

**MAYOR AND COUNCIL MEETING  
TUESDAY, OCTOBER 8, 2024, 6:00PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
  - a. Proclamation – Breast Cancer Awareness Month
- 3. APPROVAL OF MINUTES**
  - a. Mayor & Council – September 10 & 24, 2024
  - b. Mayor & Council Closed – September 10, 2024
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
  - a. Budget Amendment – FY2025 – Purchase of 820 Brunswick Street - \$200,000
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - a. Event Application – Brunswick Main Street - Milt Frech Jr. Potomac Street Mile – vote anticipated
  - b. Donation Request – BHS Safe & Sane – vote anticipated
- 10. ADJOURN**

# PROCLAMATION

## BREAST CANCER AWARENESS MONTH OCTOBER 2024

**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 2024 to be Breast Cancer Awareness Month in the City of Brunswick, Maryland.

Nathan Brown  
Mayor, City of Brunswick

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
**September 10, 2024, 6:00PM**

The September 10, 2024 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 Caves, Andy St. John, Brian Sandusky, Eric Smothers (arrived at 6:07pm), Angel White, and Daniel Yochelson (participated via Zoom), 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; Eric Martin, Deputy Director Planning and Zoning; and Kevin Grunwell, Chief of Police.

Mayor's Remarks

- Mayor Brown stated the following proclamations were issued:
  - National Recovery Month
  - National Suicide Prevention Month
  - National Preparedness Month
- Mayor Brown presented the current Council Member Liaison & Staff Member Support Assignments
- Mayor Brown read the following Closed Meeting Statement:
  - The Brunswick City Council will meet in closed session on September 10, 2024, following their open session at 6pm. The purpose of this meeting is to discuss a personnel and legal action. The authority to close this meeting is found in Section 3-305(b) of the Annotated Code of Maryland.

Approval of Minutes

- Mayor & Council Meeting – August 13, 2024
- Mayor & Council Workshop – August 13, 2024

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

Citizens' Forum

- Wayne Allgaier, West C Street – offered comments about the arch dedication and Pulling for Veterans donation to Park Heights Cemetery for Wreaths for Veterans event.

Introduction and Adoption of Resolution and Ordinances

- Resolution 2024-21 – Sale of 20 East A Street

Mayor Brown gave a background of this item. This resolution was to approve the sale of the building so that it could be placed on the market with a real estate agent. The building was deemed unnecessary for City use after the mandatory 20-day public advertising.

Mr. Sandusky made a motion to approve Resolution 2024-21. Ms. White seconded the motion, which passed 6-0.

Staff Reports

Staff members presented their monthly department reports.

Consent Agenda

- PO#250034 Approval – Southern Corrosion – Water Tower Service - \$36,399.48
- PO#250042 Approval – Xylem Water Solutions – UV Bulb Replacement - \$29,196.00

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

New Business

- Letter of Support – Wild Potomac

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

- Event Application Approval – New Hope UMC – Trunk or Treat

Mr. Sandusky made a motion to approve the event request. Mr. Caves seconded the motion, which passed 6-0.

- Donation Request – BHS Music Boosters

Mr. Sandusky made a motion to donate \$200. Ms. White seconded the motion, which passed 6-0.

- Donation Request – Park Heights Cemetery/Pulling for Veterans

Mr. Sandusky made a motion to donate \$500. Ms. White seconded the motion, which passed 6-0.

Mr. Sandusky made a motion to adjourn to closed session at 7:34pm. Mr. St. John seconded the motion, which passed 6-0.

Submitted by: Carrie Myers

Approved By: \_\_\_\_\_ Witnessed By: \_\_\_\_\_  
Mayor Date City Administrator Date

**City of Brunswick  
Mayor and Council Workshop Minutes  
September 24, 2024, 6:00PM**

Cooper Property Annexation - Mr. Dell discussed the background of this project and detailed the proffers presented to the developer.

Tom Natelli, Developer – provided responses regarding proposed proffers.

Council Members asked process questions of both Mr. Dell and Mr. Natelli.

The workshop closed at 7:14pm.

**City of Brunswick  
Mayor and Council Meeting Minutes  
September 24, 2024, 7:14PM**

The September 24, 2024 City of Brunswick Mayor and Council Meeting was convened at 7:14 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Caves, Andy St. John, Brian Sandusky (via Zoom), Eric Smothers (arrived at 6:18pm), Angel White, and Daniel Yochelson, Council Members; Carrie Myers, Director of Administration; Bruce Dell, Director of Planning; Eric Martin, Deputy Director Planning; Andy Crone, Police Captain; and Lauren Craker, Program Manager.

Mayor's Remarks

- Mayor Brown read the following statement: The Brunswick City Council met in closed session on September 10, 2024 at 7:34pm. The purpose of this meeting was to discuss a personnel and legal matter. 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 John Caves, Andy St. John, Brian Sandusky, Eric Smothers, Angel White, and Dan Yochelson. Staff Members Julie Martorana, Jeremy Mose, Carrie Myers, and Kevin Grunwell were present. City Attorney Ian Bartman attended as well.
- Mayor Brown recognized two Brunswick Railroaders Little League softball teams for season accomplishments.
- Boys and Girls Club Presentation – Timika Thrasher, CEO – after the presentation, Council Members expressed great interest in working with the agency establish a presence in Brunswick.
- Mr. Smothers made a motion to recommend appointment of Hannah Debelius as a Canal Towns Partnership Citizen Representative with Abbie Ricketts. Mr. Caves seconded the motion, which passed 6-0.

Citizens' Forum

- Ariel Gonzalez – Center Street – offered comments about the Preservation Committee
- Wayne Allgaier – West C Street – offered comments about volunteerism

Introduction and Adoption of Resolution and Ordinances

- Resolution 2024-22 – Dissolvment of Preservation and Revitalization Committee
- Ms. White made a motion to approve Resolution 2024-22. Mr. Yochelson seconded the motion, which passed 6-0.

- Ms. Yochelson made a motion to approve Resolution 2024-23. Mr. Sandusky seconded the motion, which passed 6-0.

- Purchase Contract – 820 Brunswick Street

- Mutual Aid Agreement

Mr. Smothers made a motion to approve the Mutual Aid Agreement. Ms. White seconded the motion, which passed 6-0.

- Mr. Yochelson made a motion to approve the MOU, which had been discussed at previous meetings. Mr. St. John seconded the motion, which passed 6-0.

- MOA – Frederick County Fire & Rescue – Naloxone Vending Machine

The meeting adjourned at 8:27pm.

Submitted by: Carrie Myers

Approved By: \_\_\_\_\_ Witnessed By: \_\_\_\_\_  
Mayor Date City Administrator Date



# THE CITY OF BRUNSWICK MARYLAND

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

## Department of Public Works

### Mayor & Council Monthly Report for September 2024

#### **Water Line Repairs and Maintenance**

Installed meters, removed old service line from Potomac, Test dug and mapped 7<sup>th</sup> for new line details.

#### **Sewer Line Repairs**

Continued jetting mainlines in town. Located 2 buried cleanouts. Removed grease and debris from BC main line. Used new camera to inspect mainline sewer.

