

**MAYOR AND COUNCIL MEETING  
TUESDAY, JULY 13, 2021, 6:00 PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
  - a. Board of Appeals Appointment
- 3. APPROVAL OF MINUTES**
  - a. Mayor & Council Meeting – June 8 & 22, 2021
  - b. Mayor & Council Closed Meeting – June 8 & 22, 2021
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
  - a. Purchase Order Approval – WW07-22 – Long Fence - \$11,068
  - b. Purchase Order Approval – PW4947 – PJ Trailers - \$14,146
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - a. Donation Request – BHS Varsity Cheerleading Squad – vote anticipated
  - b. Event Application – New Hope UMC – Back to School Block Party – vote anticipated
- 10. ADJOURNMENT**

7/9/2021 1:44 PM

# *Oath of Office*

I, Walter Stull, affirm that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Board of Zoning Appeals Member, City of Brunswick, Frederick County, Maryland, according to the Constitution and Laws of this State.

**Walter Stull**  
**July 2021 - September 2024**

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 13<sup>th</sup> day of July, 2021.

Nathan Brown  
Mayor of Brunswick

**City of Brunswick**  
**Mayor and Council Public Hearing Minutes**  
Tuesday, June 8, 2021, 6:00 P.M.

- FY2022 Budget

Mr. Dunn briefly reviewed the balance budget. There was no public comment. The Public Hearing was adjourned at 6:01pm.

**City of Brunswick**  
**Mayor and Council Meeting Minutes**

The June 8, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:01 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Dave Dunn, City Administrator; Carrie Myers, City Clerk; Kevin Grunwell, Acting Chief of Police; Matt Campbell, Water Superintendent; Jeremy Mose, Waste Water Superintendent; Bruce Dell, Planning and Zoning Administrator; and Rikki Bruchey, Accountant.

Mayor's Remarks

- Mayor Brown read the following statement: The Brunswick City Council met in closed session on June 8<sup>th</sup> at 5pm to discuss a personnel issue and the potential acquisition of real property. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Brown; Council Members Dayton, St. John, Ripley, Sandusky, Vigliotti, and White were present. City Administrator Dave Dunn and City Clerk Carrie Myers were also present for this meeting.
- Mayor Brown announced that Acting Chief Kevin Grunwell was appointed as Chief of Police.
- Mayor Brown appointed and swore in Don Peterson to the History Commission.
- Mayor Brown honored BES students for their involvement in the "If I Were Mayor" contest.
- Ms. Myers read a LGBTQ Pride Month proclamation.

Approval of Minutes

- Mayor and Council Meetings – May 11 & 25, 2021

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

Citizens' Forum

No comments received.

Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance 574 – FY2022 Enterprise Budget
- Special Ordinance 575 – FY2022 General Fund & CIP Budget
- Resolution 2021-04 – FY2022 Water & Sewer Rates
- Resolution 2021-05 – FY2022 Rosemont Water & Sewer Rates

Mr. Dunn discussed the proposed budgets and water and sewer rates.

Mr. Ripley made a motion to approve Special Ordinances 574 and 575. Mr. Sandusky seconded the

motion, which passed 6-0.

Mr. Sandusky made a motion to approve Resolutions 2021-04 and 2021-05. Mr. Vigliotti seconded the motion, which passed 6-0.

### Staff Reports

Staff presented highlights from last month's departmental activities.

### Consent Agenda

- Purchase Order #WW95-21 – Micro-Tech Designs - \$41,201

Ms. White made a motion to approve the consent agenda item. Mr. Ripley seconded the motion, which passed 6-0.

### New Business

- Traffic Control – Handicap Request – 802 Potomac View Parkway

Ms. Myers stated both residents at this home requested handicap signs, however staff noted the home did have a garage and off-street parking. There was some discussion over whether to approve no spaces, one space, or two spaces.

Mr. Vigliotti made a motion to approve two spaces. No one seconded the motion.

Mr. Dayton made a motion to approve one space with authorizing Resolution 2021-07. Ms. White seconded the motion, which passed 6-0.

