

**MAYOR AND COUNCIL MEETING
TUESDAY, SEPTEMBER 9, 2025, 6:00PM**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
 - a. National Recovery Month Proclamation
 - b. National Suicide Prevention Month Proclamation
 - c. National Preparedness Month Proclamation
3. **APPROVAL OF MINUTES**
 - a. Mayor and Council – August 12 & 26, 2025
4. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
5. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Ordinance 622 – Maximum Fine for Municipal Infractions – first reading
6. **STAFF REPORTS**
7. **CONSENT AGENDA**
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
 - a. Council Member Vacancy Process – vote anticipated
 - b. Donation Request – Wreaths Across America – vote anticipated
 - c. Event Application Approval – Railroad Days – vote anticipated
10. **ADJOURN**

PROCLAMATION

NATIONAL RECOVERY MONTH

SEPTEMBER 2025

WHEREAS, behavioral health is an essential part of health and one’s overall wellness, and

WHEREAS, preventing and overcoming mental and substance use disorder is essential to achieving healthy lifestyles, both physically and emotionally, and

WHEREAS, we must encourage relatives and friends of people with mental and/or substance use disorders, to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services, and

WHEREAS, an estimated one million individuals in Maryland are affected by these conditions, and

WHEREAS, the City of Brunswick will join Frederick County in “going purple” to bring awareness to substance use disorder and to reduce substance-related deaths and overdoses;

THEREFORE, the Mayor and Council of Brunswick do hereby recognize September 1-30, 2025 as National Recovery Month in Brunswick, Maryland.

Nathan Brown, Mayor

PROCLAMATION

National Suicide Prevention Month

WHEREAS; September is known around the United States as National Suicide Prevention Month and is intended to help promote awareness surrounding each of the Suicide Prevention resources available to us and our community.

WHEREAS; Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

WHEREAS; According to the CDC, each year more than 41,000 people die by suicide; and

WHEREAS; Suicide is the 10th leading cause of death among adults in the US, and the 2nd leading cause of death among people aged 10-24; and

WHEREAS; the City of Brunswick chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and

WHEREAS; local organizations like Suicide Prevention Services (SPS) and national organizations like the National Alliance on Mental Illness (NAMI) are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and

WHEREAS, every member of our community should understand that throughout life's struggles we all need the occasional reminder that we are all silently fighting our own battles; and

WHEREAS, the Mayor and Council of Brunswick encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

NOW, THEREFORE, the Mayor and Council of Brunswick do hereby proclaim the month of September 2025, as National Suicide Prevention Month in the Brunswick.

Nathan Brown, Mayor

PROCLAMATION

NATIONAL PREPAREDNESS MONTH

SEPTEMBER 2025

WHEREAS, the Mayor and Council recognize the importance of readying ourselves and our community for natural and man-made disasters, and

WHEREAS, the Mayor and Council extend our sincerest gratitude to first responders by supporting them and providing them with necessary tools to carry out their jobs and keep residents safe, and

WHEREAS, the Mayor and Council understand that by educating our residents on how to prepare and respond to emergencies, we can help save lives, and

WHEREAS, the Mayor and Council encourage all residents to better prepare themselves and their families and improve their readiness for disaster by making an emergency supply kit, practicing a family emergency plan, and signing up for emergency alerts,

THEREFORE, the Mayor and Council of Brunswick do hereby recognize September 1-30, 2025 as National Preparedness Month in Brunswick, Maryland.

Nathan Brown, Mayor

City of Brunswick
Mayor and Council Meeting Minutes
August 12, 2025, 6:00PM

The August 12, 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 (via Teams), 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; Bruce Dell, Director of Planning; Rikki Bruchey, Deputy Director of Finance; Eric Marting, Deputy Director of Planning; Crissy Barry, Program Manager; and Dan Sherwood, Accountant.

Mayor's Remarks

- Mayor Brown read the following statement:
 - The Brunswick City Council met in closed session on July 29, 2025 at 6:05pm. The purpose of this meeting was to consult with legal counsel. 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 (Teams), Andy St. John, Brian Sandusky, Eric Smothers, Angel White (Teams), and Daniel Yochelson. Staff Members Julie Martorana, Jeremy Mose, and Carrie Myers were present. City Attorney Noel Manalo was also present.
- Governor's Budget Funding Request – Mayor Brown stated this letter had been sent and provided a copy to Council Members.
- Storm Drain Safety Initiative – Mr. Mose stated staff was creating a public service announcement campaign on storm drain safety, conducting an assessment of all storm drains, and developing an action plan to address any concerns or safety issues.