#### **Water Valve Maintenance**

#### **Fire Hydrant Maintenance**

Every week we continue to flow hydrants that show low chlorine or sediment. Repaired hydrant struck by car on Potomac. Completed the quick flush around town.

#### **Street Repair and Maintenance**

Asphalt areas around town from water and sewer repairs. Continued to sweep streets weekly. Turned over the towpath drive lane.

#### **CIP Projects**

#### **Storm Drain Maintenance**

Clean storms drains & grates. Installed Gabion baskets to redirect storm water on Gum spring.

#### **Miscellaneous Tasks and Maintenance**

Repairing or replacing road signs, Continued Park checks and maintenance. Painted curbs, Power wash train station, prep for RR days.

#### **Construction and Contractor Support**

Sidewalk inspections, Review new plans. Re-graded, seeded, and strawed then snow fenced pavilion at city park.

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

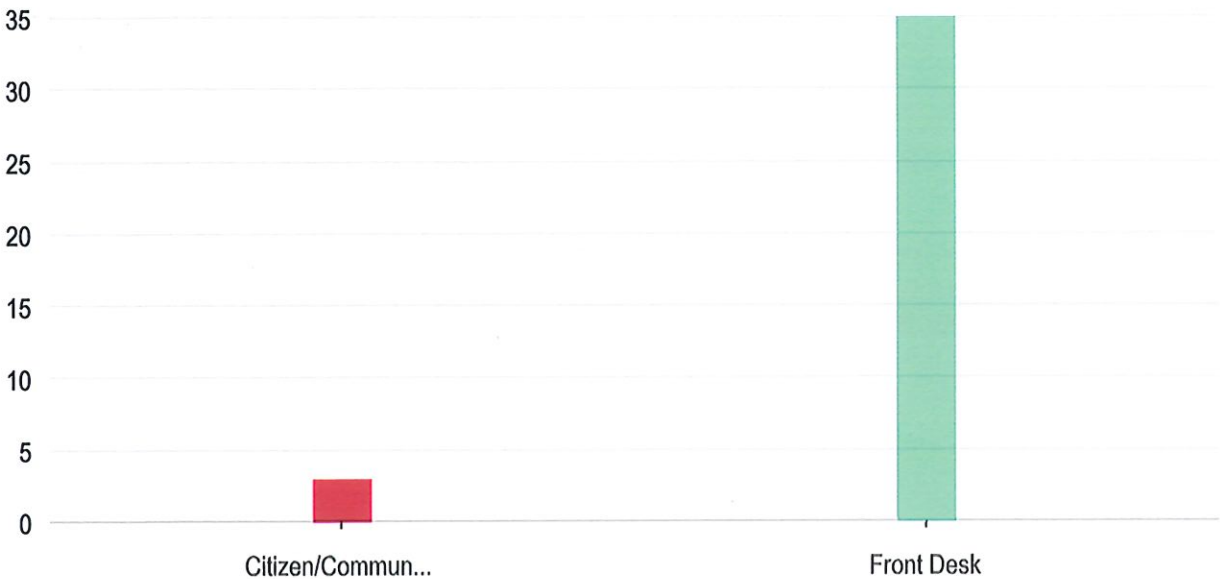
#### **Safety and training**

3 employees took water sampler class.

Completed monthly fire extinguisher inspection.