- Abatement Request – 130 West Orndorff Drive
- Abatement Request – 609 Sixth Avenue

Mr. Dell discussed both of these abatements. Both properties were vacant and the abatement was for high grass. Mr. St. John made a motion to approve both abatements. Mr. Ripley seconded the motion, which passed 6-0.

- FY2022 Salary Scale

Ms. White made a motion to approve the salary scale. Mr. Vigliotti seconded the motion, which passed 6-0.

- FY2022 Police Salary Scale

Mr. Ripley made a motion to approve the PD salary scale. Mr. Sandusky seconded the motion, which passed 6-0.

- FY2022 Organizational Chart

Mr. Dayton made a motion to approve the organizational chart. Mr. St. John seconded the motion, which passed 6-0.

- Event Application Approvals
  - Brunswick Public Library – Family Storytime
  - Brunswick Main Street – Potomac Street Mile: Milton Frech Jr. Memorial Run
  - Brunswick Main Street – Throwback on the Towpath

Ms. Myers discussed these events. Mr. Sandusky made a motion to approve all three event applications. Mr. Vigliotti seconded the motion, which passed 6-0.

Adjournment

The meeting adjourned at 7:04pm.

Submitted by: Carrie Myers

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

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, June 22, 2021, 6:00 P.M.

The June 22, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:05 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Dave Dunn, City Administrator; Kevin Grunwell, Chief of Police; and Bruce Dell, Planning and Zoning Administrator.

Mayor's Remarks

- Mayor Brown swore in Chief of Police Kevin Grunwell.

Citizens' Forum

No comments received.

Commission Reports

Dr. Wayne Allgaier gave the History Commission report.  
Abbie Ricketts gave the Canal Towns report.

Consent Agenda

- Quote from Poole & Sons Excavating - Sports Complex grading - \$35,000
- Mr. Dell gave a brief overview. Mr. Ripley made a motion to approve the consent agenda. Ms. White seconded the motion, which passed 6-0.

Unfinished Business

- System Improvement Fee
- Mr. Dunn explained this type of fee has been enacted by other municipalities. The provided analysis indicated a \$30 fee per quarter, creating a total revenue of \$355,000 yearly. It provides transparency as the fee is earmarked for system improvement while rates are used for operational costs, allowing lower rate increases. A discussion centered around distribution of revenue. The Mayor recommended a portion be earmarked for sidewalk replacement. All Council members, except Ms. White, were in favor of allocation for sidewalks. Mr. Ripley was in favor of a lower fee, i.e. \$20 per quarter. The consensus was to draft a policy and bring forward required ordinance and resolution with two readings.

- Utility Bill Adjustment Policy Discussion
- The Council discussed the current policy. Mr. Dunn stated the amount adjusted in FY2020 was \$8,136.30 and FY2021 so far was \$14,581.

New Business

- Event Application - Independence Day Festival Beer Garden – Smoketown
- Ms. White made a motion to approve. Mr. Ripley seconded the motion, which passed 6-0, contingent upon receiving an Event Application to add Beer Garden.
- Event Application - Freshman Class Parent Group
- Ms. White made a motion to approve. Mr. Ripley seconded the motion, which passed 6-0.

Adjournment

The meeting adjourned at 6:45 pm.

Submitted by: David Dunn

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

**Department of Public Works  
Mayor & Council Monthly Report for June 2021**

**Water Line Repairs and Maintenance**

Put out leak detectors, used the correlation equipment to find water leaks.

**Sewer Line Repairs**

Reading and relocating flow meters. Jet sewer at campground. Fixed backup at 610 2<sup>nd</sup> Ave. fixed backup at 210 K St. fixed sewer back up at 101 6<sup>th</sup> Ave.

**Water Valve Maintenance**

**Fire Hydrant Maintenance**

Every week we continue to flow hydrants that show low chlorine or sediment.

**Street Repair and Maintenance**

Cold mix asphalt on water line and road repairs. Hot mixed over existing patches.