Approval of Minutes

- Mayor and Council Meeting – July 8, 22 & 29, 2025
- Mayor and Council Closed Meeting – July 29, 2025

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

Citizens' Forum – No comments received.

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2025-27 – APFO Letter of Understanding (Springdale)

Mr. Dell stated this resolution outlined the water and sewer and roads conditions required to comply with the APFO for the Springdale development. The agreement was for ten years.

Mr. Smothers made a motion to approve Resolution 2025-27. Mr. Caves seconded the motion, which passed 6-0.

- Resolution 2025-28 – Water/Wastewater Service Agreement (Springdale)

Mr. Dell stated this resolution memorialized the taps locked in for the Springdale development, as well as outlining the allowable uses of said taps.

Mr. St. John made a motion to approve Resolution 2025-28. Mr. Caves seconded the motion, which passed 6-0.

Staff Reports

Staff Members presented their monthly reports.

Consent Agenda

- PO 260028 Approval – Frederick County Government – PD IT - \$38,115.21
- PO 260029 Approval – Southern Corrosion – Storage Tank - \$37,382.27
- Brunswick Crossing Section 4 Part 2 “Lower” Wet Utilities Conditional Acceptance - Performance Bond Release
- FY25 Budget Amendments #8 &9

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

Unfinished Business

- Mission, Vision & Values

Mr. Mose explained the background of the Mission, Vision & Values statements. These statements were prepared by Mr. Mose and edits were presented by Council Member Caves. The Equity and Inclusion Committee also presented thoughts on both the original version and the edits. Council Member Caves presented a narrative of his thought process behind the proposed edits.

All remaining Council Members expressed the opinion that the Mission, Vision & Values statements had become too long and overcomplicated. Some also stated the process had already taken too much time and energy to complete.

Mayor Brown stated he hadn't been involved in drafting the original version or in the edits, however he had requested the input from the Equity and Inclusion Committee. He suggested Council Member Caves, Ms. Martorana, and Mr. Mose work together with the Committee to present a cohesive version at a future meeting.

New Business

- Capital Projects Funding Options Presentation

Jen Dierksen and Susan Ostazeski from Davenport, the City's financial advising firm, presented options for funding various capital projects including upgrades to the wastewater treatment plan, reservoir, sports complex, and B&O Park. The Finance Commission forwarded a recommendation to explore BAN (bond anticipation note) funding, along with USDA funding and/or other grant options that become available. After questions presented by the Council were answered by Davenport, the Council consented to explore the option recommended by the Finance Commission.

- Event Application Approval – Galyn Manor Labor Day Block Party

Mr. Smothers made a motion to approve the Labor Day Block Party. Mr. Yochelson seconded the motion, which passed 6-0.

- Event Application Approval - Brunswick Families First

Mr. Yochelson made a motion to approve the Brunswick Families First recurring uses of the City Park Building, with the fee waived for all events. Ms. White seconded the motion, which passed 6-0.

The meeting adjourned at 8:06pm.

Submitted by: Carrie Myers

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

**City of Brunswick
Public Hearing Minutes
August 26, 2025, 6:00PM**

- Charter Amendment

Ms. Myers explained during the charter update in 2024 the City was unaware of a publishing requirement relating to the Public Hearing notification. While notice was published, it was not completed at least 21 days prior to the Public Hearing date as is required. This procedural defect was discovered by the City’s bond counsel during recent discussions about obtaining future bond funding. To be in full compliance the City felt it was best to repeat the entire process. The draft charter changes were identical to those proposed in 2024 except sections pertaining to bond funding, which were updated at the advice of bond counsel. Ms. Myers read a fair summary of the proposed changes and discussed the updated process and timeline. The charter would become effective on October 15, 2025.

Ariel Gonzalez, Center Street – Mr. Gonzalez offered general comments about Brunswick and some of his visions and hopes for governance.

