

**MAYOR AND COUNCIL MEETING
TUESDAY, JULY 8, 2025, 6:00PM**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
 - a. Police Officer Swearing In
3. **APPROVAL OF MINUTES**
 - a. Mayor & Council – June 10, 2025
4. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
5. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2025-22 – Brunswick Street Property Sale – vote anticipated
 - b. Resolution 2025-23 – Loading Zone and Handicap Space – West Potomac Street – vote anticipated
6. **STAFF REPORTS**
7. **CONSENT AGENDA**
 - a. PO# 260005 Approval – Innovative Inc. - SharePoint Conversion
 - b. Brunswick Crossing Section 2A SWM Pond 14 Letter of Credit Reduction
 - c. Brunswick Crossing Commercial East – Waterline Final Acceptance – Performance Bond and Letter of Credit Release
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
 - a. Retainer Agreement with Trial Board and Other Policy Matters – vote anticipated
 - b. Energy Procurement Contract Presentation – possible vote
 - c. Stream Restoration Bid Opening
10. **ADJOURN**

**City of Brunswick
Mayor and Council Meeting Minutes
June 10, 2025, 6:00PM**

The June 10, 2025 City of Brunswick Mayor and Council Meeting was convened 6:00P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Caves, Brian Sandusky, Eric Smothers, Andy St. John, Angel White, and Daniel Yochelson, Council Members; Julie Martorana, City Administrator; Jeremy Mose, Assistant City Administrator; Carrie Myers, Director of Administration; Matt Campbell, Director of Utilities; John Gerstner, Director of Public Works; Chief Kevin Grunwell; and Bruce Dell, Director of Planning.

Mayor's Remarks

- Proclamation – Ms. Myers read a proclamation for Pride Month.
- Certificate of Appreciation – Mayor Brown presented a certificate to Sue Blair.
- Potomac Edison Update – Dave Kline presented an update.

Approval of Minutes

- Mayor & Council – May 13 & 27, 2025

Mr. Caves made a motion to approve the meeting minutes. Mr. Yochelson seconded the motion, which passed 6-0.

Citizens' Forum – No comments received.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 621 – Cannabis Definitions and Regulations

Mr. Dell stated cemeteries had been added to the list of exceptions, and stated there already existed a definition for cemeteries in the zoning ordinance.

Mr. Yochelson made a motion to approve Ordinance 621. Mr. Sandusky seconded the motion, which passed 5-0.

- Resolution 2025-21 - Phases 1 & 2 Sewer Connections Bid Award

Mr. Gerstner stated staff recommended approval of a bid and contract to Clark Azar in the amount of \$195,160 for both Phase 1 and 2.

Ms. White made a motion to approve Resolution 2025-21. Mr. Caves seconded the motion, which passed 6-0.

Staff Reports

Staff Members presented their monthly reports.

Consent Agenda

- FY25 Budget Amendments
- PO#250186– Playground Specialists - \$151,997 – Kim Weddle Park Equipment

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

Unfinished Business

- Brunswick House Rehabilitation DHCD Letter of Support.

Mr. Dell stated the scope of this project was to rehab all 52 units in Brunswick House including interior, exterior, parking lot, stormwater management, etc. He also stated no residents would be displaced during the renovation and rates would not be increasing.

Mr. St. John made a motion to issue the letter of support. Ms. White seconded the motion, which passed 6-0.

New Business

- Event Approval – Eagles Riders Bike Night

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

- Mission, Vision & Values Discussion

Mr. Mose explained the methodology of drafting the Mission, Vision, and Values for the City of Brunswick. He stated input was received and analyzed from the Council retreat, departmental surveys, and City Charter. Council Members offered feedback. This item would appear on future agendas for input and consideration.

The meeting adjourned at 7:39pm.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

**CITY OF BRUNSWICK, MARYLAND
RESOLUTION NO. 2025-22**

A RESOLUTION TO AUTHORIZE THE SALE OF A HALF-LOT LOCATED ON THE NORTH SIDE OF THE 800 BLOCK OF BRUNSWICK STREET AS DESCRIBED IN THE STATE DEPARTMENT OF ASSESSMENT AND TAXATION AND DEEDS RECORDED AMONG THE LAND RECORDS OF FREDERICK COUNTY, MARYLAND.

WHEREAS, the Mayor and Council purchased the subject property on December 4, 2024 and the half-lot was included in the sale of a larger lot and structure for City use; and

WHEREAS, Resolution 2025-20 was approved on May 27, 2025, declaring the subject property was no longer needed for public use; and

WHEREAS, a Public Notice was posted on the City’s website and social media accounts for twenty (20) days prior to sale, ending on June 20, 2025, pursuant to Annotated Code of Maryland, Section 5-204 (c) (3) and is incorporated by attachment; and

WHEREAS, one bid for purchase was received for the purchase of the subject property; and

WHEREAS, the Mayor and Council wish to sell the property pursuant to the powers granted to them by Article I, Section 16-3, Paragraph 24, “Powers Generally” of the City of Brunswick Charter and the Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3), a municipality may sell, at public or private sale after 20 days of public notice; and

WHEREAS, the Mayor and Council pursuant to the powers granted to them by Maryland Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3),” may convey to the purchaser any real or leasehold property belonging to the municipality if the legislative body of the municipality determines that the property is no longer needed for public use”; and

WHEREAS, the purchase price for the property is \$500 between Mayor and Council and Greg and Robin Snoots, in an offer dated June 23, 2025; therefore

BE IT RESOLVED, that pursuant to the aforementioned, the Mayor and Council authorizes the sale and conveyance of the property pursuant to the bid; and

BE IT RESOLVED, that the Mayor has the authority to sign any documents for sale, settlement and conveyance to effectuate the sale and conveyance of said property.

INTRODUCED and discussed at a regular meeting of the Mayor and Council on July 8, 2025.