**CIP Projects**

**Storm Drain Maintenance**

Clean storm drains & grates. Started the install of a new storm box, pipe, and inlet on Center.

**Miscellaneous Tasks and Maintenance**

Sidewalk inspections, Repairing or replacing road signs, Continued Park checks and maintenance.

**Construction and Contractor Support**

Flow test on 5<sup>th</sup> ave.

**Water Meters**

Fixed broken meters, Installed meters, UTO's, Settlement reading, Turn offs, and re-reads. Continued to install meters and crocks per the meter upgrade program.

Settlements – 52

Replacements – 37

Repairs – 3

High Bill Investigations (initiated by customer) – 7

New Meter Installs – 14

Meter Inspections – 9

U&O Inspections – 13

Cut-offs- 48

Completed the quarterly water meter reading for the City's July billing cycle.

Completed water cut-offs for those with past due balances.

**Safety**

Completed the fire extinguisher inspection for the month, monitored the park equipment and maintained vehicles. Repaired safety issues at different Parks. Continued filling sanitizing stations across town.

Provided "Lawn Care Equipment Safety" Training for all DPW staff members that are performing mowing and trimming duties for the City.

National Safety Supply Completed re-calibration of gas monitor.

Replaced fire extinguishers found to be undercharged.



# THE CITY OF BRUNSWICK MARYLAND

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

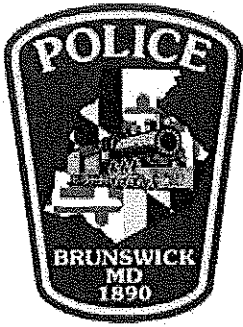
## **WATER PLANT PROJECTS AND MAINTENANCE FOR June 2021**

- Staff acid washed and flushed the clarifiers
- Sampled for Arsenic, Fluoride, Nitrates, Metals Phase II/V, Synthetic Organic Compounds, Radium and Gross Alpha.
- John, Bruce and myself met with Chris Carski from MDE to discuss water resources and our cities needs for the future
- Microtech programmed an extra computer in the office in order to access SCADA as a backup if the main computer fails
- Staff drained and cleaned the finished water clearwell
- The new bulk storage hypochlorite tank was installed at the 1 Million Gallon Storage tank. Bulk hypo is less expensive than when it is ordered in totes.
- The Univar acid tank was installed and brought in service and we are now using Univar acid for pH control.
- Dennis Chlorination serviced our chlorine gas feed system. Heads, regulators, ejectors, rotometers and lines were all rebuilt and/or replaced.
- The 1 million gallon elevated storage tanks marker light was replaced.

### **Yourtee Springs Updates-**

- Plans are in place to repurpose the generator and lp gas tank for use at the 13<sup>th</sup> AVE building
- Building is fully built
- Roofing material is installed including replacing the old buildings roof
- Insulation is installed
- Floor and catwalk supports are installed
- The hypochlorite tank was delivered
- The old building was gutted and prepped for new equipment
- The exhaust fan was removed and the brick work on the corner of the old building was repaired. We will be installing an air conditioning unit.
- PW trimmed and cleared brush
- We are working to find a 15 horse power pump that will meet the design requirements so we do not have to alter the original electrical design





## Brunswick Police Department Monthly Report

Reporting Month and Year:  
JUNE 2021

---

<b>Traffic Enforcement Activity</b>				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	5	19	0	63
Maryland State SEROS	0	11	0	6
Warning Citations	19	106	1	111
Parking Citations	10	39	7	54

<b>Crime Report</b>				
	Month	YTD	PY Month	PY YTD
Calls for Service	1042	5112	567	4021
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	9	34	10	58
B&E	2	4	2	4
Theft	4	30	6	30
Auto Theft	0	2	0	0
Motor Vehicle Accidents	10	45	10	44