# Brunswick Citizen Concern Reporter

Who is Submitting this Report? \*

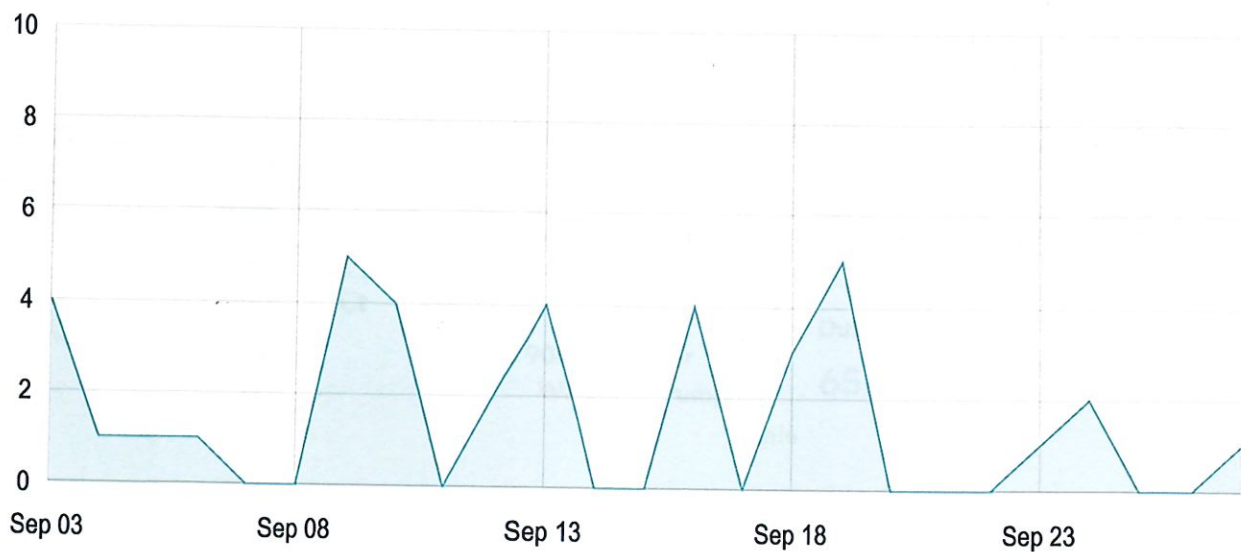


Answers	Count	Percentage
Citizen/Community Member	3	7.89%
Front Desk	35	92.11%

Answered: 38 Skipped: 0

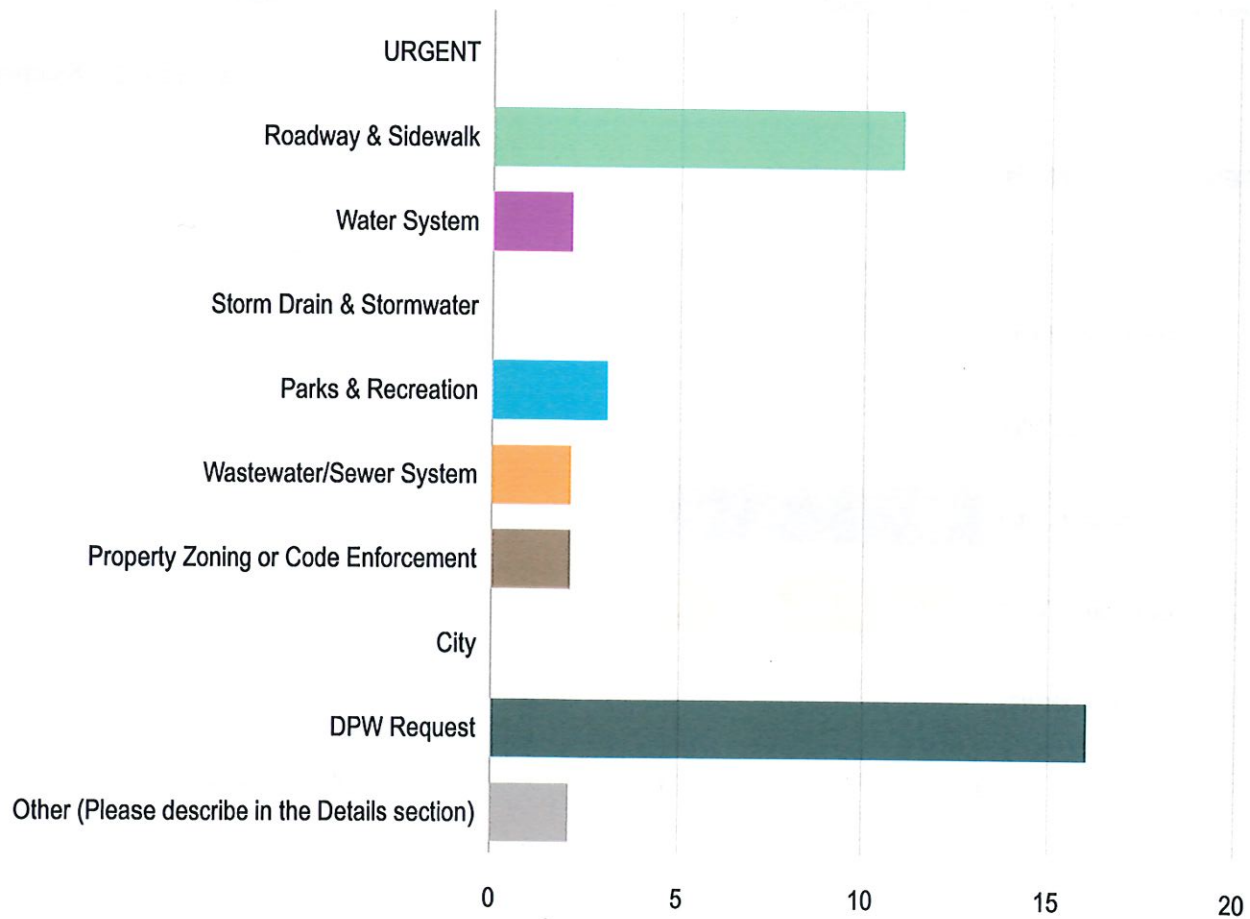
Name

**Date of Observation \***



Answered: 38 Skipped: 0

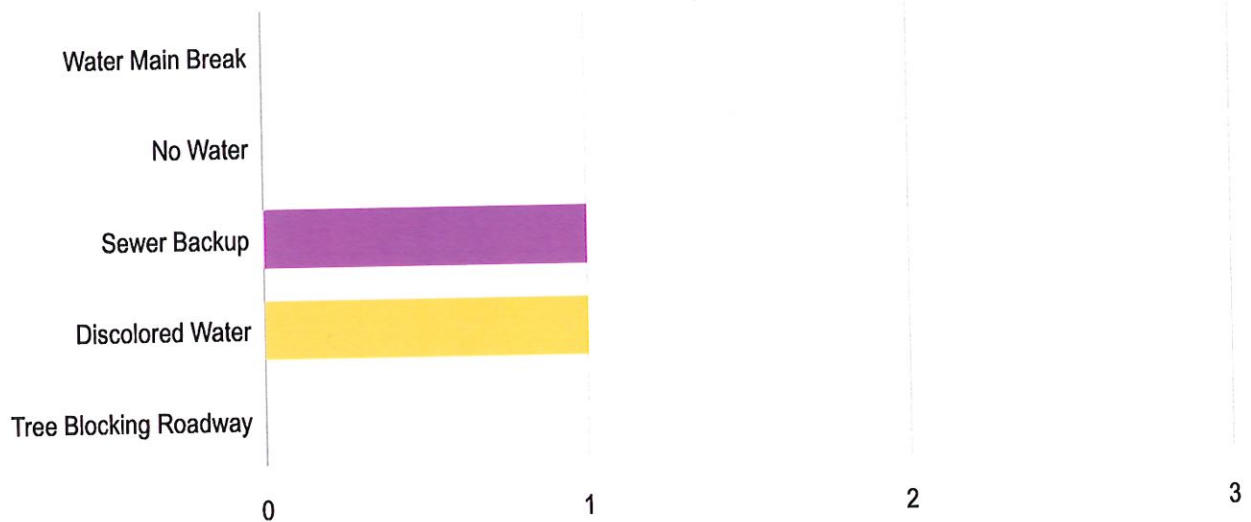
**General Concern Type \***



Answers	Count	Percentage
URGENT ISSUE	0	0%
Roadway & Sidewalk	11	28.95%
Water System	2	5.26%
Storm Drain & Stormwater	0	0%
Parks & Recreation Areas	3	7.89%
Wastewater/Sewer System	2	5.26%
Property Zoning or Code Enforcement	2	5.26%
City Trails	0	0%
DPW Request	16	42.11%
Other (Please describe in the Details section)	2	5.26%

Answered: 38 Skipped: 0

#### URGENT ISSUE Details \*



Answers

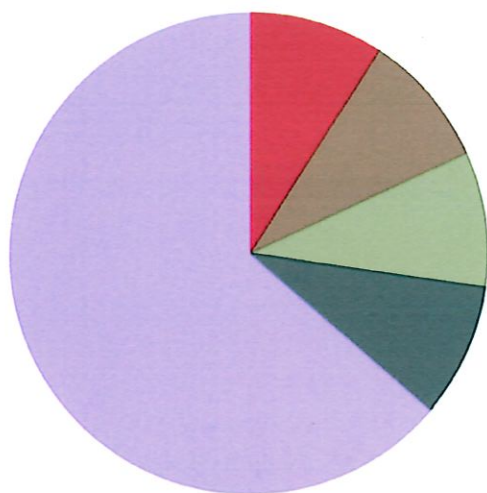
Count

Percentage

Water Main Break	0	0%
No Water	0	0%
Sewer Backup	1	2.63%
Discolored Water	1	2.63%
Tree Blocking Roadway	0	0%

Answered: 2
 Skipped: 36

Roadway & Sidewalk Issue Details \*



- Pothole
- Street Sign Damage
- Crosswalk/Marking Paint Damage
- Dead or Low Hanging Tree
- Street Light Out or Damaged
- Guardrail Damage
- Curb/Gutter Damage