PASSED this day 8th day of July, 2025 by a vote of ____ for; ____ against, ____ abstaining and ____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Julie Martorana
City Administrator

By: _____
Name: Brian Sandusky
Title: Mayor Pro Tem

APPROVED this 28th day of July, 2025.

ATTEST: _____
Julie Martorna
City Administrator

Nathan Brown
Mayor

**CITY OF BRUNSWICK, MARYLAND
RESOLUTION NO. 2025-20**

A RESOLUTION TO AUTHORIZE THE SALE OF A HALF-LOT LOCATED ON THE NORTH SIDE OF THE 800 BLOCK OF BRUNSWICK STREET, BRUNSWICK, MARYLAND AS DESCRIBED IN THE STATE DEPARTMENT OF ASSESSMENT AND TAXATION AND DEEDS RECORDED AMONG THE LAND RECORDS OF FREDERICK COUNTY, MARYLAND.

WHEREAS, the property to be sold is a half-lot located on the north side of the 800 block of Brunswick Street, adjoining an improved residential lot and a Potomac Edison substation, Brunswick, MD; and

WHEREAS, the Mayor and Council of Brunswick wish to sell the property pursuant to the powers granted to them by Article IV, Section 401, "General Powers" of the City of Brunswick Charter and the Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3), a municipality may sell, at public or private sale after 20 days of public notice; and

WHEREAS, a Public Notice will be posted on the City’s website and social media accounts for twenty (20) days prior to sale, beginning May 28, 2025 and ending on June 16, 2025, pursuant to Annotated Code of Maryland, Section 5-204 (c) (3) and is incorporated by attachment; and


WHEREAS, the Mayor and Council of Brunswick pursuant to the powers granted to them by Maryland Annotated Code of Maryland, Article – Local Government, Section 5-204, (c) (3),” may convey to the purchaser any real or leasehold property belonging to the municipality if the legislative body of the municipality determines that the property is no longer needed for public use”; and

BE IT RESOLVED, that pursuant to the aforementioned, the City of Brunswick authorizes the sale of the property.

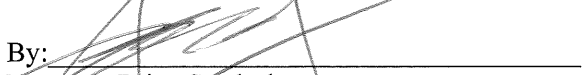
INTRODUCED and discussed at a regular meeting of the Mayor and Council of Brunswick on
May 27, 2025.

PASSED this day 27th of May, 2025 by a vote of 10 for; 0 against, 0 abstaining and 0 absent.

ATTEST:

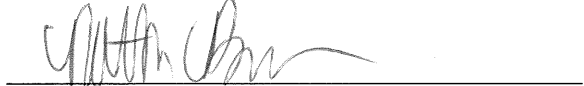

Julie Martorana
City Administrator

COUNCIL OF THE CITY OF BRUNSWICK

By: 
Name: Brian Sandusky
Title: Mayor Pro Tem

APPROVED this 27th day of May, 2025.

ATTEST: 
Julie Martorana
City Administrator


Nathan Brown
Mayor

Public Notice – Posted May 28, 2025

The Mayor and Council wish to sell a parcel of land pursuant to the powers granted to them by Article XI – Section 1101 of the City of Brunswick Charter and Annotated Code of Maryland, Article – Local Government, Section 5-204, (c)(3), a municipality may sell, at public or private sale after 20 days of public notice.

The parcel is a half-lot located on the north side of the 800 block of Brunswick Street, adjoining an improved residential lot and a Potomac Edison substation.

The Mayor and Council will entertain offers on this property via email submitted to Director of Administration Carrie Myers at cmyers@brunswickmd.gov or City Hall, 1 West Potomac Street, Brunswick, MD. Offers must include the name, address, and contact information of the proposed buyer, as well as the dollar amount of the offer. Offers must be received by 4:30pm on Friday, June 20, 2025.

The Mayor and Council will vote on a resolution to approve the sale of this property on or after Tuesday, July 8, 2025.

June 23, 2025

To Whom It May Concern,

My name is Greg Snoots, and I live at 817 Brunswick Street with my wife, Robin. We are both lifelong residents of Brunswick and have resided at 817 for the past 20 years. I am submitting a bid of \$500 for the half lot that is beside my property. I know the bid is low, but please take in consideration that I have mowed and maintained this lot for the full 20 years that I have lived here. I have also paid to have the lot mowed when I was unable to due to some health issues. I also, just two months ago, paid \$300 to have the back of the lot leveled and had trash and debris removed. I do believe I'm probably the only one that would have any use for the property due to its small size and inability for any building to be done on the lot. I have a small shed on the property and a small garden which I share with my neighbors. I have more work to do on the lot, but I'm currently putting any work on hold until the issue of the lot is resolved.

Thank you for your consideration,

Greg & Robin Snoots

RESOLUTION NO. 2025-23

**A RESOLUTION TO AUTHORIZE A LOADING ZONE AND HANDICAP SPACE ON WEST POTOMAC STREET
WITHIN THE CORPORATE LIMITS OF THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, pursuant to the powers granted to them by the Annotated Code of Maryland, and Section 6-1201 of the Code of Ordinances of the City of Brunswick, Maryland, the Mayor and Council deem it to be “necessary for the safety and control of vehicular or pedestrian traffic or for the regulation of the use of parking areas” to install loading zones and handicap parking within the corporate boundaries of the City of Brunswick, Maryland.

BE IT RESOLVED, that loading zones and handicap parking shall be enacted on West Potomac Street as established by the downtown parking plan within the corporate boundaries of the City of Brunswick, Maryland as determined by the Brunswick Department of Public Works and the Brunswick Police Department.

PASSED this day 8th day of July, 2025 by a vote of ___ for; ___ against; ___ abstaining, and ___ absent.

ATTEST:

Julie Martorana, City Administrator

COUNCIL OF THE CITY OF BRUNSWICK:

By: _____

Brian Sandusky, Mayor Pro Tem

APPROVED this ____ day of _____, 2025.