Ms. White made a motion to close the public hearing at 6:08pm. Mr. Smothers seconded the motion, which passed 5-0.

**City of Brunswick
Mayor and Council Meeting Minutes
August 26, 2025, 6:08PM**

The August 26, 2025 City of Brunswick Mayor and Council Meeting was convened 6:08P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Caves, Eric Smothers, Andy St. John (via Teams), Angel White, and Daniel Yochelson, Council Members; Julie Martorana, City Administrator; Jeremy Mose, Assistant City Administrator; Carrie Myers, Director of Administration; Chief Kevin Grunwell; and Carmen Hilton, Program Manager.

Mayor’s Remarks

- Ms. White announced that this would be her last Council meeting as she was moving out of state and stepping down from the Council. Mayor Brown issued a proclamation declaring the day “Angel White Day” in Brunswick. Mayor Brown stated that Ms. Myers would be discussing the processes for filling Ms. White’s Council seat at a future meeting.

Citizens’ Forum – No comments received.

Introduction and Adoption of Resolutions and Ordinances

- Charter Amendment Resolution 2025-01

Mr. Yochelson made a motion to approve Charter Amendment Resolution 2025-01. Ms. White seconded the motion, which passed 5-0.

Council Liaison Reports

Council Members presented their monthly reports.

Consent Agenda

- PO 260033 Approval – Sherwood Logan – WTP Mixer - \$59,405
- PO 260042 Approval – Wilson T. Ballard – East G Street Sewer Main Design - \$60,500

- PO 260043 Approval – Wilson T. Ballard – East D Street Water Main Design - \$58,700

Mr. Yochelson made a motion to approve the consent agenda items. Mr. Caves seconded the motion, which passed 5-0.

Unfinished Business

- Mission, Vision, Values

Mr. Mose, Ms. Martorana, and Mr. Caves all discussed the process for solidifying and presenting the uniform draft of the Mission, Vision, Values statement. Council Members expressed appreciation for the simplification of the document from past versions.

Ms. White made a motion to approve the Mission, Vision, Values statement. Mr. Caves seconded the motion, which passed 5-0.

- Schneider Electric WWTP Phase 1 Upgrade

Mr. Mose gave an update regarding the scope, funding, risks, and timeline of the project including technical details, contract provisions, and coordination with parallel projects. Phase I included replacing the sludge press and UV system. The overall project would total no more than \$8.3 million, funded through a bond anticipation note and grants. Ongoing efforts to identify additional funding methods would continue. A clause was added to the contract allowing the City to back out of the remainder of the project if full funding could not be obtained. Extensive permitting would be required. The project timeline was expected to be around 18 months after commencement.

Mr. Smothers made a motion to approve the project and associated purchase order. Mr. Caves seconded the motion, which passed 5-0.

New Business

- Business Market Profile

Ms. Hiton presented a new market profile for Brunswick she plans to use for future business attraction.

- Agreement with Brunswick Fire Department for Utility Equipment

Ms. Myers stated the agreement was to mount equipment at the fire department. She stated the location was ideal to reach the west part of town. Mr. Yochelson made a motion to approve the agreement. Mr. Smothers seconded the motion, which passed 5-0.

- Event Application Approvals
 - BARC – Haunted Hayride
 - BARC – Jingle Bell Run and Santa Stroll

Ms. Myers discussed the two events and stated staff recommended approval of both. Mr. Smothers made a motion to approve both events. Mr. Yochelson seconded the motion, which passed 5-0.

- Donation Request – Broad Run Off Road

Mr. Caves made a motion to donate \$500. Mr. Yochelson seconded the motion, which passed 5-0.

The meeting adjourned at 7:04pm.

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

**MAYOR AND COUNCIL OF BRUNSWICK
ORDINANCE NUMBER 622**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND AND REVISE SECTIONS 10-1206 AND 10-2101 OF THE CITY OF BRUNSWICK CODE OF ORDINANCES ("CODE") TO ADHERE TO HOUSE BILL 1506, "MUNICIPALITIES – ENFORCEMENT OF ORDINANCES AND RESOLUTIONS".