Answers

Count

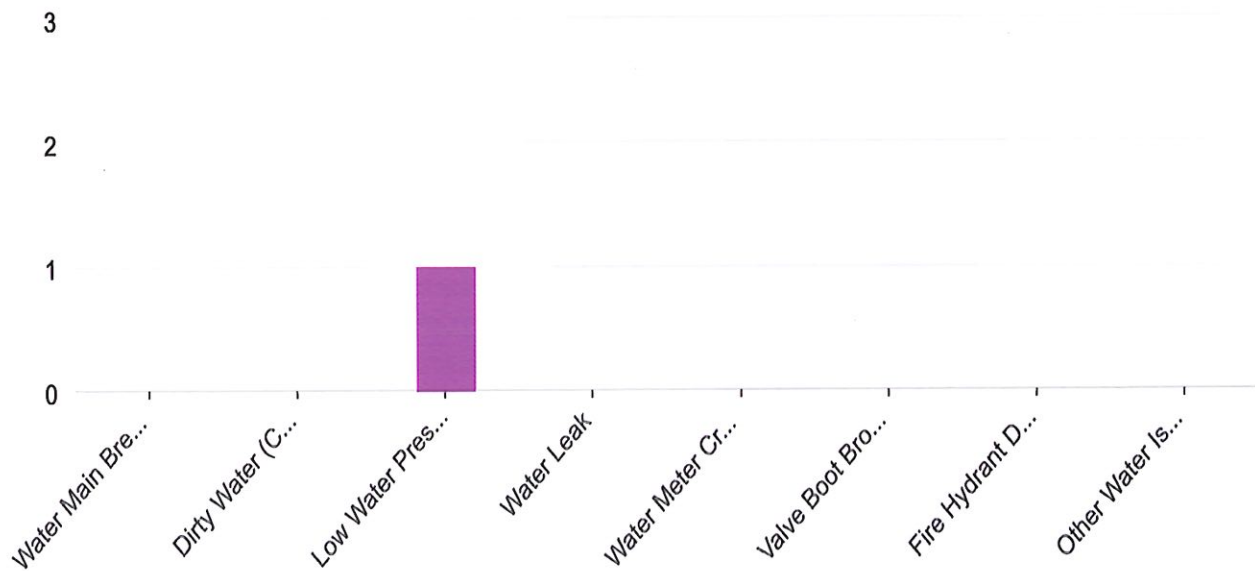
Percentage

Pothole	1	2.63%
Street Sign Damage	0	0%
Crosswalk/Marking Paint Damage	0	0%
Dead or Low Hanging Tree	0	0%
Street Light Out or Damaged	0	0%

Guardrail Damage	0	0%
Curb/Gutter Damage	1	2.63%
Broken or Cracked Sidewalk	1	2.63%
Dead Animal	1	2.63%
Damaged or Downed OH Wire/Power Pole	0	0%
Roadway Hazard	0	0%
Spill (Oil or Chemical)	0	0%
Other RD & Sidewalk Issue (Describe in Details Below)	7	18.42%

Answered: 11 Skipped: 27

#### Water System Issue Details \*

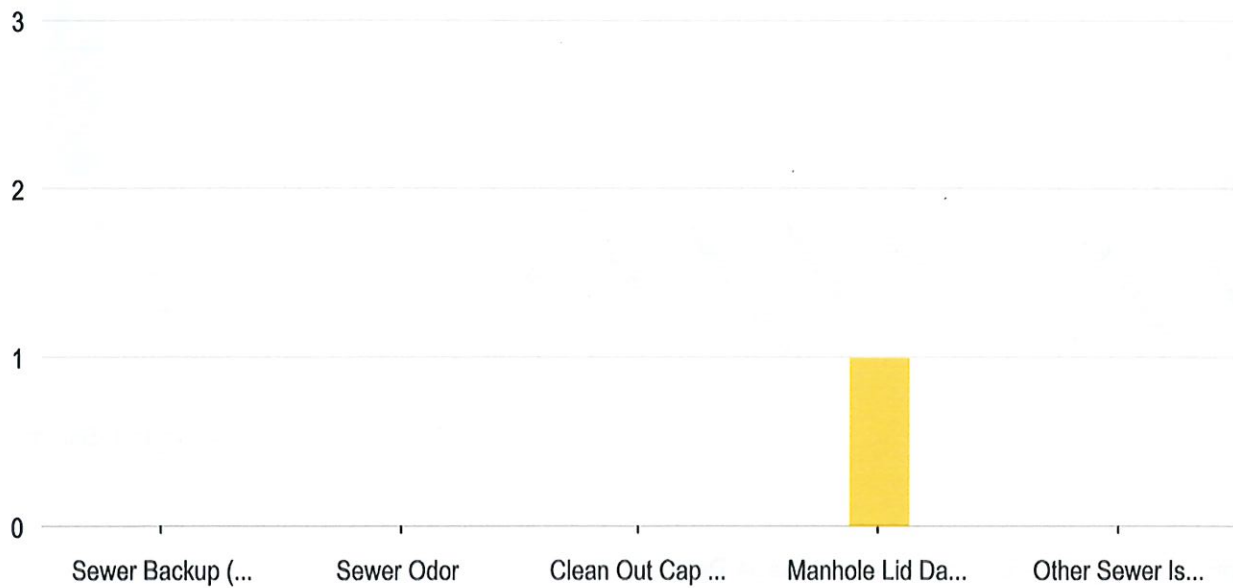


Answers	Count	Percentage
Water Main Break (Call Emergency Numbers Above)	0	0%
Dirty Water (Call Emergency Numbers Above)	0	0%
Low Water Pressure	1	2.63%

Water Leak	0	0%
Water Meter Crock Lid Broken/Missing	0	0%
Valve Boot Broken/Lid Missing	0	0%
Fire Hydrant Damage	0	0%
Other Water Issue (Describe in Details Below)	0	0%

Answered: 1 Skipped: 37

### Wastewater System Issue Details \*



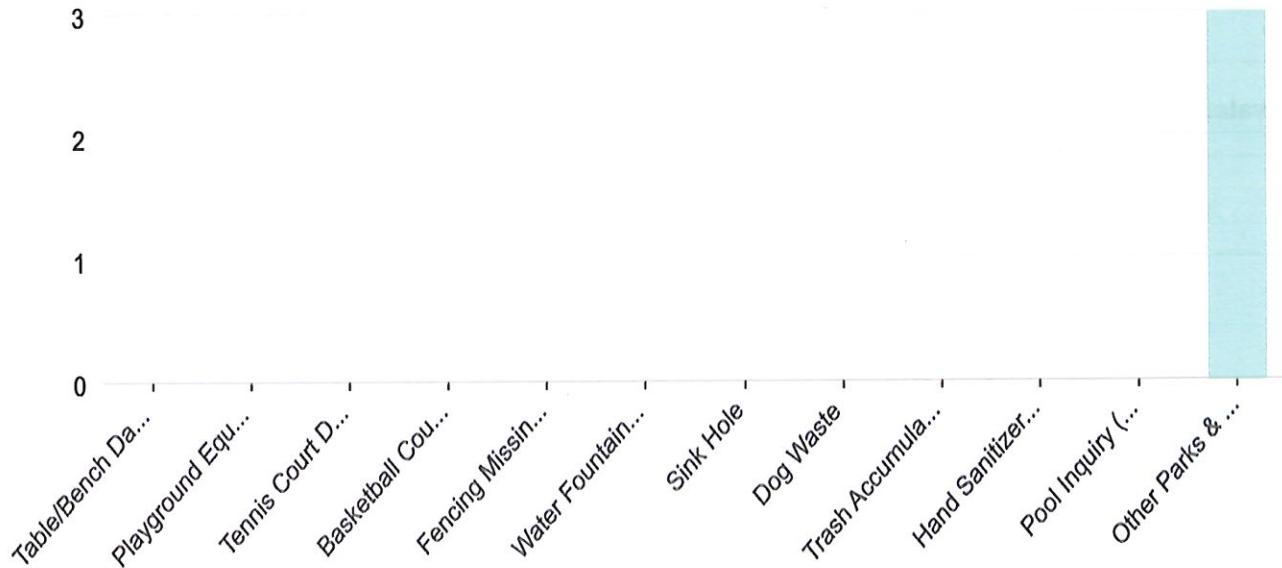
Answers	Count	Percentage
Sewer Backup (Call Emergency Numbers Above)	0	0%
Sewer Odor	0	0%
Clean Out Cap Broken or Missing	0	0%
Manhole Lid Damage	1	2.63%
Other Sewer Issue (Describe in Details)	0	0%