ATTEST: _____

Julie Martorana, City Administrator

Nathan Brown, Mayor



THE CITY OF BRUNSWICK MARYLAND

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

TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.
Request must be received at least 48 business hours in advance to be considered.

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at CityHall@BrunswickMD.gov.

Date:	6/16/25
Name:	Julie Martorana
Address:	1 West Potomac St., Brunswick, MD 21716
Phone #:	301-834-7500 X213
Email Address:	JMartorana@brunswickmd.gov

Type of Traffic Control Requested:

<input type="checkbox"/> Temporary Meter Bagging
<input type="checkbox"/> Temporary No Parking Signs
<input type="checkbox"/> Stop Sign
<input checked="" type="checkbox"/> Other – Please explain: Per the Downtown Parking Plan, please add markings and/or signage for the following - 15 minute parking Zone (Loading Zone) in front of Museum using no more than 2 parking spaces. - Add one Handicap public parking spot next to the 15 minute parking zone

Please Complete the Following:

Location of Requested Signage:	See above
Justification for Request:	These were agreed upon in the overall Downtown Parking Plan but not implemented.
Date & Time of Traffic Control Needed:	As soon as possible

*****FOR CITY USE ONLY*****

Police Recommendation:

Signature:	Date:
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Public Works Recommendation/Costs:

Signature:	Date:
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Administration Recommendation:

Signature:	Date:
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\\COB-APP01\City Hall\Departments\Front Desk\Blank Forms\Traffic Control Request - Police\BLANK FORMS\Traffic Control Request.docx

INCORPORATED 1890

BIG TOWN
SMALL CITY

BRUNSWICKMD.GOV

Erin Spencer

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, June 17, 2025 3:53 PM
To: Erin Spencer; Public Works
Subject: RE: Traffic Control Request for Loading Zone and Handicap Space on West Potomac

Follow Up Flag: Follow up
Flag Status: Flagged

PD approves

Kevin Grunwell

Chief of Police
Brunswick Police Department
811 West Potomac Street
Brunswick, MD 21716

O) 301-834-9101 x100
M) 301-835-5957



From: Erin Spencer <ESpencer@Brunswickmd.gov>
Sent: Tuesday, June 17, 2025 3:36 PM
To: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>; Public Works <Publicworks@brunswickmd.gov>
Subject: FW: Traffic Control Request for Loading Zone and Handicap Space on West Potomac

[EXTERNAL EMAIL]

Please see attached request and get back to me with our response.

Thank you.

Erin Spencer

Customer Support Specialist
City of Brunswick
301-834-7500 ext: 206

Erin Spencer

From: John Gerstner
Sent: Wednesday, June 18, 2025 6:50 AM
To: Kevin Grunwell; Erin Spencer; Public Works
Subject: Re: Traffic Control Request for Loading Zone and Handicap Space on West Potomac

DPW approves

John Gerstner
Director Public Works
City of Brunswick
301-834-7500 Ex 400

Sign up for City text alerts through www.BrunswickMD.gov

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, June 17, 2025 3:53 PM
To: Erin Spencer <ESpencer@Brunswickmd.gov>; Public Works <Publicworks@brunswickmd.gov>
Subject: RE: Traffic Control Request for Loading Zone and Handicap Space on West Potomac

PD approves

Kevin Grunwell

Chief of Police
Brunswick Police Department
811 West Potomac Street
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Brunswick Police Department Monthly Report

Reporting Month and Year:
JUNE 2025

Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	40	196	10	50
Maryland State SEROS	6	34	2	28
Warning Citations	88	507	48	433
Parking Citations (paper)	47	179	4	46

Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	1481	9989	688	4977
Homicide	0	0	0	1
Rape	0	3	0	2
Robbery	0	0	0	1
Assault	4	28	8	50
B&E	0	1	2	6
Theft	10	25	1	25
Auto Theft	0	0	0	2
Motor Vehicle Accidents	5	44	12	66
Emergency Evaluations/Mental/Suicidal Persons	14	47	12	37
Overdoses	1	6	0	6
Adult Arrests	12	48	7	38
Juvenile Arrests	0	4	0	12



THE CITY OF BRUNSWICK MARYLAND

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

Department of Public Works

Mayor & Council Monthly Report June 8th 2025

Water Line Project Updates

- The 7th Ave water line project is complete, including the installation of a new water main and new water service lines.

Sewer Line Project Updates

- The sewer line project on the 400 Block of East F Street is currently in progress.
- The I&I project, which involved installing sewer cleanouts on the east side of town, is now complete.

Street and Storm Water Project Updates

-

Grant Project updates

- The contract for Phase 1 & 2 septic connections will be signed soon to advance this project.
- Bids for the stream restoration project are due by July 3rd, 2025.

City Projects

- The KCI city-wide infrastructure data collection is progressing well. All structures have been collected, and the data is being downloaded into the GIS mapping system.
- The Dewberry Flood Plan Study for the old part of town is also moving forward. Data collection is complete, and the team is now working on the models and preparing for community workshops.

Other

- 5 DPW employees attended training to earn credits, with some taking the certification test.



THE CITY OF BRUNSWICK MARYLAND

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

July Planning & Zoning / Code Enforcement **Staff Report** **Mayor and Council 7-8-2025**

June 2025 Recap

1. Springdale (Cooper Farm) Development & Infrastructure Planning

- Meeting on June 3rd focused on water and sewer infrastructure, redundancy strategies, and funding mechanisms for APFO approval.
- Explored alternatives to the mandated 250,000-gallon raised tank, including a 1million-gallon ground-level tank with redundant pumps.
- Negotiation strategies with the developer to align contributions with infrastructure goals.
- Consideration of concrete tanks for long-term cost savings and maintenance benefits.
- Detailed discussion on pump station upgrades

2. Planning & Zoning Activity

- Planning Commission convened on June 23rd to review site plans for the medical center in Brunswick Crossing shopping center and Phase 2 PUD and Phase 3 PUD Preliminary site plans for the Springdale Summit (Cooper Farm) development.
- Staff continues to work with citizens to help them transition to the online portal for zoning certificate applications.
- Finalized Annual Planning Report and submitted to MDP.