WHEREAS, changes to the above-referenced Sections of the Code of Ordinances were prepared and submitted to the Mayor and Council of Brunswick and vetted at public meetings on September 9, 2025, and September 23, 2025, which was properly advertised and conducted, and

WHEREAS, the City Council seeks to eliminate the maximum fine as \$1,000.00 and replace it with the maximum fine as \$5,000.00, according to the House Bill 1506 legislation, and

WHEREAS, Ordinance 622 was drafted and presented as a first reading at a regular meeting of the Mayor and Council of Brunswick and a Public Hearing, and a second reading of Ordinance 622 was held on September 23, 2025.

Revised text is **bold**, CAPITALIZED, and underscored. Eliminated text has been ~~stricken~~.

Section 10-1206. Failure to Pay Fine

(A) In the event that an individual, who is charged with a violation the fine for which is designated as Classes A through D in Section 10-2202, does not pay the fine set forth on the citation within twenty (20) days from the date of the citation; the fine shall **MAY** be doubled, not to exceed ~~One Thousand Dollars (\$1,000.00)~~ **FIVE THOUSAND DOLLARS (\$5,000.00)**. If the recipient of the citation has not made payment of the fine noted thereon within twenty (20) days from the date of the notice, the City may request adjudication of the case in the District Court of Maryland for Frederick County, which will thereupon schedule the trial and summon the recipient of the citation to appear.

(Ordinance 537, 1/9/18) (**ORDINANCE 622, 9/23/2025**)

Section 10-2101. General Misdemeanor Penalties

Unless otherwise specifically enumerated in this Code, any person found guilty of violating any provision of this Code for which violation is a "misdemeanor," as defined in Section 10-1101, shall be subject to a fine not to exceed ~~One Thousand Dollars (\$1,000.00)~~ **FIVE THOUSAND DOLLARS (\$5,000.00)** and imprisonment not to exceed six (6) months or both such fine and imprisonment for each offense.

ORDINANCE 622, 9/23/2025

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick, that pursuant to the authority granted to it by the Land Use Article Title 11, Subtitle 1 of the Annotated Code of Maryland, Article 4 of the Charter of the City of Brunswick, and Section 1-1204 of the Brunswick City Code.

PASSED this 23rd day of September, 2025 by a vote of ___ for and ___ against, ___ abstaining and ___ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Julie Martorana
City Administrator

Name: Brian Sandusky
Title: Mayor Pro Tem

APPROVED this 23rd day of September, 2025.

EFFECTIVE this 1st day of October, 2025.

ATTEST:

Julie Martorana
City Administrator

Nathan Brown
Mayor

Date: _____



THE CITY OF BRUNSWICK MARYLAND

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

Municipal Code Infraction Fine Policy

- 1st contact** Courtesy Notice of Infraction 7 days given to correct infraction.
- 2nd contact** Violation Notice of Infraction 10 days given to correct infraction prior to citation.
- 3rd contact** Citation \$50.00 issued 5 days given to correct infraction. (17 days)
- 4th contact** Citation \$50.00 issued 5 days given to correct infraction. (23 days)
- 5th contact** Citation \$300.00 issued 3 days given to correct infraction. (27 days)
- 6th contact** Citation \$300.00 issued 3 days given to correct infraction. (30 days)
- 7th contact** Citation \$300.00 issued 3 days given to correct infraction. (33 days to \$1000.00)
- 8th contact** Citation \$500.00 issued 3 days given to correct infraction. (36 days)
- 9th contact** Citation \$500.00 issued 3 days given to correct infraction. (39 days)
- 10th contact** Citation \$1000.00 issued 3 days given to correct infraction. (42 days)
- 11th contact** Citation \$1000.00 issued 3 days given to correct infraction. (45 days)
- 12th contact** Citation \$1000.00 issued 20 days given to correct infraction. (48 days to \$5000.00)
- Schedule abatement (beginning at 68 days)

Zoning Code Infraction Fine Policy

- 1st contact** Courtesy Notice of Infraction 10 days given to correct infraction.
- 2nd contact** Violation Notice of Infraction 10 days given to correct infraction prior to citation.
- 3rd contact** Citation \$100.00 issued 5 days given to correct infraction. (20 days)
- 4th contact** Citation \$100.00 issued 5 days given to correct infraction. (25 days)
- 5th contact** Citation \$300.00 issued 3 days given to correct infraction. (30 days)
- 6th contact** Citation \$500.00 issued 3 days given to correct infraction. (33 days to \$1000.00)
- 7th contact** Citation \$500.00 issued 3 days given to correct infraction. (36 days)
- 8th contact** Citation \$500.00 issued 3 days given to correct infraction. (39 days)