Answered: 1 Skipped: 37

### Storm Drain & Stormwater Issue Details \*

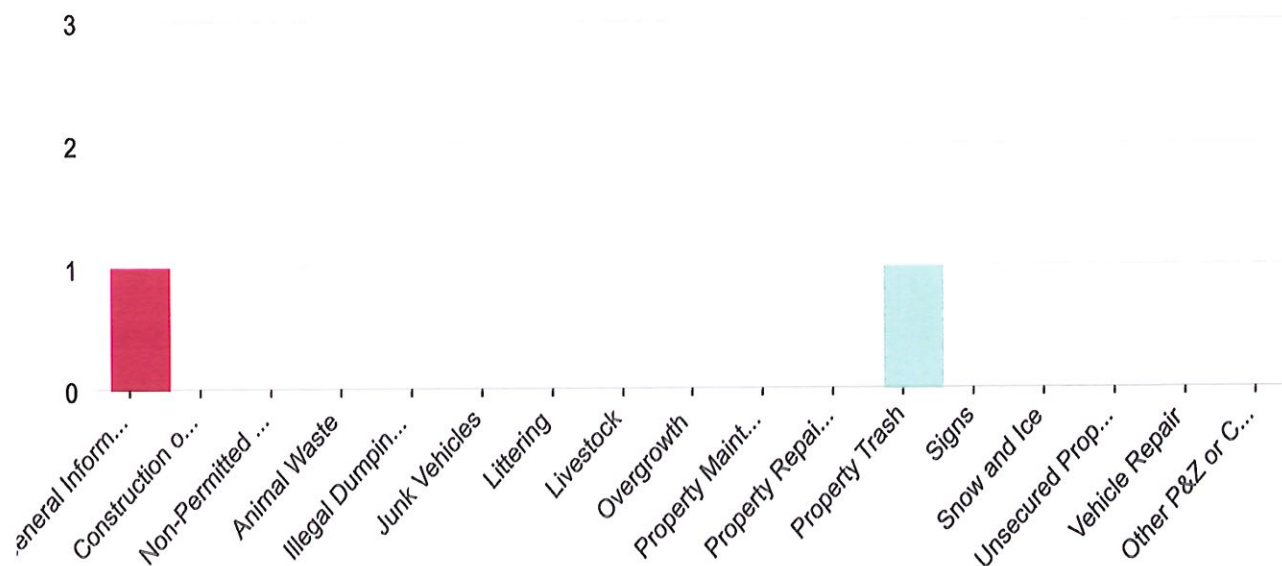
There are no answers to this question yet.

### Parks & Recreation Areas Issue Details \*



Answered: 3 Skipped: 35

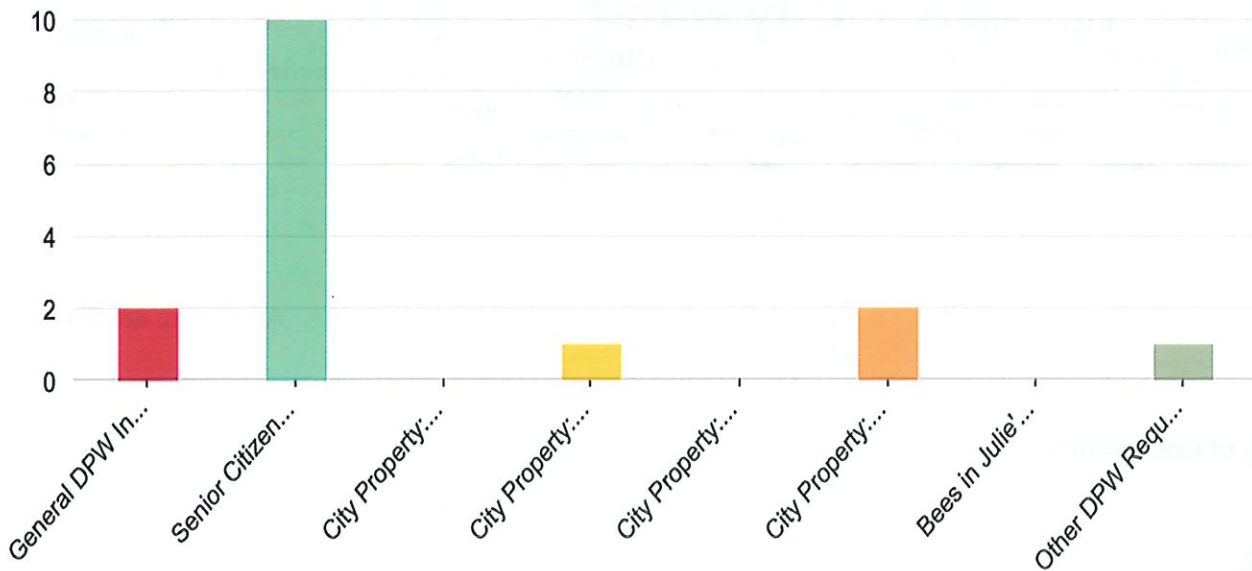
### Property Zoning or Code Enforcement Issue Details \*



## City Trails Issue Details \*

There are no answers to this question yet.

## DPW Request



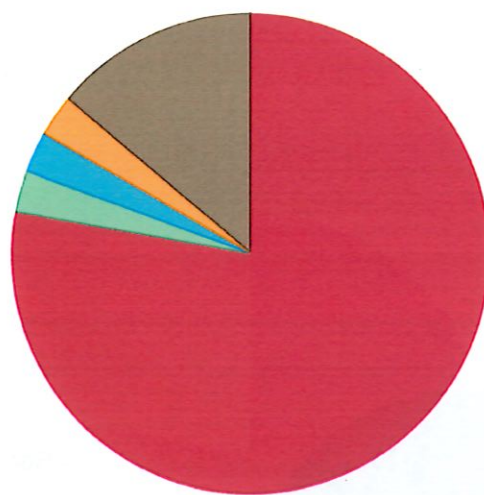
Answers	Count	Percentage
General DPW Inquiry	2	5.26%
Senior Citizen Yard Waste Pick Up	10	26.32%
City Property: Landscaping/Weed Maintenance	0	0%
City Property: Structure/Equip. Maintenance	1	2.63%
City Property: Cleanup/General Maintenance	0	0%
City Property: Building/Facility Maintenance	2	5.26%
Bees in Julie's Office	0	0%
Other DPW Request (Describe in Details Below)	1	2.63%

[illegible]

### Photo of Observation



Department



- DPW
- Utilities
- Stormwater/Environmental
- P&Z
- Code Enforcement
- Administration
- Other

Answers	Count	Percentage
---------	-------	------------

DPW	28	73.68%
Utilities	1	2.63%
Stormwater/Environmental	0	0%
P&Z	0	0%
Code Enforcement	1	2.63%
Administration	1	2.63%
Other	5	13.16%

Answered: 36 Skipped: 2

### Personnel

The word cloud requires at least 20 answers to show.