# THE CITY OF BRUNSWICK MARYLAND

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

## Wastewater Department

### Report to the Mayor & Council

July 13<sup>th</sup> 2021

1. Wastewater Operator Loren Norris passed the MDE Wastewater 5A exam on the first attempt. This is a great accomplishment because this is the highest level of certification in our field and the most difficult with a 30% pass rate.
2. On June 11th, over 3.5 million gallons of water flowed through the wastewater plant due to 5 inches of rain falling very quickly. Staff operated the plant manually throughout the night to prevent sewer back ups and tanks from overflowing. We haven't seen this much flow since 2018.
3. We successfully completed the Camp Ground Pump Station Upgrade Project with a lot of help from Public Works.
4. **Sludge Hauling Update** – Last month I reported that our sludge hauling costs unexpectedly increased to \$109 per ton from \$74 per ton. After looking at our options we found a site in VA that will accept our sludge at \$85 per ton. However, we are still reviewing our options including other disposal sites and upgrading our current sludge dewatering system.
5. Review of FY2021 Chemical Savings.
6. We had no reportable accidents or wastewater discharge permit violations.

Sincerely,

Jeremy C. Mose  
Wastewater Superintendent

Attachment(s) - June 2021 Flow & Sludge Spreadsheet  
FY2020 / FY2021 Chemical Usage Comparison Spreadsheet  
Chemical Savings Slide

**City of Brunswick, MD - Wastewater Treatment Plant  
Flow & Sludge Spreadsheet - Cumulative for Calendar Year 2021**

Month	Total Influent MG	Influent MGD AVG	Total Effluent MGD	Effluent MGD AVG	Effluent Max Flow MGD	Effluent Min Flow MGD	Rainfall Total Inches	Sludge Wet TONS	Sludge Dry TONS	Avg. % Solids	Gallons of Water Hauled to the Landfill
January	21.798	0.703	18.445	0.595	1.189	0.401	2.20	135.82	19.04	14.05	28005
February	22.992	0.821	19.567	0.699	1.397	0.494	4.70	130.47	18.6	14.25	26827
March	22.531	0.727	20.053	0.647	1.468	0.488	3.20	154.66	22.06	14.33	31799
April	20.508	0.684	18.567	0.619	0.750	0.468	4.10	107.27	15.51	14.46	22005
May	18.776	0.606	17.350	0.560	1.029	0.432	5.10	40.06	6.18	15.45	8125
June	25.219	0.841	21.430	0.714	2.492	0.467	7.30	177.55	27.83	15.69	35904
July											
August											
September											
October											
November											
December											
<b>YTD Total</b>	<b>131.824</b>	<b>4.382</b>	<b>115.412</b>	<b>3.834</b>	<b>8.325</b>	<b>2.750</b>	<b>26.60</b>	<b>745.83</b>	<b>109.22</b>		<b>152664</b>
<b>YTD Avg</b>	<b>21.971</b>	<b>0.730</b>	<b>19.235</b>	<b>0.639</b>	<b>1.388</b>	<b>0.458</b>	<b>4.43</b>	<b>124.31</b>	<b>18.20</b>	<b>14.71</b>	<b>23352</b>

**Wastewater FY21 & FY20 Chemical Usage Comparison**

	Caustic Soda 25%		DeIPAC 2000		Sodium Hypochlorite	
	Qty. Lbs.	Cost	Qty. Lbs.	Cost	Qty. Gal.	Cost
	FY21	285,000	\$ 48,086.04	287,500	\$ 59,740.68	840
FY20	332,640	\$ 59,442.00	315,000	\$ 74,907.00	7,564	\$ 21,938.20
<b>Difference</b>	<b>47,640</b>	<b>\$ 11,355.96</b>	<b>27,500</b>	<b>\$ 15,166.32</b>	<b>6,724</b>	<b>\$ 19,485.40</b>