3. Community & Code Enforcement

- Worked with several residents on issues related to the burned-out property at 19 E D Street.
- Team continues to work with PW and Administration to secure additional CBDG funding to be used for the planning and construction of a sidewalk for North Maple.
- Met with contractors to acquire bids for Kaplan Building facade improvements.

4. Fee Schedule Updates

- Effective July 1, Planning & Zoning fees updated in the Iworq system.
- New fees include: Additions, decks, sheds: \$75; Driveways and ROW: \$75; Fences, patios, temporary signs: \$25.
- City website updated to reflect these changes.

5. Regional & Interagency Collaboration

- Participation in the MDP Regional Roundtable on June 17th; follow-up survey due by July 15.
- Brunswick SWM and Flood Study Steering Committee held its first meeting on June 17th.
- Staff attended MDP webinar on Municipal Emergency Management & Continuity of Operations

Looking Ahead: July 2025

1. Puerto Rico Distillery Site Plan Review

- Planning Commission to review the site plan on Monday, July 28th at 6:00 PM.
- Public comments are encouraged.

2. Board of Appeals

- July 28th Board of Appeals meeting cancelled due to no active applications.

3. Ongoing Projects & Monitoring

- Continued coordination on Springdale water/sewer infrastructure and funding and road improvements.
- Staff attending town meeting in Burkittsville to discuss PZ Consulting agreement on July 14th.
- Frederick County Council will vote to approve the change to the county's water and sewer designation map to upgrade the water and sewer systems in the area where the Vista Pointe development will go on July 15th.

4. Zoning Code Rewrite

- Staff and consultants from Renaissance Planning are completing task two (data collection) for the zoning code rewrite.
- Task three, which is drafting of the ordinance sections, will focus on drafts of Use Tables, Definitions, and section re-writes.
- Renaissance Planning will brief the Planning Commission at their July or August meeting to provide updates.



Utilities Department Operating Reports- June 2025

Water Treatment-

- The Consumer Confidence report for 2024 was completed and submitted to MDE. It was published in the Frederick News Post and residents can view it on the City Website and Facebook page.
- Staff began passing out Lead and Copper sample packets. These samples are done every 3 years with cooperation from homeowners and can only be done at specific houses that meet the criteria set by MDE.
- Met with Engineers to discuss the reservoir project. They provided submittals and a cost estimate for the project. Low end will be \$4.6 Million while the high end will be \$6.9 Million. As a contingency plan we are looking into insurance covering the cost of replacing the cover.

Wastewater Treatment-

- New Utility Pumps were installed at the plant. These pumps provide treated wastewater to the belt press, head works screen, pump lubrication systems, and for service water.
- Staff responded to several after-hour calls to repair failed valves at the plant. It was later discovered that there was an issue with the air-drying system. The airlines were purged and cleared. Staff replaced solenoids on the pneumatic controlled valve actuators to avoid any further failures. Part of the upgrade includes replacing all valve actuators with electric actuators.
- Influent Flows remain higher than average, especially during rain events.



City of Brunswick, MD - Water Treatment Plant Water Flow Report for 2025

Month	Flow								Wasted Water		
	Total Rain Fall	Total Raw Water from River (MG)	Raw Water Daily Average (MGD)	Total WTP Effluent (MG)	WTP Effluent Daily Average (MGD)	Total Yourtee Springs Effluent (MG)	Yourtee Springs Effluent Daily Average (MGD)	Total From Towers (MG)	Backflush / FTW Water Daily Average	Backwash Water Daily Average	Average Daily Gallons to WWTP
January	2.00	13.931	0.449	12.150	0.392	4.686	0.151	11.565	0.057	0.017	0.074
February	2.50	12.430	0.444	10.872	0.388	4.094	0.146	9.908	0.055	0.015	0.070
March	1.90	14.232	0.459	12.811	0.413	4.476	0.144	12.028	0.045	0.013	0.058
April	3.60	14.208	0.474	12.629	0.421	4.306	0.143	11.631	0.052	0.015	0.067
May	12.10	15.475	0.499	13.515	0.439	4.381	0.141	12.562	0.063	0.020	0.083
June	4.90	16.808	0.560	14.829	0.494	4.283	0.143	13.822	0.653	0.020	0.673
July									0.000		0.000
August									0.000		0.000
September									0.000		0.000
October									0.000		0.000
November									0.000		0.000
December									0.000		0.000
YTD Total	27.00	87.084	2.885	76.806	2.547	26.226	0.868	71.516	0.925	0.100	1.025
YTD Avg	4.50	14.514	0.481	12.801	0.425	4.371	0.145	11.919	0.077	0.017	0.085



City of Brunswick, MD - Wastewater Treatment Plant Flow & Sludge Cumulative Report for 2025

Month	Flow							Sludge			
	Total Rainfall Inches	Total Influent MGD	Influent AVG Daily MGD	Influent Max Daily MGD	Total Effluent MGD	Effluent AVG Daily MGD	Effluent Max Daily MGD	Sludge Wet TONS	Sludge Dry TONS	AVG % Solids	Gallons Water Hauled to the Landfill
January	1.80	19.111	0.616	0.771	15.557	0.502	0.640	148.64	20.51	13.79	30727
February	2.30	19.731	0.705	0.968	15.130	0.540	0.788	129.65	19.06	14.70	26520
March	1.70	19.409	0.626	0.851	15.293	0.493	0.665	136.06	10.23	15.04	30175
April	4.10	20.163	0.672	0.796	16.010	0.534	0.730	104.72	15.84	15.11	21314
May	12.90	36.080	1.164	2.128	28.519	0.920	1.754	127.44	19.14	15.02	25971
June	5.10	26.854	0.895	1.474	21.462	0.715	1.151	130.75	19.59	15.00	26657
July											0
August											0
September											0
October											0
November											0
December											0
YTD Total	27.90	141.348	4.678	6.988	111.971	3.704	5.728	777.26	104.37	-	161365
YTD Avg	4.65	23.558	0.780	1.165	18.662	0.617	0.955	129.54	17.40	14.78	26941

