,000
04/07/14	109	E	A	St	Lateral	70" from front wall at chainlink fence-between 107-109 A St-curb drain 18' from		$ 4,000
04/16/14	827	E	A	St	Lateral	right rear corner grate and drain-in yard		$ 2,000
04/08/14	10	E	B	St	Lateral	empty lot to the left of 8 E B St-in grass-6' back right corner of shed in front of house-9'		$ 2,000
04/08/14	39	E	B	St	Lateral	multiple spots in yard and wall-west side of house		$ 2,000
04/08/14	44	E	B	St	Lateral	east side of house-2 places -looks to be the lateral is collapsed		$ 2,000
04/03/14	107	W	B	St	Lateral	east side of home-between sidewalk and fence and bushes-2' 8" off step coming out of edge of sidewalk		$ 4,000
04/01/14	507	W	B	St	Lateral	in sidewalk under wall-7 steps up on wall-1' down from fence next to wall		$ 6,000
04/01/14	517	W	B	St	Lateral	2' left side of door on left side of house-coming out of ground/foundation/grass in front yard-2' from wall-4' from steps		$ 4,000
04/03/14	317		Brunswick	St	Lateral	coming from retaining wall-10' left of steps		$ 4,000
04/01/14	506		Brunswick	St	Lateral	out of ground and basement door-4' left of back door		$ 2,000
04/01/14	524		Brunswick	St	Lateral	from under tree stump to the left of back stairs-broken c/o lid-3" PVC backyard-7' left of deck		$ 2,000
04/01/14	525		Brunswick	St	Lateral	5' from curb-crack in steps-5' from curb and 17" from fence right side of house(grass)-		$ 4,000
04/01/14	537		Brunswick	St	Lateral	pipe on west side of house-8' north of basement door-1' from wall-smoke in house-		$ 2,000
04/01/14			Brunswick	St		Clay pipe. 150 inches south of MH23A	Hopwood's	$ 2,000

Smoke Testing

04/07/14	304		Dayton	Ave	Lateral	in the backyard of homeowners property (no easement) -from water boot-2' east and 2' south in grass		$ 2,000
04/10/14	14	W	G	St	Lateral	coming from right corner of foundation-4' from corner of house		$ 2,000
04/10/14	16	W	G	St	Lateral	under deck in back of house-corner by a/c unit-smoke in basement- has a floor drain		$ 4,000
04/03/14	619	N	Maple	Ave	Lateral	right side steps going into basement-steps on side of house-coming from steps in front of basement door		$ 4,000
04/03/14	11	S	Maryland	Ave	Lateral	left rear corner of house rainspout-left rear of house porch-smoke from basement steps-front left corner of property-3' behind retaining wall and 2' from wood fence		$ 2,000
04/16/14	123		Ninth	Ave	Lateral	right front wall at foundation-out of ground		$ 2,000
04/08/14	25	E	Potomac	St	Lateral	Foundation of 25 between vet office		$ 4,000
04/03/14	307	W	Potomac	St	Lateral	6" left of top step-also out of retaining wall at property line/fence of 307 + 311		$ 4,000
04/03/14	321	W	Potomac	St	Lateral	expansion joint to the left of back door-also out of grass following fence back to gate		$ 2,000
	419	E	Potomac	St	Rain spout	left side - front door- downspout drain-coming our of downspout drain		$ 4,000
04/01/14	517	W	Potomac	St	Lateral	wall-3rd step up		$ 4,000
04/03/14	525	W	Potomac	St	Lateral	Coming out of basement door-under front porch		$ 2,000
03/31/14	532	W	Potomac	St	Lateral	under concrete pad in backyard-bottom of back deck staircase		$ 2,000
03/31/14	534	W	Potomac	St	Lateral	right rear corner of house-end of walk 2' from woodshop		$ 2,000

Smoke Testing

04/03/14	23-25-27	W	Potomac	St	Clean Out	#23-basement access door I sidewalk-front right corner of bldg-#25-exhaust vent panel-left roof of bldg		$ 2,000
04/07/14	101	E	Potomac	St	Lateral	Community Garden -H1141st and E. Potomac-15' behind hydrant at small retaining wall-in grass-6' section along wall		$ 2,000
04/07/14	209		Second	Ave	Lateral	under back porch		$ 4,000
04/16/14	122		Seventh	Ave	Lateral	left front wall		$ 2,000
04/16/14	124		Seventh	Ave	Lateral	coming out of concrete patio cracks-left front corner of house-homeowner said smoke		$ 4,000
04/16/14	102		Seventh	Ave	Lateral	Right front retaining wall		$ 6,000
	16	N	Virginia	Ave	Lateral	retaining wall to the left of the steps off sidewalk-looks to be a shared line w/18-looks		$ 4,000
							TOTAL	**$ 108,000**

City of Brunswick

Water & Waste Water Treatment Plant Upgrade

Project Delivery Analysis – Phase 1 & 2

2/16/2022

Presented by Jeremy Mose & Matt Campbell

Multi-Phase Upgrade Approach

Waste Water Treatment Plant

Phase 1 (2022) - Investment Grade Audit & Engineering for Phase 2

Phase 2 (2023) - Project Implementation

- Aerobic Digester & Press Improvements
- Replace Pneumatic Valves to Electric
- Add VFDs / Pressure Controller for Plant Water

Water Treatment Plant

Phase 1 (2023) - Investment Grade Audit & Engineering for Phase 2

Phase 2 (2024) - Project Implementation

- Third Sedimentation Basin
- Sludge Removal System
- Membrane Filtration Technology
- UV Disinfection

Investment Grade Audit

- Allows customer the opportunity to complete a feasibility study to develop, finance and implement phases separately, which may allow more time to secure additional financing for required capacity increases
- IGA deliverable will be a firm-fixed construction deliverable price to eliminate risk to the City of cost overruns, inflation, and other negative effects to its project

Estimated Budget Planning by Fiscal Year

Waste Water Treatment Plant

Phase 1 (FY23)

- $500K

Phase 2 (FY25)

- $6M +/-

Water Treatment Plant

Phase 1 (FY24)

- $600K

Phase 2 (FY26)

- $12 +/-

* Phase 1 cost is included in the Phase 2 estimate

Benefits of a Multi-Phase Approach

- Enables the City to address failing equipment and ensure that the implemented scope would accommodate for future capacity requirements
- Allows flexibility to implement measures over time and focus on immediate needs

Next Steps & Estimated Timeline

Action Items	Description	Estimated Start Date
1. WWTP Investment Grade Audit	• Investment Grade Audit • Engineering	April 2022 (12 months)
2. WWTP Project Implementation	• Present contract to City Council for approval • Construction Kickoff Meeting • Schneider manages entire construction phase	June 2023 (12 – 18 months)
3. WTP Investment Grade Audit	• Investment Grade Audit • Engineering	June 2023 When WWTP Construction Begins (12 months)
4. WTP Project Implementation	• Present contract to City Council for approval • Construction Kickoff Meeting • Schneider manages entire construction phase	July 2024 (12 - 18 months)
6. Client Services (post construction)	• Ensure performance & savings guarantee • Provide monitoring, measurement & verification, training, and 24/7 support	Upon Project Completion