<b>Total Savings</b>	<b>\$ 46,008</b>
----------------------	------------------

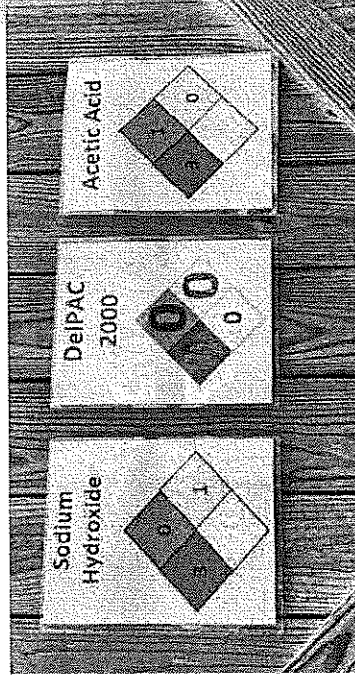
Plant Performance Comparison		
Total Nitrogen (mg/l)	Total Phosphorus (mg/l)	
<b>FY21</b>	<b>FY20</b>	<b>FY20</b>
2.44	2.57	0.11
		0.04

We are producing better results with less chemicals

# Chemical Savings

- Caustic Soda Fiscal Year End Savings - \$11,356
- DelPac 2000 Fiscal Year End Savings - \$15,166
- Sodium Hypochlorite Fiscal Year End Savings - \$19,485
- Eliminated the Need for Sodium Hypochlorite
- Reducing Our Carbon Footprint
- Tanker Traffic Drastically Reduced on the Tow Path
- Many Hidden Benefits Beyond Monetary Savings

**Total Fiscal Year End Savings - \$46,007**





## Brunswick Main Street Manager Report to City Council

July 13, 2021

- ❖ Board Retreat @Holiday Inn Brunswick – June 16 & June 17
  - Reviewed Strategic Focus Areas: Created Measures and Tasks
  - Reviewed Bylaws regarding board term limits as well as effective meeting tools
- ❖ YIFTEE Gift Card Program
  - Wednesday, July 7<sup>th</sup> \$17,746 has been redeemed with participating merchants!
  - Working on getting Corporate Sponsors for another Bonus Card initiative for the Fall
- ❖ Finance/Accounting
  - Registered for Direct Deposit with Comptroller of MD (for quicker/easier grant money deposits)
- ❖ Social Media Update
  - Facebook Page Followers 2,361 ↑12.4%
  - Instagram Followers 898 ↑2.6%
  - Website Traffic: 573 ↓8.9% Page views up 118%, Post Reach up %172, Post Engagement up 444%
  - Website is being updated re-configured
- ❖ WDVM/TRIPP Grant
  - Brunswick Commercial was shot on June 3<sup>rd</sup>!
  - Video has been viewed. Editing/re-doing the voice over. Should have everything completed by next week.
  - Bike Goodie Bags are being put together to deliver to Holiday Inn for cycling guests who register online through their cycling link
- ❖ Potomac Street Mile (honoring Police Chief Milton Frech) Saturday, June 19<sup>th</sup>
  - 39 People ran
  - \$150 donated to support the family's requested charities – Brunswick Beacon, Brunswick Food Pantry, and Building Veterans. Checks sent to the charities the week of July 5<sup>th</sup>.
- ❖ Summer Intern
  - Kim Shields has sent emails to all downtown property owners requested updated and new information on their buildings to be used in MD State reports and possible grant writing.
  - Kim has gone through the list of corporate sponsors and visited all the websites to figure out their requirements to ask for donations. She has a detailed document for the Board to use when contacting these businesses.
- ❖ BMS Membership Letters
  - Working on letter to merchants for Membership dues to go out September 2021.
  - Researching possible challenges with this new initiative
- ❖ Farmers Market/After Market Music June
  - 237 people attended last Friday
  - 13 Vendors
  - After Market Music big success! 50+ people attended
- ❖ Communication Specialist Collaboration
  - Trail Guide
  - Website – Met with Phil Graves
  - Façade and Interior Grant Marketing
  - Cycling Packages for Holiday Inn

- ❖ Cincotta Building
  - Met with Ken Breen from Clagget Commercial Brokerage at property
  - Signed Agency Agreement with Ken
  - Contacted CMW architect
  - Grant for Strategic Demolition Fund has been written – new submission deadline July 13<sup>th</sup>
  