Purchase Orders

PO Proof List



User: cmyers
 Printed: 07/02/2025 - 1:06PM
 Batch: 00005.07.2025 - 2025-07-02 CAM

Ship Location

Line Item Description

PO No.	Vendor No.	Vendor Name	PO Date	Acct No.	Account Description	Amount	Qty
City Hall							
0000260005	11323	Innovative Incorporated	7/2/2025	10-501-10-6301	IT Network Admin Consultant	883.50	0
0000260005	11323	Innovative Incorporated	7/2/2025	10-501-10-6301	IT Network Admin Consultant	14,136.00	0
0000260005	11323	Innovative Incorporated	7/2/2025	10-507-10-6301	IT Network Admin Consultant	3,534.00	0
0000260005	11323	Innovative Incorporated	7/2/2025	10-520-11-6301	IT Network Admin Consultant	883.50	0
0000260005	11323	Innovative Incorporated	7/2/2025	10-530-12-6301	IT Network Admin Consultant	7,068.00	0
0000260005	11323	Innovative Incorporated	7/2/2025	20-532-20-6301	IT Network Admin Consultant	4,417.50	0
0000260005	11323	Innovative Incorporated	7/2/2025	60-533-60-6301	IT Network Admin Consultant	4,417.50	0
						35,340.00	0
Grand Total:						35,340.00	0



QUOTE

QUOTE #	AAAQ19696-01
DATE	Jun 11, 2025

13332 Pennsylvania Avenue, Hagerstown MD 21742
 t. 301-739-7414 w. www.innovativeinc.net

To Carrie Myers
 City of Brunswick
 1 West Potomac St
 Brunswick, MD 21716
 United States

Phone (301) 834-7500

SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
Emmy Sickler		50/50	

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Sharepoint Migration / Metadata System Setup		
1	<p>SOW: Innovative work with alongside City of Brunswick and perform a sharepoint migration. This is a new solution rollout and not a simple file migration. Staff will need to work closely with Innovative to develop site/permission strategies.</p> <p>Total storage is around 800GB of files. Innovative will take point and get files moved into the proper sites with proper permissions and tagging. Innovative will also help in the policy building for how end users will access files (one drive sync vs web access).</p> <p>Innovative will assist with the training effort for staff and show them how to leverage the new solution. This is a major undertaking and city leaders will need trained well to also help educate staff.</p> <p>File shares will be disabled when the go live is complete but the file server will remain online (Application Server).</p> <p>Timeline for Migration and Metadata Setup: The timeline will be 6-9 week from start to finish.</p> <p>Migration of Files Preparation (Organizing files, cleanup) 1-5 days Migration 1-3 weeks Metadata Setup 4-8 days Managed Metadata Configuration: Enable Term Store and configure taxonomy Add Managed Metadata and Enterprise Keyword columns to libraries Folder-Level Permissions 3-5 days Post-Migration and Training 2-5 days User Training Support and Documentation</p>	\$35,340.00	\$35,340.00

Please contact me if I can be of further assistance.

SUBTOTAL	\$35,340.00
SALES TAX	\$0.00
TOTAL	\$35,340.00

1. MASTER SERVICE AGREEMENT. The Parties hereby agree and acknowledge that the terms of the Master Service Agreement (“MSA”) between Innovative and Company are incorporated by reference and if fully set forth herein. As anticipated under the terms of the MSA, this Quote sets forth the specific services and/or items being purchased by Company.

2. CHANGES TO QUOTE. This Quote will remain in full force and effect unless it is modified by a fully-executed, subsequent quotation modifying and/or covering the same scope of service(s) or product(s). If the Parties execute a subsequent Quote, the selections made in this Quote and all prior Quotes pursuant to the MSA between the Parties will remain in full force and effect unless those specific line-items are modified. By way of illustrative example, if Company purchases Electronic Backup Services in this Quote, and then executes a subsequent Quote wherein Company purchases Equipment, the Electronic Backup Services purchased via the prior Quote will remain in effect unless specifically noted on the subsequent Quote. There is no limit to the number of Quotes the Parties can execute pursuant to the same MSA.

Unless specified otherwise in quote above, all hardware includes a 1-year onsite warranty provided by Innovative.

Credit card transactions are subject to a 2% convenience fee.

*Due to extreme volatility in the technology supply chain, pricing and availability may change without notice.
Total shipping charges will be applied to final invoice.*

To accept this quotation, sign here and return: _____

Thank You For Your Business!



THE CITY OF BRUNSWICK MARYLAND

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

Mayor & Council Brunswick Crossing Section 2A SWM Pond 14 Release Letter of Credit Reduction Staff Report June 24, 2025

BACKGROUND:

Letters of Credit were presented to the City for all of Section 2A SEC and SWM. The work associated with those sections has been released in multiple ways via the county inspection process. A breakdown of today's request is listed in the analysis below.

ANALYSIS:

On May 27, 2025 Frederick County inspected pond 14 and authorized full release of that pond. The applicant has requested release of the surety associated with that pond. This release will result in the reduction of the following LOC's:

850-028510-L008

Total Current Amount Posted - \$97,047.37

- LOC Breakdown as follows:
 - o 2A SEC Amount \$36,929.17
 - o 2A Pond 14 \$18,993.40
 - o 2A Pond 15 \$17,947.40
 - o 2A Pond \$23,177.40

850-028510-L004

Total Original Amount Posted - \$320,146.38

- LOC Breakdown as follows:
 - o 2A SEC Amount \$311,128.65
 - o 2A Pond 14 \$2,849.01
 - o 2A Pond 15 \$2,692.11
 - o 2A Pond \$3,476.61

850-028510-L008 Reduction Requested (Highlighted Above) - \$18,993.40

850-028510-L004 Reduction Requested (Highlighted Above) - \$2,849.01

STAFF RECOMMENDATIONS:

Staff recommends that Mayor & Council consent to acceptance of the surety release on pond 14 via reduction of the Letter of Credits listed above.