9th contact Citation \$1000.00 issued 3 days given to correct infraction. (42 days)

10th contact Citation \$1000.00 issued 3 days given to correct infraction. (45 days)

11th contact Citation \$1000.00 issued 20 days given to correct infraction. (48 days to \$5000.00)

Schedule abatement (beginning at 68 days)

EFFECTIVE this 1st day of October 2025



Brunswick Police Department Monthly Report

Reporting Month and Year:
AUGUST 2025

Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	40	269	35	110
Maryland State SEROS	7	51	10	45
Warning Citations	131	740	132	626
Parking Citations (paper)	86	292	0	46

Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	1708	13446	792	7313
Homicide	0	0	0	1
Rape	0	3	0	2
Robbery	1	1	0	1
Assault	4	36	11	64
B&E	1	2	0	6
Theft	1	29	4	29
Auto Theft	0	0	0	2
Motor Vehicle Accidents	7	62	9	80
Emergency Evaluations/Mental/Suicidal Persons	18	74	4	49
Overdoses	2	8	0	9
Adult Arrests	2	56	6	59
Juvenile Arrests	0	4	7	23



THE CITY OF BRUNSWICK MARYLAND

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Department of Public Works

Mayor & Council Monthly Report September 2025

Water Line Project Updates

- The city has started the city-wide leak detection to see if there are any water leaking in the system
- The city engineer has been contacted to start the design for the 800 block of East D Street and 8th Avenue.

Sewer Line Project Updates

- The city engineer has been contacted to start the design of the 200 block of East G Street sewer line replacement.

Street and Storm Water Project Updates

- The city engineer has been contacted about getting prices to inspect 3rd Ave and East A Street culvert.

Grant Project updates

- Number of Concern Reports 56

City of Brunswick – Planning & Zoning Department

Monthly Staff Report: August 2025

I. Strategic Initiatives and Code Development

The department continued its focused efforts on the Zoning Ordinance Re-Write. A legal review session was held with Noel Manalo and internal stakeholders to ensure statutory alignment and procedural clarity. Follow-up sessions, including a zoning rewrite meeting and survey review advanced internal consensus on key provisions.

Additionally, coordination with Claire Caprio and George Gretsas from Avenu Insights supported the development of a short-term rental ordinance tailored to Brunswick's housing landscape.

II. Intergovernmental and Regional Collaboration

The department participated in multiple regional engagements:

- A joint meet-and-greet with Burkittsville officials to strengthen interjurisdictional planning ties.
- The August Planning Commission convened to review development applications and zoning matters. Site improvement Plan for the Baptist Church renovation was approved.
- Met with The Brunswick Conservation District Design Committee to discuss signing options for the Conservation District
- Coordination with Frederick County and MDP representatives occurred during the Quarterly Planning Meeting and ADU policy discussions.

III. Development Review and Site Planning

Site-specific planning activities included:

- On-site punch list review at Railroad Square with Jeff Rosen and city staff.
- Received Phase 2 PUD plans from developer for Vista Pointe. Team to review and TAC meeting scheduled in September.

IV. Internal Operations and Technology

The department responded to operational updates including:

- Strategic staffing data requests from Jeremy Mose were fulfilled to support citywide planning.
- AI integration discussions were initiated to explore automation in administrative workflows.

V. Zoning Code Rewrite

The department continued to work on the Zoning Code Rewrite project:

- Fulfilling requests from Renaissance Planning to clarify definitions and uses as they prepare drafts to present to staff and Planning Commission.



Utilities Department Operating Reports- August 2025

Water Treatment-

- Staff completed passing out notices and bottles and collecting lead and copper samples.
- The Reservoir drawings were submitted to MDE for review and approval. Matt met with WRA electrical engineers to plan an electrical upgrade at the Reservoir site to meet the demands of all new equipment and future improvements.
- Attended the AWWA TRI-CON. Water Plant Staff were awarded the AWOP Silver award for optimized plant performance.
- Danny Pendergraft worked his last day for the city on the 29th. Danny retired after 12 years of service in the city.
- Interviews were held for the open positions in the Utilities Department. New hires will begin on 9/2/2025.

