

**City of Brunswick
Mayor and Council Meeting Minutes
November 28, 2023, 6:00PM**

The November 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 (via Zoom) Andy St. John, Brian Sandusky, and Angel White, Council Members; Julie Martorana, City Administrator; Jeremy Mose, Assistant City Administrator; Carrie Myers, Director of Administration; and Bruce Dell, Director of Planning.

Consent Agenda

- Purchase Order Approvals
 - #240197 – Wayne James/James Enterprises - \$32,250 – 811 West Potomac Street
 - Smart Utility Management - \$18,000 – Development Impact Fee Update
 - Smart Utility Management - \$15,000 – Water and Sewer Impact Fee

Mr. Dell explained the Smart Utility Management items. He stated a contractor would complete a full study on impact fees for commercial and residential new construction. These fees cover community facilities, parks, and police, and future fees could be crafted to cover road improvements such as streets and sidewalks. The City last updated impact fees in 2009.

Mr. Sandusky made a motion to approve the consent agenda items. Mr. St. John seconded the motion, which passed 4-0.

New Business

- Amendment to PNC Lease Agreement – City Hall ATM

Ms. Martorana stated this amendment would include an additional \$100 per month lease payment. Mr. Sandusky made a motion to approve the lease agreement. Ms. White seconded the motion, which passed 4-0.

- FY2023 Budget Amendment

Ms. Myers discussed this budget amendment which was clean-up for the FY23 audit. Mr. Sandusky made a motion to approve the budget amendment. Mr. St. John seconded the motion, which passed 4-0.

- City Organizational Chart & Salary Scale Update

Ms. Myers discussed changes to the org chart and salary scale to reflect the following positions: City Hall Program Manager, Utility Billing Specialist, PW Field Supervisor, and Utility Operator Trainee. Mr. Sandusky made a motion to approve the changes. Ms. White seconded the motion, which passed 4-0.

- Boards and Commissions

Mayor Brown and Ms. Martorana discussed possible ways to amend some boards and commissions. With challenges to volunteerism overall, they discussed several potentially creative ways to work with volunteers on specific projects. This topic will be discussed at future meetings.

Submitted by: Carrie Myers

Approved By: Nathan Brown

Mayor

Date

Witnessed By: Julie Martorana

City Administrator

Date