PLEASANTS DEVELOPMENT, LLC. 24012 Frederick Rd. | Suite 200 | Clarksburg, MD 20871 | T 301 428-0800 | F 301 428-1736

J. DAN FRYER, P.E.
PROJECT MANAGER

EXTENSION: 1087
EMAIL: DFRYER@PLEASANTS.ORG

June 17, 2025

Mr. Bruce Dell,
Planning and Zoning Administrator
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716

Reference: Release Request for the 2A, SWM Pond #14 (MJ 98424), City of Brunswick, LOC 850-028510-L004, LOC 850-028510-L008

Dear Mr. Dell:

Please consider the attached request for release funds in regards to the 2A, SWM Pond #14 (MJ 98424). The work has been properly completed and inspected per Frederic County requirements. Please find enclosed the release request supporting documentation for Surety reduction and aggregate summary.

This release will result in the reduction of the following LOC's:

850-028510-L008

Total Current Amount Posted -	\$97,047.37
• LOC Breakdown as follows:	
o 2A SEC Amount	\$36,929.17
o 2A Pond 14	\$18,993.40
o 2A Pond 15	\$17,947.40
o 2A Pond	\$23,177.40

850-028510-L004

Total Original Amount Posted -	\$320,146.38
• LOC Breakdown as follows:	
o 2A SEC Amount	\$311,128.65
o 2A Pond 14	\$2,849.01
o 2A Pond 15	\$2,692.11
o 2A Pond	\$3,476.61

850-028510-L008 Reduction Requested (Highlighted Above) - **\$18,993.40**

850-028510-L004 Reduction Requested (Highlighted Above) - **\$2,849.01**

Thank you for your assistance on this matter and please contact me at 301-428-0800 with any questions.

Sincerely,

Morgan L. Etters

Morgan L. Etters
Project Manager
Pleasants Development, LLC



THE CITY OF BRUNSWICK MARYLAND

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

Mayor & Council
Brunswick Crossing Commercial East – Waterline
Final Acceptance - Performance Bond and Letter of Credit Release
Staff Report
June 24, 2025

BACKGROUND:

A Performance Bond in the amount of \$29,522.65 and a Letter of Credit for the 15% contingency in the amount of \$4,428.40 was submitted to the City in June 2024.

ANALYSIS:

On June 3, 2025, Public Works had inspected the site and confirmed acceptance. The applicant has requested final acceptance. Upon final acceptance the City releases the Performance Bond and Letter of Credit in its entirety.

STAFF RECOMMENDATIONS:

Staff recommend that the Mayor & Council consent to final acceptance of the Bond and Letter of Credit release.

Bond 800155160 \$29,522.65
LOC 850-028510-L022 \$4,428.40



PLEASANTS DEVELOPMENT, LLC | 24012 Frederick Rd. | Suite 200 | Clarksburg, MD 20871 | T 301 428-0800

MORGAN ETTERS
PROJECT MANAGER

EXTENSION: 1097
EMAIL: METTERS@PLEASANTS.ORG

June 11, 2025

Mr. Bruce Dell
Planning and Zoning Administrator
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716

Reference: Final Acceptance Request for Commercial Roadway Waterline Extension, City of Brunswick, Bond #800155160, LOC #850-028510-L022

Dear Mr. Dell:

We are respectfully requesting Final Acceptance and release in regards to the Commercial Roadway extension public waterline. The work has been properly completed and inspected.

Original Bond Amount Posted (SD) -	\$29,522.65
Original 15% Contingency LOC Posted (SD) -	<u>\$4,428.40</u>
Bond Amount Requested for Release -	\$29,522.65
15% Contingency LOC Requested to be Released -	<u>\$4,428.40</u>

Thank you for your assistance on this matter and please contact me at 301-428-0800 with any questions.

Sincerely,

Morgan L. Eppers
Project Manager
Pleasants Development, LLC



June 17, 2025

The Honorable Nathan Brown, Mayor
c/o Julie Martorana, City Administrator
City of Brunswick
1 West Potomac Street
Brunswick, Maryland 21716

Via Email Only
jmartorana@brunswickmd.gov

Re: Retainer Agreement - Trial Boards
Complaint #23-04, Complaint #23-05 & 23-05b and Complaint #23-07

Dear Mr. Mayor and Ms. Martorana:

As I discussed with Chief Grunwell, with your approval we will represent the City of Brunswick in connection with the trial board hearings for the above matters, other policing matters, and such other matters that you may request. At this point I am waiting for confirmation on the scope of a pending appeal. It is my understanding that the Police Department wishes to combine these cases into one hearing if possible to conserve costs which makes sense to me. Depending upon the status of the appeal, it may be prudent to proceed individually. We can address that after I get further information.

This is an engagement letter to confirm my firm's employment and fees. Because we are working on behalf of a municipality we discount our rates substantially. My regular rate is Four Hundred Dollars (\$400.00) per hour but I will reduce my rate to Two Hundred Seventy-Five Dollars (\$275.00) per hour. My partner, Clark Adams, will bill at the reduced rate of Two Hundred Fifty Dollars (\$250.00) per hour. Our associate, Alan Shapiro, will bill at the reduced rate of Two Hundred Dollars (\$200.00) per hour. Paralegal time is billed at Seventy-Five Dollars (\$75.00) per hour. In addition, we bill for out-of-pocket costs such as research, postage, copying, etc. In the event litigation is pursued, we also charge for court costs. Outside witness and/or deposition fees, including deposition transcript fees, will be invoiced separately. We also bill for travel time to the extent that it takes us out of the office during normal business hours. Time is billed in tenth of an hour increments, and we provide detailed invoices on a monthly basis.

