

**City of Brunswick
Mayor and Council Meeting Minutes
March 28, 2023**

The March 28, 2023 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; Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, Angel White, and Daniel Yochelson, Council Members; Julie Martorana, City Administrator; Jeremy Mose, Assistant City Administrator; and Kevin Grunwell, Chief of Police.

Mayor's Remarks

- Dave Kline, Potomac Edison – offered comments about the new substation in Jefferson which serves Brunswick.
- Jaime McKay, Transit Services of Frederick County – offered comments about new Saturday hours being put into effect this weekend.
- Mayor Brown read the following statement:
 - The Brunswick City Council will meet in closed session on March 28, 2023 immediately following their scheduled Mayor and Council Meeting. The purpose of this meeting is to discuss the acquisition of real property. The authority to close this meeting is found in Section 3-305(b) of the Annotated Code of Maryland.

Citizens' Forum

- No comments offered.

Consent Agenda

- PO# 230285 Approval – Gabe's Services – East E Street Water Main Project - \$88,000

This purchase order covers work to be completed for the installation of a new water main on East E Street. The Finance Commission recommended approval of this purchase order.

Mr. Sandusky made a motion to approve the consent agenda. Mr. Yochelson seconded the motion, which passed 6-0.

New Business

- Kaplon Building Proposal Process

Ms. Martorana discussed the process staff developed to obtain proposals for the future usage of the Kaplon Building. Mr. Ripley made a motion to approve the proposed process. Ms. White seconded the motion, which passed 6-0.

- FY2024 Property Tax Rate/Vacant Property Tax Rate/System Improvement Fee Discussion

Ms. Martorana stated the property tax rate would remain at \$0.41 for every \$100 of assessed value. Mayor Brown added the System Improvement Fee would remain at \$0 for FY2024. Mayor Brown stated these items would be discussed in greater detail through Public Hearings associated with the budget process later this spring.

- Salary Scale Update & Salary Adjustments

Ms. Martorana discussed this item. She explained the process by which staff developed the proposed salary scale, placement of current employees on the scale, and how hiring, promotions, and certifications would be handled. She stated the exercise was completed to ensure pay equity among all positions. The budgetary implication to correct the current pay inequities would be approximately \$106,000 just for

salaries. Staff proposed a start date of July 1, 2023.

Mr. Sandusky made a motion to approve the salary scale and applicable adjustments to current salaries.

Mr. St. John seconded the motion, which passed 6-0.

- Personnel Manual Update

Ms. Martorana discussed applicable changes to reflect practices associated with the above approved salary scale. Mr. Sandusky made a motion to approve the proposed updates. Mr. Yochelson seconded the motion, which passed 6-0.

- City Pool and City Park Building Fees

Ms. Martorana discussed increases to pool rates and City Park Building fees. Council Members suggested minimal adjustments to the social rates for the City Park Building. Mr. Yochelson made a motion to approve the pool and Park Building rates. Mr. Ripley seconded the motion, which passed 6-0.

- Brunswick Main Street Letter of Support

Ms. White made a motion to approve a letter of support for Brunswick Main Street for the purchase of informational and wayfinding kiosks. Mr. Yochelson seconded the motion, which passed 6-0.

Adjournment

The meeting adjourned to Closed Session at 7:00pm.

Submitted by: Carrie Myers

Approved By: Y. St. John 4/19/23
Mayor Date

Witnessed By: Julie Martorana 4/19/23
City Administrator Date