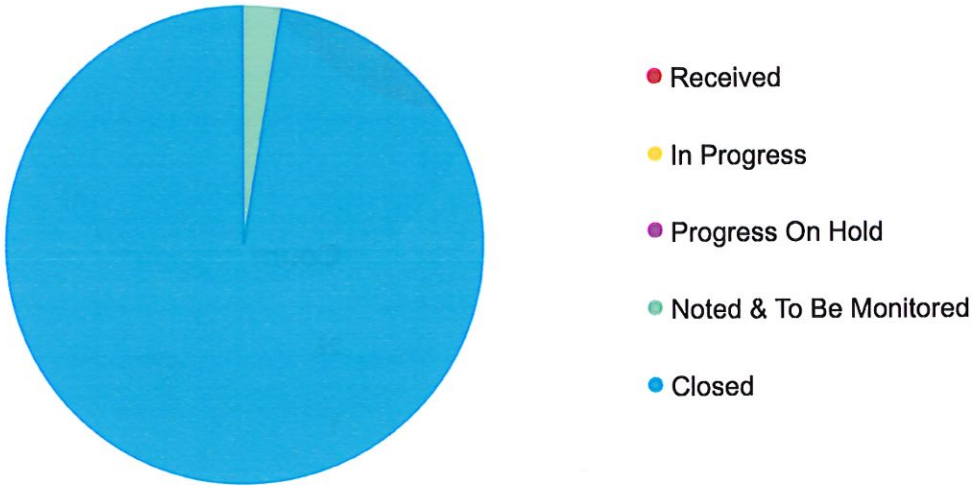
Word	Count
------	-------

Todd	1
Sheppard	1

Heather	1
Grotke	1

Answered: 2
 Skipped: 36

Status



Answers	Count	Percentage
Received	0	0%
In Progress	0	0%
Progress On Hold	0	0%
Noted & To Be Monitored	1	2.63%
Closed	37	97.37%

Answered: 38
 Skipped: 0

Department Notes

The word cloud requires at least 20 answers to show.

Answered: 18
 Skipped: 20



# 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 10-08-2024**

### **PLANNING & ZONING REPORT**

- **STATE** Attended Maryland Department of Planning Webinars on Clean Energy, Agrivoltaics, and Recreational Economies. Followed up with SHA on traffic study and sidewalk plans for Souder Road. Registered to attend the American Planners Association & Maryland Planning Commissioners Association conference in October.
- **COUNTY** Staff worked with Department of Permits and Inspections regarding failed wastewater pond inspection adjacent to Brunswick Heights Shopping Center. Owners have been notified by county of violations and timeline for abatement of issues.
- **ZONING CODE REWRITE** Staff completed review of Scope of Work and budget proposal from Renaissance Consultants. Team is completing analysis of total staff time contribution to the process in advance of presentation to City Leadership.
- **PROCESS IMPROVEMENTS** Staff continues to review software options to streamline processes.
- **City Works Software Implementation** Team was given access to back-office functions and public facing website for testing. Team met with KCI to discuss several pain points and are waiting for updates to the test platforms to see if the adjustments create a more user-friendly product.
- **Annexations** Public meetings were held by developer of Cooper farm. Vista Pointe annexation plan went before Planning Commission. Cooper farm workshop was presented to mayor and council. Staff has begun notification of appropriate parties of upcoming public meetings regarding both annexation projects.
- **OTHER PROJECTS** Staff completed proposed edits to bylaws for Planning Commission and Board of Appeals. Staff coordinated abatement of 1043 Peach Orchard Lane with contractors who are scheduled to move modular home and heavy equipment from property week of October 7<sup>th</sup>.

### **PLANNING COMMISSION AND BOARD OF APPEALS**

- The Planning Commission met on September 23, 2024. Two new business items passed. The first, BR-BR-ANNEX-22-01, was approval for the annexation of additional property as part of the Vista Pointe development. The second, BR-PUD-REV-24-02 was approval for the Brunswick Crossing PUD Phase II & III which included moving the proposed medical center back to the commercial district along Highway 17 and making the Enfield House a private residence.
- Board of Appeals meeting was not held in the month of September as there were no new items presented for consideration.

## SEPTEMBER PERMITTING AND CODE ENFORCEMENT TOTALS

- 42 Zoning Certificates
- 15 Driveway Entrance Permits
- 3 ROW Obstruction Permit
- 0 Water Submeter
- 15 U&O's
- 36 Code Enforcement Actions recorded in April

Permit Type	Tax ID #	Date Approved	Applicant	Owner	Street #	Street Address	Primary Improvement/ Use
ZC	25-465474	9/3/2024	Karin Johns	Karin Johns	23	East B Street	Accessory Structure
ZC	25-476603	9/3/2024	Carl Sears	Carl & Kathy Sears	114	East G Street	Deck
ZC	25-474198	9/3/2024	Gary L Best	Gary & Eleanor Best	239	Wintergreen Lane	Demolition
ZC	25-484134	9/3/2024	Warner Lee Zumbach	Warner Lee Zumbach	8 thru 10	North Maple Avenue	Renovations
ROW	25-484134	9/3/2024	Warner Lee Zumbach	Warner Lee Zumbach	8 thru 10	North Maple Avenue	ROW: Sidewalk (Replacement or New Construction)
ZC	25-605869	9/4/2024	Armor Fence	Jesus Ferrer	805	Shenandoah View Parkway	Fence
ZC	25-463846	9/5/2024	Jake Glotzbach / Adtek	City of Brunswick	110	West Potomac Street	City
ZC	25-482336	9/5/2024	Bethany Morales	Bethany Morales	1	East D Street	Temporary Dumpster
ZC	25-483359	9/5/2024	Olivia White	Olivia Amorati & Carey White	216	Seventh Avenue	Fence
ZC	25-647141	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1028	Enfield Farm Lane	SFD

<b>DW</b>	25-6471 41	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1028	Enfield Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-6071 47	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1016	Enfield Farm Lane	SFD
<b>DW</b>	25-6071 47	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1016	Enfield Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-6071 63	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1008	Clarendon Farm Lane	SFD
<b>DW</b>	25-6071 63	9/6/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1008	Clarendon Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-4865 44	9/6/2024	Laura Braden - Frederick Fence	Joseph Stone	1004	Second Avenue	Fence
<b>ZC</b>	25-5890 91	9/9/2024	Laura Braden - Frederick Fence	Heather Uhlman	1210	Lander Creek Drive	Fence
<b>ZC</b>		9/9/2024	Robert Ward - BARC	City of Brunswick		WB Tower - East Potomac St	Event
<b>ZC</b>	25-6071 85	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	904	Brandenburg Farm Court	SFD
<b>DW</b>	25-6071 85	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	904	Brandenburg Farm Court	DW Entrance: Driveway Apron
<b>ZC</b>	25-6068 92	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	805	Brandenburg Farm Court	SFD
<b>DW</b>	25-6068 92	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	805	Brandenburg Farm Court	DW Entrance: Driveway Apron
<b>ZC</b>	25-6068 93	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	803	Brandenburg Farm Court	SFD
<b>DW</b>	25-6068 93	9/10/202 4	Dawn Lawson - DRB Group	Brunswick Crossing LLC	803	Brandenburg Farm Court	DW Entrance: Driveway Apron
<b>ZC</b>	25-6057 31	9/10/202 4	Kiran Kumar Kosana	Kiran Kumar Kosana	1003	Clarendon Farm Lane	Deck
<b>ZC</b>		9/11/202 4	City of Brunswick	City of Brunswick	1	West Potomac Street	Event
<b>ZC</b>		9/11/202 4	City of Brunswick	City of Brunswick	1	West Potomac Street	Event
<b>ZC</b>	25-4696 58	9/12/202 4	Jose M Gonzalez	Jose M Gonzalez	1200- A&B	North Maple Avenue	Improvement/Us e