We request that the City pay its bills in full on a monthly basis. In the event any invoice in excess of Five Hundred Dollars (\$500.00) remains unpaid more than fifteen (15) days after it is due, you expressly consent to our withdrawal from any and all representation on your behalf. We will work with you to represent you as economically as possible. Our firm's privacy policy is attached.

During the pendency of this matter, please do not destroy (delete) any communications or other documents relating to [REDACTED]. I have also made this request of the Chief and Captain already. This includes electronic files, e-mails, texts, etc.

19 N. Court Street, Suite 201
Frederick, MD 21701

PHONE: 301-668-7575
FAX: 301-668-7755

www.powell-llc.com

City of Brunswick
The Honorable Nathan Brown
June 17, 2025
Page 2 of 2

It is our firm's policy to provide clients with PDF copies of all correspondence, documents and pleadings in any litigation by e-mail. Because we maintain only electronic files, any original documents you provide will be returned to you after scanning to our system. We will not maintain a physical file with hard copies. The electronic file will be held for seven (7) years after the conclusion of the case and then destroyed.

Please be advised e-mail security cannot be guaranteed. If items are highly confidential you may wish to use a different method of delivery.

Should you have an urgent matter, please call the office to set up a phone conference rather than e-mailing. We cannot guarantee receipt of your e-mail or a timely response.

If these arrangements are acceptable to you, please sign below where indicated and return this letter. My representation on your behalf will not commence until I am in receipt of both the retainer amount and this executed agreement.

If you have any questions or concerns, please call me. We look forward to working with you.

Sincerely,



Leslie A. Powell

LAP/ajm
Attachment

cc: Chief Kevin Grunwell

Agreed and Accepted:

CITY OF BRUNSWICK

BY: _____ Date: _____
Nathan Brown, Mayor

**NOTICE OF
PRIVACY POLICY
OF
POWELL, LLC**

Under federal regulations passed pursuant to the Gramm-Leach-Bliley Act, all persons, including attorneys, who provide advice on personal financial matters (which is broadly defined) are now required to inform clients of their policies regarding privacy of client information. Powell, LLC is providing this notice to you to explain our Privacy Policy with regard to personal information about you that we obtain and how we keep that information secure.

We understand your concerns as a client regarding the need to ensure the privacy of all your information. Your privacy is important to us and maintaining your trust and confidence is a high priority of this firm. Of course, we have and continue to be bound by professional standards of conduct that are more stringent than those required by this law. Therefore, we have always protected your right to privacy. We shall continue to maintain the highest level of confidentiality for client information as well as information that is protected by the attorney-client privilege.

INFORMATION WE COLLECT OR MAINTAIN

We collect personal information about you from the following sources:

- Information we receive from you in written, electronic and other forms of communication;
- Information about your transactions with us;
- Information we receive from other persons or entities in connection with our representation of you;
- Legal advice provided by us and others acting on your behalf in our possession; and
- Your financial data from your business advisors, your accountants and you.

WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT OUR CLIENTS OR FORMER CLIENTS TO ANYONE, EXCEPT AS REQUIRED BY LAW AND ANY APPLICABLE STATE ETHICS RULES.

CONFIDENTIALITY AND SECURITY

Personal information about you is restricted to our attorneys and other employees within our firm. The right of those individuals to further disclose or use the information is strictly limited by the policies of our firm, applicable laws and applicable state ethics rules. We maintain physical, electronic and procedural safeguards that comply with applicable laws and applicable state ethics rules to guard your personal information.

Please be aware that the transmission of personal information electronically is inherently unsafe and that data breaches may occur. If you choose to transmit or receive information electronically you are assuming the risk that it may be intercepted by unauthorized persons.

* * * * *

If you have any questions about this Privacy Policy, contact Powell, LLC,
19 North Court Street, Suite 201, Frederick, Maryland 21701
(301) 668-7575

Market Status as of June 2025

Energy prices are the highest since 2020. 100% increase for electricity since 2023 is the norm, 55% increase for natural gas

Energy Bill Breakdown:

Energy Supply Service Price Primary Components – Deregulated

- Energy kWh - Energy has been stable for the past four years
- Capacity kW (Demand)
- Transmission kW
- Renewal Energy Portfolio Standard kW

Delivery Services from Utility – Regulated

Taxes and Fees – Regulated

PJM Supply Service Rates - Capacity and Transmission Fees:

- **June 2024 to May 2025 year**, the capacity auction price was **\$28.92 per megawatt day**.
- **June 2025 to May 2026 year**, **\$269.92 per megawatt day**
 - Potomac Edison Maryland
 - PEPCO District of Columbia
 - PEPCO MD
 - Delmarva
- **June 2025 to May 2026 year** **\$466.35 per megawatt day**
 - BGE delivery area
 - Because of supply and transmission constraints,
- **June 2026 to May 2027 year**
 - PJM on **April 22, 2025** FERC established a price cap of approximately \$325/MW-day in unforced capacity and a price floor of approximately \$175/MW-day for all capacity auctions for the 2026/2027 and 2027/2028 delivery years.