Wastewater Treatment-

- Staff are experiencing issues with debris clogging the Campground pump station. We ask residents and campers to please be mindful of what they put into the sewer system. Including “flushable” wipes and other hygiene products.
- Met with HACH representatives to finalize the equipment start up for the real time data equipment.
- Prepped for the service water line replacement project.
- Staff adjusted the plant operation while the Sludge Press was out of service with PLC issues. Once repaired, pressing resumed and staff worked staggered shifts to catch up on sludge dewatering.
- Representatives from Gorman Rupp and Natelli visited the Galyn Manor Pumping Station to plan an upgrade to the pump station so it could meet the demands of the additional development.



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	3.40	18.135	0.585	15.134	0.488	4.275	0.137	14.129	0.096	0.034	0.130
August	0.20	18.380	0.593	16.059	0.518	4.253	0.137	14.855	0.074	0.021	0.095
September									0.000		0.000
October									0.000		0.000
November									0.000		0.000
December									0.000		0.000
YTD Total	30.60	123.599	4.063	107.999	3.553	34.754	1.142	100.500	1.095	0.155	1.250
YTD Avg	3.83	15.450	0.508	13.500	0.444	4.344	0.143	12.563	0.091	0.019	0.104



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	153.68	22.93	14.93	31355
July	3.30	22.990	0.742	1.618	18.577	0.599	1.219	86.86	13.39	15.43	17619
August	1.30	19.901	0.642	0.793	15.450	0.498	0.626				0
September											0
October											0
November											0
December											0
YTD Total	32.50	184.239	6.062	9.399	145.998	4.801	7.573	887.05	121.1	-	183681
YTD Avg	4.06	23.030	0.758	1.175	18.250	0.600	0.947	126.72	17.30	14.86	26941

Council Member Vacancies Staff Report

Background

The Brunswick City Charter - **Section 513 - Vacancies** states the following: “In case of a vacancy on the Council for any reason, by unanimous vote the Council shall elect a qualified person to fill the vacancy for the unexpired term. Should a unanimous decision not be reached, a special election shall be held in accordance with this Charter and any ordinances governing the special election process.”

Council Member Angel White officially resigned from the City Council on August 29, 2025, leaving a vacancy until August of 2028.

Analysis into Process for Filling Vacancies

Staff conducted research with other Maryland municipalities including Frederick, Hagerstown, Thurmont and through the Maryland Clerk’s Association with responses received from Frederick, North Beach, Laurel, Gaithersburg, Ocean City, Cumberland, and Bowie. The following municipalities successfully fill Council vacancies through an appointment process: North Beach, Laurel, Cumberland, and Bowie. Below is a summary of the various processes used to fill vacancies.

Municipality	Call for Interest	Vetting of Candidates/Interviews	Selection
Cumberland	Press release to announce resignation & call for letters of interest due 17 days later (letter to include reason for interest, priority list of issues and projects, resume)	Only select candidates interviewed in closed session.	Vote by remaining Council Members
North Beach	After announcement of resignation, publish vacancy announcement to include resume, cover letter, references	Only select candidates interviewed in open session. Candidates drew a number for interview order. They waited in another room until their interview, then they were allowed to stay for other interviews. Council went into closed session afterward to deliberate.	Public vote
Laurel	Public announcement of vacancy to include letter of interest, resume, Ethics Disclosure, Council Vacancy Appointment Affidavit) – due 2 weeks later	Public interviews of all candidates 4 weeks later – randomly pulled order of interviews, no electronic devices allowed during interview period/waiting, 10 questions, allowed 2 minutes to answer – no back and forth dialog	Public vote
Bowie	Letter of interest and resume	One or two sessions for Council interviews during day	Public vote in executive session

Staff Recommendation

Staff recommends the following process be followed for future Council vacancies:

