

**City of Brunswick**  
**Mayor and Council Public Hearing Minutes**  
**May 9, 2023, 6:00PM**

- FY2024 Property Tax Rate/Vacant Property Tax Rate
- FY2024 Budget

No public comments were received. The public hearing adjourned at 6:01pm.

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
**May 9, 2023, 6:01PM**

The May 9, 2023 City of Brunswick Mayor and Council Meeting was convened at 6:01 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; Carrie Myers, Director of Administration; John Gerstner, Director of Public Works; Matt Campbell, Director of Utilities; Bruce Dell; Kevin Grunwell, Chief of Police; Carmen Hilton, Program Manager; and Chris Davenport, Program Manager.

Mayor's Remarks

- Mayor Brown read the following statement:

The Brunswick City Council met in closed session on May 9, 2023 at 5:30pm. The purpose of this meeting was to consider a personnel action and the acquisition of real properties. The authority to close this meeting was found in Section 3-305(b) of the Annotated Code of Maryland. Persons attending the session were Mayor Nathan Brown; Council Members Vaughn Ripley, Andy St. John, Brian Sandusky, Chris Vigliotti, Angel White, and Daniel Yochelson; City Administrator Julie Martorana; Assistant City Administrator Jeremy Mose; Director of Administration Carrie Myers; and Chief of Police Kevin Grunwell.

- Police Officer Swearing In – Mayor Brown swore in Officer Noah Saltzman.

Approval of Minutes

- Mayor & Council and Planning Commission Joint Workshop - April 4, 2023
- Mayor & Council Meeting - April 18, 2023

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

Citizens' Forum

- No comments provided.

Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance 591 – FY24 Property Tax Rate and Vacant Property Tax Rate

Ms. Martorana discussed the property tax rate. She stated the rate would remain at \$.41/\$100 of assessable base.

Mr. Sandusky made a motion to approve Special Ordinance 591. Mr. Yochelson seconded the motion, which passed 6-0.

- Special Ordinance 594 – FY24 General & CIP Budget
- Special Ordinance 595 – FY24 Enterprise Budget

Ms. Martorana discussed revenues vs. expenses, department highlights, COLA increases for employees, and various other budget highlights. These items will be approved at the next Council Meeting.

- Resolution 2023-12 – FY24 System Improvement Fee

Ms. Martorana discussed the system improvement fee which would remain at \$0 for FY2024. This item will be approved at the next Council Meeting.

- Resolution 2023-13 – FY24 Water & Sewer & Trash Rates

Mr. Mose discussed the proposed water and sewer rates, and the impact they would have on specific tiers. He stated the increase was more substantial in higher tiers to encourage water conservation. Mr. Mose also discussed the proposed increase to trash service for residential units. This item will be approved at the next Council Meeting.

- Resolution 2023-14 – FY24 Rosemont Water & Sewer Rates

Mr. Mose discussed the rate for Rosemont water and sewer, which did not change from last year, due to an agreement with Frederick County. This item will be approved at the next Council Meeting.

- Ordinance 592 – Zoning Text Amendment – Low Density Residential District

Mr. Dell discussed this item, which was to establish text amendment language to allow for adaptive reuse of non-residential properties in the R1 zoning district. This item will be approved at the next Council Meeting.

#### Staff Reports

Staff provided monthly reports.

#### Consent Agenda

- PO #230298 – Core & Main – RF Water Meter Replacements - \$31,800

This purchase order covered acquisition of additional RF water meter replacements.

- PO #230333 – Applied Technology Services – Radar Speed Trailer - \$76,341.37

This purchase order covered the purchase of a radar speed trailer, which was grant reimbursable.

- PO #230334 – Brunswick Potomac Foundation – ARPA Elevator Repair - \$46,250

This purchase order covered reimbursement to the Museum for elevation expenses, which was included in the City's ARPA budget. The Museum had completed these repairs and was seeking reimbursement at this time.

- PWA Agreement Package – The Residences at Railroad Square

This was a standard PWA agreement package for paving, storm drain, water, and sewer for the Residences at Railroad Square.

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

### Unfinished Business

- RR Square Document Approval
  - Donation Agreement – Park
  - Memorandum of Lease – Parking
  - Easement Agreement for City Access Lane
  - Easement Agreement for Parcel B – Park
  - Amended and Restated Installation and Maintenance Agreement – Park
  - Estoppel Certificate

Ms. Martorana explained each document. Mr. Ripley made a motion to approve the documents. Ms. White seconded the motion, which passed 6-0.

### New Business

- Medical Center Purchase Contract Approval

Mayor Brown discussed this item. He stated the current building was owned by the Medical Center Board, who wished to sell the property and dissolve. An agreement between the Board and the City from decades ago indicated the City had a “right of reverted” clause. The City wished to purchase the property at this time to ensure medical facilities remained in Brunswick. The contract for \$800,000 included the amount to pay off the mortgage of the property, funds to make a donation to the Community Foundation with the stipulation that funds should come back to the Brunswick community, funds to make donations to several Brunswick non-profits, funds to set aside for repairs of the property, and funds to assist the Board with dissolving. Mayor Brown stated the contract would enact a study-period, then after successful completion of an engineering report, this purchase would come back to the Council for a final Special Ordinance vote to purchase. He stated the City had no immediate plans for the property, but would keep all three existing tenants. Staff was looking into financing options.

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

- Employee Uniform Policy

Mr. Mose discussed this item, which was to bring the City uniform program in-house, as opposed to utilizing Cintas. He stated the City would provide uniform tops for employees, and a yearly stipend employees could use on other items such as boots, jeans, etc. He stated the first year would break even with the current uniform budget, but subsequent years would show a cost savings.

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

- Donation Request – BES – 5<sup>th</sup> Grade Picnic

Mr. Yochelson made a motion to donate \$250 to Brunswick Elementary School towards the 5<sup>th</sup> grade picnic. Ms. White seconded the motion, which passed 6-0.

- Donation Request – BHS Safe and Sane

Mr. Yochelson made a motion to donate \$500 towards the Brunswick High School Safe and Sane event. Ms. White seconded the motion, which passed 6-0.

### Adjournment

The meeting adjourned at 7:22pm.

Submitted by: Carrie Myers

Approved By: [Signature] 6/15/23  
Mayor Date

Witnessed By: [Signature] 6/14/23  
City Administrator Date