Pricing Options:

- **All in Fixed Price** to **include capacity and transmission pricing composites**
 - Current contract pricing and term

- **Energy Only Fixed with capacity and transmission pricing composites as a pass-thru cost**
 - Option to convert to all-in-fixed
 - CQI will conduct quarterly reviews
 - Capacity & Transmission Fee are reset every May to go into effect in June. Next transition is June 2026

- **Full indexed with current supplier –**
 - Monthly – Indexed Market Based Rates
 - Summer Peak will be highest potential pricing

Quote Date	7/2/2025
Service	Electricity
Region/ Market	Maryland
Distribution Company	Potomac Edison
Start Date New Contract	7/25 MRD

**Mayor and Council of Brunswick
ENERGY ONLY**

Current Supplier:	Constellation				
Contract Term:	May 2020 to May 2025	<u>Annual kWh</u>	<u>Annual Cost</u>		
Contract Price:	\$0.05120	3,764,627	\$192,749	Current Cost	
Pot Ed Rate	\$0.10201	3,764,627	\$384,030	Pot Ed Cost - Price to Compare	To May 2026

				Current Cost	Pot Ed Rate (\$/kWh)
<u>July 2025 - July 2026</u>	Pricing Requires Updating at the Time Contract is Prepared			\$192,749	\$384,030
ALL-IN-FIXED	<u>12 Months*</u>	<u>Annual kWh</u>	<u>Annual Cost</u>	<u>Estimate vs. Current Contract</u>	<u>Estimate vs. Utility Rate</u>
All in Fixed - Low Bid	\$0.09832	3,764,627	\$370,138	(\$177,389)	\$13,891
		<u>Annual Increase</u>			
ENERGY ONLY	<u>12 Months*</u>				
Energy Only - Low Bid	\$0.06469	3,764,627	\$243,534		
<u>Pass Thru Cap & Trans Fees</u>	\$0.02588	3,764,627	\$97,413		
<u>Total Rate Estimate Weighted Average</u>	\$0.09057		\$340,947	(\$148,198)	\$43,082

(\$29,191)

				Current Cost	Pot Ed Rate (\$/kWh)
<u>July 2025 - Jan 2027</u>	Pricing Requires Updating at the Time Contract is Prepared			\$192,749	\$384,030
ALL-IN-FIXED	<u>18 Months*</u>	<u>Annual kWh</u>	<u>Annual Cost</u>	<u>Estimate vs. Current Contract</u>	<u>Estimate vs. Utility Rate</u>
All in Fixed - Low Bid	\$0.09843	3,764,627	\$370,552	(\$177,803)	\$13,477
		<u>Annual Increase</u>			
ENERGY ONLY	<u>18 Months*</u>				
Energy Only - Low Bid	\$0.06560	3,764,627	\$246,960		
<u>Pass Thru Cap & Trans Fees</u>	\$0.02624	3,764,627	\$98,784		
<u>Total Rate Estimate Weighted Average</u>	\$0.09184		\$345,743	(\$152,994)	\$38,286

(\$24,809)

				Current Cost	Pot Ed Rate (\$/kWh)
<u>July 2025 - July 2027</u>	Pricing Requires Updating at the Time Contract is Prepared			\$192,749	\$384,030
ALL-IN-FIXED	<u>24 Months*</u>	<u>Annual kWh</u>	<u>Annual Cost</u>	<u>Estimate vs. Current Contract</u>	<u>Estimate vs. Utility Rate</u>
All in Fixed - Low Bid	\$0.09772	3,764,627	\$367,879	(\$175,130)	\$16,150
		Annual Increase			
ENERGY ONLY	<u>24 Months*</u>				
Energy Only - Low Bid	\$0.06575	3,764,627	\$247,524		
<u>Pass Thru Cap & Trans Fees</u>	\$0.02630	3,764,627	\$99,010		
<u>Total Rate Estimate Weighted Average</u>	\$0.09205		\$346,534	(\$153,785)	\$37,496

(\$21,345)

				Current Cost	Pot Ed Rate (\$/kWh)
<u>July 2025 - Jan 2028</u>	Pricing Requires Updating at the Time Contract is Prepared			\$192,749	\$384,030
ALL-IN-FIXED	<u>30 Months*</u>	<u>Annual kWh</u>	<u>Annual Cost</u>	<u>Estimate vs. Current Contract</u>	<u>Estimate vs. Utility Rate</u>
All in Fixed - Low Bid	\$0.09728	3,764,627	\$366,223	(\$173,474)	<u>\$17,807</u>
		Annual Increase			
ENERGY ONLY	<u>30 Months*</u>				
Energy Only - Low Bid	\$0.06545	3,764,627	\$246,395		
<u>Pass Thru Cap & Trans Fees</u>	\$0.02618	3,764,627	\$98,558		
<u>Total Rate Estimate Weighted Average</u>	\$0.09163		\$344,953	(\$152,204)	<u>\$39,077</u>

(\$21,270)

				Current Cost	Pot Ed Rate (\$/kWh)
<u>July 2025 - July 2028</u>	Pricing Requires Updating at the Time Contract is Prepared			\$192,749	\$384,030
ALL-IN-FIXED	<u>36 Months*</u>	<u>Annual kWh</u>	<u>Annual Cost</u>	<u>Estimate vs. Current Contract</u>	<u>Estimate vs. Utility Rate</u>
All in Fixed - Low Bid	\$0.09718	3,764,627	\$365,846	(\$173,098)	\$18,183
		Annual Increase			
ENERGY ONLY	<u>36 Months*</u>				
Energy Only - Low Bid	\$0.06558	3,764,627	\$246,884		
<u>Pass Thru Cap & Trans Fees</u>	\$0.02623	3,764,627	\$98,754		
<u>Total Rate Estimate Weighted Average</u>	\$0.09181		\$345,638	(\$152,889)	\$38,392

(\$20,209)

* Rates Quoted by the Suppliers are subject to possible future regulatory "Changes in Law" which could include rate changes implemented by the Federal Energy Regulatory Commission, the Utility Grid Management Company - PJM and the State Public Utility Commissions or Agencies

CQI Associates, LLC requires that above referenced client's management, staff, associates, consultant and contractors shall not disclose the contents or terms of this Agreement and the proprietary information developed and provided by the CQI Associates, LLC to a third party, except in order to comply with the implementation of this Agreement process and any applicable law, order, or regulation.

Traditional Grid Based Electricity Supply Services
National Averages - Trend Chart - Cost per kWh
Current Projection, June 16, 2025 (Blue 12 month Averages)