- Announcement of resignation via public meeting, website, and social media

- Within one week – issue call for interest (letter/resume/Ethics Disclosure/nominations affidavit) – leave open for two to three weeks
- Clerk vets letters of interest to meet candidate qualifications
- Council meets in Closed Session to select candidates for interviews and agree upon interview questions
- Interviews held in public session - randomly pulled order of interviews, Clerk asks all questions, allows two minutes to answer each question – no back-and-forth dialog with Council Members
- Council meets in Closed Session to discuss candidates
- Council vote on appointment in public session
- Mayor make appointment at next public session
- If a unanimous decision cannot be reached, a Special Election will be held

-Report prepared by Carrie Myers

Veterans Honor dba Pulling For Veterans
PO Box 4101
Frederick, Maryland 21705

August 18, 2025

Dear Potential Sponsor,



In December 1992 in Harrington, Maine, wreath maker Morrill Worcester found himself with a surplus of 5,000 wreaths during the holiday season. Worcester saw the surplus as an opportunity to pay tribute to our country's veterans and with the help of Maine Senator Olympia Snowe, arranged for the wreaths to be placed at Arlington National Cemetery. This annual tribute to our country's veterans has continued ever since, touching the lives of millions of veterans' families and volunteers and growing in scope through the years.

In 2007, the Worcester family along with veterans and volunteers formed the non-profit organization Wreaths Across America to continue and expand their efforts at Arlington National Cemetery and to support those around the country who wished to do the same. Wreaths Across America's yearlong mission is simple: **Remember** the fallen, **Honor** those who serve, and **Teach** the next generation about the value of freedom. Morrill's wife, Karen, has served as the organization's volunteer Executive Director since the non-profit was created and today oversees what has become a massive volunteer organization that continues to grow. In 2023 alone, Wreaths Across America and its national network of volunteers placed 3 million veterans' wreaths at 4,224 locations in all 50 U.S. states, at sea, and abroad.

This year, National Wreaths Across America Day will be held on Saturday, December 13, 2025. Locally, a ceremony will begin at 12:00pm followed by the placement of wreaths at Park Heights Cemetery located at 710 East H Street, Brunswick, Maryland where 256 local veterans are laid to rest. Then we will proceed to Old Berlin Cemetery where 5 Civil War Veterans are laid to rest and we will lay wreaths. This event is open to anyone who would like to attend.

This is our second year bringing Wreaths Across America to our Brunswick Cemeteries. Michele Payton with Pulling For Veterans is the site coordinator. The goal is to place all 261 wreaths. With the generosity of local Businesses and individuals; we are hoping to meet this goal of raising \$4,437 and ensure no veteran is forgotten. Each handmade, fresh, live wreath costs \$17 to sponsor and is made in the United States with Maine balsam.

On behalf of the volunteers and military families looking to honor all the veterans laid to rest at Park Heights Cemetery, Pulling For Veterans and the Wreaths Across America extended family, I thank you for your consideration of this patriotic cause. I'll be in touch to determine your interest in supporting the mission to Remember, Honor, and Teach.

Respectfully,

A handwritten signature in black ink, appearing to read 'Michele Payton', written over a light blue background.

Michele Payton
Wreaths Across America Site Coordinator/Park Heights Cemetery & Old Berlin Cemetery
outreach@pullingforveterans.org
240-446-3916

To make a donation online visit www.wreathscrossamerica.org/MD0644P or mail checks payable to WAA, addressed to Pulling For Veterans, PO Box 4101, Frederick, MD 21705

REMEMBER

HONOR

TEACH

e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.

b. The City will not be responsible for any items left behind by rental patrons.

Signature

Date

8/27/2025

Lauren Craker



Application for Licenses/Permit for Events

Organization Name

City of Brunswick

Contact Name

LAUREN CRAKER

Is organization a Non-Profit?

No

Website

Address

1 W Potomac Street, Brunswick, Maryland 21716

Email
lcraker@brunswickmd.gov

Phone
(301) 834-7500

Name of Event
42nd Annual Brunswick Railroad Days

Date of Event
10/4/2025

Rain Date (not required)

Event Start Time
10AM

Event End Time
5PM

Event Set-Up Time
6AM

Event Tear Down Time
5PM

Description of Event

Railroad Days is an annual two-day festival that takes place the first full weekend of October. Come be a part of our BIG TOWN, SMALL CITY.