- ❖ BMS Grants Update
  - DHCD State Revitalization Program Grants
    - **Community Legacy Grants (CLG)** – Funds our Façade and Interior Improvement Grant
    - FY19 – Awarded \$50K - Extended to Dec. 31, 2021 for Matt Marcello’s window project (14 E A St.) for about \$18K
    - FY20 – Awarded \$55K, Reimbursed \$28,164 to date with \$26, 836 outstanding for projects that have not been completed yet
    - FY21 – Awarded \$50K, Just signed Grant Agreement
    - FY22 – Just submitted grant application (requested \$100K but will probably get the usual \$50K)
  
  - **Strategic Demolition Grants**
    - FY20 – Awarded \$200K for Cannon’s Event Space, Reimbursed all but \$570 to date, need to submit final report by 6/30/22
    - FY21 – Requested \$230K for completion of 14 E A St. project, Application DENIED
    - FY22 – Submitting \$400K to buy Cincotta Building
  
  - DHCD Operating Assistance Grants
    - **Main Street Improvement Grants (MIP)**
      - FY20 – Awarded \$14K to Strengthen the Organization (working with Michelle Nusum-Smith) to apply for MD NonProfits Standards of Excellence certification, Reimbursed full amount, Final Report submitted
      - FY21 – Awarded \$10K for Business Resource Center, just signed Grant Agreement
      - FY22 – Requested \$45K for Downtown Streetscape Visioning Project, Application Submitted 5/21/21
  
    - **Technical Assistance Grants (TAG)**
      - FY21 – Awarded \$35K for Traffic Study and Canal to Downtown Connectivity, just signed Grant Agreement
      - FY22 – Requested \$27K for Focus on Outdoor Recreation project (includes Alyssa’s salary), Application submitted 5/21/21
  
  - State COVID Recovery Grants
    - MD-SERI – Awarded \$134K for Micro-Grant program and Gift Cards, Final Report due 7/31/21
  
  - Frederick County Grants
    - Community Foundation Grant – Canal Fund, Awarded about \$960 for C&O Canal Park 50th Anniversary Celebrations Packs
    - TRIPP Grant – Awarded \$7,000K for distribution of OTT commercial about outdoor recreation
    - Bounce Back Grant - Requested \$25K for Grant Management position/contractor, Application Submitted 6/20/21

CITY OF BRUNSWICK, MD  
1 WEST POTOMAC ST.  
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: Long Fence

DATE: 7-2-21

P.O. NO.: WW07-22

SHIP TO: WWTP

INVOICE TO: City Administrator  
City Hall  
1 West Potomac St.  
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
----------	-------------	------	-------	-------

Install new chemical delivery gate.


\$ 11,068

FY22 Budgeted Item

- Quote attached.
- Requested a quote from Frederick Fence, they are not quoting commercial projects at this time.

60-533-40-8118

SHIPPING

J. Mose 

TOTAL

\$ 11,068

Approved by: 7-2-21

Commercial Proposal  
 (301) 428-9040  
 MHIC #9615-02



Order No. \_\_\_\_\_  
 Date: 6/18/2021

Long Fence Company, Inc.  
 2520 Urbana Pike, Ijamsville, Maryland 21754-8624  
 (301) 662-1600 (Frederick Area) \* 1-800-222-9650 (Outside Local Area) \* Fax (301-874-2564)  
[www.longfence.com](http://www.longfence.com)

Buyer:	Brunswick Wastewater Treatment	Attn:	Jeremy Mose	Tel:	301.465.0593
Address:	20 CANAL TOWPATH ROAD EAST, Brunswick, MD 21716			email:	
Job Name:	Replace Gates	Same			

Long Fence Company, Inc., herein referred to as Seller proposes to furnish and install the following:  
 Install 2- new aluminum cantilever gates (bi-parting) 7'+1' Barbwire with 6- new post, materials to consist of the following:  
 Top and bottom rails 2"x4"  
 Vertical members 2"x2"  
 Rollers will be sealed lubricant ball bearing truck assemblies  
 Post will be 4"x12' SS40 pipe  
 Post set in concrete footers.