<b>ZC</b>		9/12/2024	Ravi Bada	Brunswick Crossing LLC		Clarendon Farm Lane, Shenandoah View Parkway, Enfield Farm Lane	Event
<b>ROW</b>	25-478770	9/12/2024	West Potomac Partners LLC	West Potomac Partners LLC	6-8 (10)	West Potomac Street	ROW: Sidewalk (Replacement or New Construction)
<b>ZC</b>	25-481348	9/13/2024	Paradise Energy Solutions LLC	The Residences at Railroad Square	15	South Maple Avenue	Solar Installation
<b>ZC</b>	25-469763	9/16/2024	Marisol Perez	Marisol & Ernesto Perez	410	Gum Spring Road	Fence
<b>ZC</b>	25-465962	9/16/2024	Cody Bollinger	Residences at Railroad Square	15	South Maple Avenue	Retaining Wall
<b>ZC</b>	25-607263	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1126	Miller Farm Drive	SFD
<b>DW</b>	25-607263	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1126	Miller Farm Drive	DW Entrance: Driveway Apron
<b>ZC</b>	25-607264	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1124	Miller Farm Drive	SFD
<b>DW</b>	25-607264	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1124	Miller Farm Drive	DW Entrance: Driveway Apron
<b>ZC</b>	25-607266	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1120	Miller Farm Drive	SFD
<b>DW</b>	25-607266	9/17/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1120	Miller Farm Drive	DW Entrance: Driveway Apron
<b>ZC</b>	25-476190	9/18/2024	Alberto Caceres	Alberto Caceres	419	East A Street	Deck
<b>ZC</b>	25-605710	9/19/2024	Ryan Cibula - Stonescapes LLC	Benjamin Aryeetey	919	Shenandoah View Parkway	Patio
<b>ZC</b>	25-473116	9/19/2024	Donald Keeney	Donald Keeney	11	West F Street	Fence
<b>ROW</b>	25-463269	9/20/2024	Tammy Thornton	James & Charles Thornton	601	West Potomac Street	ROW: Sidewalk (Replacement or New Construction)

<b>ZC</b>	25-591205	9/24/2024	Laura Braden - Frederick Fence	Manu Arora	1202	Dargon Quarry Lane	Fence
<b>ZC</b>	25-607142	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1026	Enfield Farm Lane	SFD
<b>DW</b>	25-607142	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1026	Enfield Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-607144	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1022	Enfield Farm Lane	SFD
<b>DW</b>	25-607144	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1022	Enfield Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-607148	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1014	Enfield Farm Lane	SFD
<b>DW</b>	25-607148	9/24/2024	Charles Van Horn - Ryan Homes	Brunswick Crossing LLC	1014	Enfield Farm Lane	DW Entrance: Driveway Apron
<b>ZC</b>	25-472772	9/24/2024	Airport View Signs / Brian Roosa	Zammis Holding LLC	8	South Maryland Avenue	Signage
<b>ZC</b>	25-607163	9/24/2024	T&A Contactors, Inc.	Brunswick Crossing LLC	1008	Clarendon Farm Lane	Fence
<b>ZC</b>	25-473671	9/25/2024	Laura Braden - Frederick Fence	Brian Oaks	66	Concord Drive	Fence
<b>ZC</b>		9/26/2024	Christina Mullen	City of Brunswick			Temporary Signs
<b>ZC</b>	25-607213	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1131	Miller Farm Drive	SFD
<b>DW</b>	25-607213	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	1131	Miller Farm Drive	DW Entrance: Driveway Apron
<b>ZC</b>	25-606887	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	815	Brandenburg Farm Court	SFD
<b>DW</b>	25-606887	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	815	Brandenburg Farm Court	DW Entrance: Driveway Apron
<b>ZC</b>	25-607284	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	910	Enfield Farm Lane	SFD
<b>DW</b>	25-607284	9/26/2024	Dawn Lawson - DRB Group	Brunswick Crossing LLC	910	Enfield Farm Lane	DW Entrance: Driveway Apron

U&O Log 2024							
Item #	U&O #	Receipt Date	Street #	Street Address	Developer	AP #	Issuance Date
74	24-74	9/4/2024	604	Martins Creek Drive	NVR / Ryan	480208	9/4/2024
75	24-75	9/9/2024	904	Shenandoah View Parkway	DRB Group	480109	9/9/2024
76	24-76	9/9/2024	916	Shenandoah View Parkway	DRB Group	480108	9/9/2024
77	24-77	9/9/2024	1006	Shenandoah View Parkway	DRB Group	479435	9/9/2024
78	24-78	9/16/2024	601	Martins Creek Drive	NVR / Ryan	480206	9/16/2024
79	24-79	9/17/2024	606	Martins Creek Drive	NVR / Ryan	481298	9/17/2024
80	24-80	9/19/2024	1100	Monocacy Crossing Parkway	DRB Group	480314	9/19/2024
81	24-81	9/19/2024	907	Clarendon Farm Lane	DRB Group	480315	9/19/2024
82	24-82	9/19/2024	802	Brandenburg Farm Court	DRB Group	480346	9/19/2024
83	24-83	9/19/2024	1194	Dutchmans Creek Drive Unit 2	Polished Nails & Spa	472289	9/19/2024
84	24-84	9/24/2024	223	West Potomac Street Floor 1	Smoketown Brewing	485224	9/24/2024
85	24-85	9/30/2024	806	Brandenburg Farm Court	DRB Group	481021	9/30/2024
86	24-86	9/30/2024	910	Shenandoah View Parkway	DRB Group	481022	9/30/2024
87	24-87	9/30/2024	1405	Potomac View Parkway	NVR / Ryan	481299	9/30/2024
88	24-88	9/30/2024	1013	Monocacy Crossing Parkway	DRB Group	480626	9/30/2024

## September 2024 Codes Enforcement Actions

Month of Violation	September							
Count of # of Violations	Column Labels							
		Citation/	Citation/	Courtesy	Violation	Citation/		
		Fine - \$50	Fine - \$50	Notices	Notices	Fine - \$50		
Row Labels	Citation/Fine - \$300	(First)	(Second)	ce	ce	(First)	Grand Total	
City Personnel Observation		1	1	2	5	22	2	33
Overgrowth		1	1	2	3	16	2	25
Property Trash					1	4		5
Vehicles					1	2		3
Complaint Filed					2	1		3
Overgrowth					1	1		2
Vehicles					1			1
Grand Total		1	1	2	7	23	2	36

## September 2024 Electric/ Additional Code

## Check electric at Square Corner park in advance of Puerto Rican Festival

## BUDGET ITEM REQUEST / ADDITION

INTENT: To be used during budget prep or to add a new item after budget is approved.