Join us at Brunswick Railroad Days, where we celebrate not only our town's rich history but also the incredible talent of our local performers, artists, and artisans. As one of the hubs of the historic B&O Railroad, Brunswick, Maryland, has a story to tell, and our community's talent adds a vibrant chapter to that narrative.

Live Music: Get ready to tap your toes and groove to the rhythm of live music performed by talented local musicians.

Artisan Crafts: Discover the creativity of our local artisans as they showcase their handmade crafts. From intricate jewelry to beautifully crafted pottery, you'll find unique treasures to take home as souvenirs of your Railroad Days experience.

Food and Drink: Indulge in delicious fare from local eateries and food vendors, showcasing the culinary talent of our town. From classic favorites to inventive creations, there's something to satisfy every palate.

Model Train Displays: Step into the fascinating world of trains with our captivating train displays at Brunswick Railroad Days. Marvel at intricate model train layouts, featuring miniature landscapes, bustling towns, and realistic train operations. Learn about the history of railroads in Brunswick as you explore these meticulously crafted displays. Whether you're a lifelong train enthusiast or simply curious about locomotive history, our train displays offer something for everyone to enjoy. Don't miss this opportunity to witness the charm and wonder of trains past and present.

At Brunswick Railroad Days, we're proud to shine a spotlight on the talent within our community. Join us for a weekend of entertainment, camaraderie, and celebration as we come together to showcase the best of Brunswick, Maryland.

Location of Event

Throughout downtown Brunswick - East Potomac, West Potomac, Railroad Square Parking Lot, American Legion Lot, Kings Parking Lot, Caines Parking Lot, Caines Grassy Lot (on E Potomac), Martins Creek Parking Lot, B&O Park

Will entertainment be provided?
Yes

If yes, give details:
Details available at www.brunswickrailroaddays.org

Will equipment be used?

Yes

If yes, give details:

Details available at www.brunswickrailroaddays.org

Will there be vendors set up at event?

Yes

If yes, give details:

Details available at www.brunswickrailroaddays.org

Will signage or banners be used?

Yes

If yes, give details:

Banners in Square Corner Park, Martins Creek. Ground stake signs throughout town for event parking and upcoming event.

Will participants be charged a fee?

Yes

If yes, give details:

Details available at www.brunswickrailroaddays.org

Will admission to the event be charged?

No

If yes, give details:

Will event generate income?

No

If yes, who will benefit?

Will you need portable toilets?

Yes

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

Restroom trailer (?) and/or portable toilets rented through Key Sanitation.

of People Expected to Attend

Less than 50

More than 150

Will there be alcohol at this event?

Yes

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

Who will provide security at this event?

Brunswick PD during the day. DAI Security will provide overnight security on Friday 10/3 and Saturday 10/4.

Please identify type of City support requested:

Electricity

Barricades/Traffic Cones

Police

Traffic Control Devices ("No Parking" signs, parking restrictions, etc)

Additional Information Required

Staff Support list will be emailed to departments as event gets closer. Pre-ops meeting will occur within 2 weeks prior to the event with PD and DPW.

Additional information you would like us to know

- Event is Saturday October 4 & Sunday October 5.

Additional Supporting Documents

Certificate of Insurance (if required)

Name

LAUREN CRAKER

Signature

Date

8/27/2025

Lauren Craker



CITY OF
Brunswick MARYLAND
"BIG TOWN. SMALL CITY"

Zoning Certificate Application for Events

Name

LAUREN CRAKER

Email

lcraker@brunswickmd.gov

Phone

(301) 834-7500

Name of Property Owner

Property Address

Proposed improvement or changes to property

Additional Documents

Signature

Date

8/27/2025

Lauren Craker



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

42nd Annual Brunswick Railroad Days

Date of Event - Box 2

October 4 & 5, 2025

Organization Name

City of Brunswick

Name

LAUREN CRAKER

Signature

Date

8/27/2025

Lauren Craker

THIS PAGE IS FOR CITY USE ONLY

Name of Event

42nd Annual Brunswick Railroad Days

Date of Event

10/4/2025

Organization/Individual Name

City of Brunswick, MD/Lauren Craker

PW Comments

Approved via email August 2025

PD Comments

Approved via email August 2025

P&Z Comments

Approved via email August 2025

Date of Final Approval

Additional Comments