**Total Price \$11,068.00**

**This quote is valid for 14 days.**

Terms: 50% deposit. Balance due upon completion.  
 Exclusions - Layout, fine grading, seeding, sod replacement, clearing of fence line, permits, asbuilts, liability for damage to private utilities grounding, materials testing, primary and secondary electrical work, padlocks on gates, any work not specifically described in quote.  
 Wage determinations, compliance fees for outside sourcing of payroll or insurance monitoring, fees for training classes, CCIP, OCIP.  
 Damage to any geogrid products due to the installation of our products.  
**There will be an additional administrative fee of \$200.00 for any outside online monitoring services required with this order.**

This quote is valid for 14 days.

**When Accepting this proposal, please return a signed copy along with your deposit in order to schedule your project.**

**In the event this quote is for leased or rented temporary fence it is expressly understood that this fence will remain the property of Long Fence Company, Inc. and that all fence and gates will be maintained in good condition by the client until such time that the fence is scheduled for pick up or removal by Long Fence. Long Fence is not responsible for removal of any growth that is on fence upon removal. No retention is to be held on temporary fence. All monies are to be paid when fence and gates are installed.**

This Contract, which includes Page 1 hereof ("Commercial Proposal") plus Page 2 ("Terms & Conditions"), a copy of which I have received, together with any exhibits referenced on Page 1, sets forth the entire agreement between the parties. Any and all prior agreements, warranties, oral discussions, or representations made by either party are superseded by this contract.

LONG FENCE COMPANY, INC. by Mark B. Jethel License No. \_\_\_\_\_

**Acceptance of Proposal**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name & Title: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

CITY OF BRUNSWICK, MD  
1 WEST POTOMAC ST.  
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: PJ Trailers

DATE: 7-2-21

P.O. NO.: PW4947

SHIP TO: DPW

INVOICE TO: City Administrator  
City Hall  
1 West Potomac St.  
Brunswick, MD 21716

- 1. Direct all payment inquiries to 301-834-7500.
- 2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
- 3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
- 4. Prepay all freight shipments.
- 5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
----------	-------------	------	-------	-------

20,000 lb	Equipment trailer (see Attached)		\$	14,146.00
-----------	-------------------------------------	--	----	-----------

FY22 Budget

7/9/21  
Mann

SHIPPING

TOTAL

14,146.00

Approved by: *[Signature]*



## RBS Auto Sales LLC

**Company Info:**  
5301 Enterprise Street  
Sykesville, MD 21784, USA  
www.rbsautosales.com

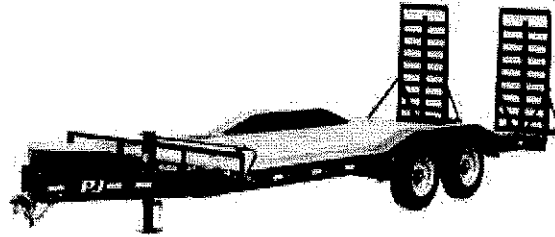
**Sales Info:**  
Tanner Bair  
Phone: 4105491313  
Fax: 4105495520

**Customer Info:**  
City of Brunswick  
Phone: 3017481450

### 10" Pro-Beam Super-Wide Equip

Quote #188597

- 20 feet
- BP 2 5/16" Adj Rigid Face-mount (25,000 lb.)
- (2) 10,000# w/235/75R17.5" LR-J Single T&W (Dexter) Electric / Torsion
- 2' Dovetail w/ 31x66 HD Fold-up Ramps
- Black Powder Coat