NOTES: Provide form & applicable support (i.e. quote, invoice, email, etc.) to the City Admin & Accountant.

<b>FISCAL YR:</b>	<u>2025</u>	<b>CIP Years (If Multi-Year):</b>	<u></u>
<b>Fund:</b> (Circle One)	<u>General</u> <u>Capital</u> Water Wastewater		
<b>Revenue:</b>			
<b>Department:</b>	<u>Money Rate Savers Acct</u>	<b>GL Account:</b>	<u>10-000-00-1009</u>
<b>Project Name:</b>	<u>Purchase 820 Brunswick St</u>	<b>GL Acct Desc:</b>	<u>Money Rate Savers Acct</u>
<b>Expense:</b>			
<b>Department:</b>	<u>Finance &amp; Admin</u>	<b>GL Account:</b>	<u>30-504-10-8011</u>
<b>Project Name:</b>	<u>Purchase 820 Brunswick St</u>	<b>GL Acct Desc:</b>	<u>820 Brunswick Street</u>
<b>Project Description:</b>	<u>To purchase 820 Brunswick Street from Money Rate Savers Account. Money Rate Savers account will be replenished either from FY24 Audit Surplus or Sale of Old PD Building.</u>		
<b>Submitted By:</b>	<u>R. Bruchey</u>	<b>Date:</b>	<u>10/1/2024</u>
<b>Preliminary Estimate:</b>	<u>\$200,000.00</u>	<b>Provided By:</b>	<u>C. Myers</u>
<b>Actual Estimate:</b>	<u>\$200,000.00</u>	<b>Provided By:</b>	<u>C. Myers</u>
<b>Change:</b>	<u>\$0.00</u>	increase to original budget	
<b>Approval:</b> (Circle One)	<u>Approved</u> <u>Disapproved</u>		
<b>Details:</b>	<u></u>		

City Administrator Date

Mayor Date

**Finance Comm. Recommendation(If Required):**  
Approved Disapproved  
(Circle One)

**Mayor and Council Approval (If Required):**  
Approved Disapproved  
(Circle One)

**For Accountant's Use- Date Posted to Budget:**

Form Date 12/12/17

*Alyssa Theodore*

**Date**

8/11/2024

**Application for Licenses/Permit for Events**

**Organization Name**

Brunswick Main Street

**Contact Name**

Carmen Hilton

**Is organization a Non-Profit?**

Yes

**Website**

<https://www.brunswickmainstreet.org>

**Address**

P.O. Box 72, Brunswick, Maryland 21716

**Email**

[chilton@brunswickmd.gov](mailto:chilton@brunswickmd.gov)

**Phone**

(301) 834-7500 x124

**Name of Event**

Milton Frech Jr. Potomac Street Mile

**Date of Event**

11/9/2024

**Rain Date (not required)**

**Event Start Time**

11:30am

**Event End Time**

12:30pm

**Event Set-Up Time**

10:30am

**Event Tear Down Time**

12:30pm

**Description of Event**

The Potomac Street Mile celebrates its 20th anniversary this year. It is an out-and-back mile course. Since 2021 it has been held in honor of former Brunswick Chief of Police Milton Frech Jr.

**Location of Event**

East Potomac Street between Square Corner Park & the City Park building.

**Will entertainment be provided?**

No

**If yes, give details:**

**Will equipment be used?**

No

**If yes, give details:**

**Will there be vendors set up at event?**

No

**If yes, give details:**

**Will signage or banners be used?**

Yes

**If yes, give details:**

Day-of yard signs will be used in Square Corner Park and along route. These will be removed after the event concludes.

**Will participants be charged a fee?**

Yes

**If yes, give details:**

Racers will be charged an entry fee.

**Will admission to the event be charged?**

No

**If yes, give details:**

**Will event generate income?**

Yes

**If yes, who will benefit?**

Proceeds after costs will be donated to Steadman-Keenan American Legion Post 96

**Will you need portable toilets?**

No

**If yes, please give the name of the company & PT locations.**

**# of People Expected to Attend**

51 - 100

**Will there be alcohol at this event?**

No

**If yes, please upload copy of Frederick Co. Liquor Permit**

**Who will provide security at this event?**

Brunswick Main Street & Brunswick Police

**Please identify type of City support requested:**

Barricades/Traffic Cones

Police

**Additional Information Required**

The Police departments help would be appreciated with traffic control along the route during the race.

**Additional information you would like us to know**

**Certificate of Insurance (if required)**

**Name**

Alyssa Theodore

**Signature**

*Alyssa Theodore*

**Date**

8/11/2024

**Zoning Certificate Application for Events**

**Name**

Carmen Hilton

**Email**

chilton@brunswickmd.gov

**Phone**

(301) 834-7500 x124

**Name of Property Owner**

City of Brunswick

**Property Address**

East Potomac Street from 1 E. Potomac Street to  
665 E. Potomac Street

**Proposed improvement or changes to property**

We are making no improvements or changes to this property.

**Additional Documents**

**Signature**

*Alyssa Theodore*

**Date**

8/11/2024

## Indemnity/Hold Harmless Agreement for Events

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 (name of event below - box 1) scheduled for (date of event - box 2) 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.

**Name of Event - Box 1**

Milton Frech Jr. Potomac Street Mile

**Date of Event - Box 2**

Nov. 10, 2024

**Organization Name**

Brunswick Main Street

**Name**

Alyssa Theodore

**Signature**

A handwritten signature in cursive script that reads "Alyssa Theodore".

**Date**

8/11/2024

## THIS PAGE IS FOR CITY USE ONLY

**Name of Event**

Milton Frech Jr Potomac Street Mile

**Date of Event**

11/9/2024

**Organization/Individual Name**

Brunswick Main Street

**PW Comments**

Approved via email 8/21/24

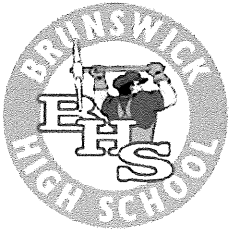
**PD Comments**

Approved via email

**P&Z Comments**

Approved via email

**Date of Final Approval**



**BHS Safe and Sane Class of 20255**

**P.O. BOX 202**

**Jefferson, MD 21755**

Dear Brunswick City Hall,

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 entire high school experience.

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 can rest easy at home, knowing their senior is not 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 2025 BHS Safe and Sane party is slated to be held at Adventure Park USA in New Market, Maryland on graduation night – May 28, 2025. 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 their 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 receipt of the contribution and our tax identification number. All donations by local businesses will be acknowledged that evening.

Please mail contribution to: **BHS Safe and Sane 2025, C/O Donna Johansen, 5103 Ella Ct., Jefferson, MD 21755** or email us at [brunswickclass2025@gmail.com](mailto:brunswickclass2025@gmail.com) for more information or if you need a donation picked up.

Thank you for supporting our seniors as we attempt to provide an amazing experience for them.

Donna Johansen

BHS Safe & Sane Class of 2025

Parent Volunteer Committee