\* actual product may vary from image shown

**Options:**

6 Pair D-Rings, Rough Oak Floor

**Notes:**

### Standard Features

- 20,000 lb. G.V.W.R.
- 10,000 lb. x 2 G.A.W.R.
- 3" Pintle Eye Face Mount Coupler
- Safety Chains
- 1 - Drop Leg Jack (10,000 lb.)
- 2 - Dexter Oil Bath Axles (10,000 lb.)
- Torsion Suspension
- 4 - 17.5" Black Mod Wheels
- 235/75/R17.5 LR-J 8-hole SINGLE
- Rubrail w/ Stake Pockets
- Electric Breakaway Kit w/ Charger
- HD Drive Over 1/4" Diamond Plate Fenders
- 5' Channel Ramps w/ Holder
- Dual Bulldog Rear Support Jacks
- 10" x 19 lb. I-Beam Main Frame & Tongue
- 3" Channel Crossmembers 16" on Center
- 2" Treated Pine Lumber Deck
- 102" Wide Deck
- DOT Approved Flushmount Lifetime LED Lights
- All-Weather Wiring Harness (7-way RV)
- Sand Blasted, Acid Washed, Powder Coated
- Tool Tray In Tongue
- GN Option Equipped with 2 Jacks
- GN Equipped w/Lockable Front Toolbox
- 5 year Dexter Axle Warranty
- Spare Tire & Mount

Trailer Price:	\$13,746.00
Taxes:	\$0.00
Fees:	\$0.00
Registration:	\$0.00
Other:	\$400.00

**Total Price: \$14,146.00**

July 1, 2021

On behalf of the Brunswick High School Varsity Cheerleading squad, a parent volunteer committee has joined together to raise funds for replacement of our uniforms this year. Uniforms are budgeted to be replaced for each athletic team every 4 years. Unfortunately, cheer has been passed over for the second year due to funding. Uniforms were last purchased in 2015 and are used for 2 seasons each year, and additionally for competition cheer in the Fall and Spring, making them age twice as fast as all other athletic teams at the school. Currently, there are not enough "matching" uniforms to field our team for the Fall season. The total cost to replace the uniforms is \$5000. Our current fundraising efforts have raised \$3500.

We understand COVID has also affected many businesses over the past year and appreciate any consideration you may give in donating to our uniforms. If you are interested in helping, please contact Jody Myers @ [jodymyers@fpca.net](mailto:jodymyers@fpca.net) or call 240-344-7039.

---

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

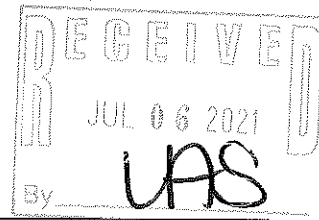
Email: \_\_\_\_\_

Donation amount: \_\_\_\_\_



# THE CITY OF BRUNSWICK MARYLAND

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



## Application for Licenses/Permit for Events

<b>Organization Name:</b>	New Hope United Methodist Church	
<b>Contact Name:</b>	Sandy Cox or Anne Backover	
<b>Is Organization a Non-Profit:</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Address:</b>	7 South Maryland Avenue	
	Brunswick, MD 21716	
<b>Email:</b>	Sandycox44@gmail.com	
<b>Cell Phone:</b>		

<b>Name and Description of Event:</b>	Back to School Block Party: Supervised games, as well as a craft table & face painting, available for ages up to 18. Also available will be adult-supervised a moon bounce, an inflatable obstacle run & a dunk tank. Limited snacks such as popcorn, cotton candy, snow cones & bottled water will be available.	
<b>Date of Event:</b>	Friday, August 13, 2021 (rain date- Sat. August 14, 2021)	
<b>Event Time:</b>	Set-Up Time: 4:00 pm	Event Start Time: 6:00 pm
	Event Stop Time: 8:00 pm	Event Tear Down Time: 8-9:00 pm
<b>Location of Event:</b> Identify streets, alleys, sidewalks, etc.	Railroad Square Park Parking Lot-small railroad parking lot be MARC train station; between South Maryland Avenue and South Maple Avenue.	

<b>Will entertainment be provided?</b> If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Live Band(s) <input type="checkbox"/>	Radio <input type="checkbox"/>
	DJ <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
	DJ will be located at the Caboose.	
<b>Will equipment be used?</b> (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	One small tent for face painter, an inflatable moon bounce & two-person obstacle run. A concession truck with popcorn machine, snow cone machine and cotton candy machine.	

<b>Will Vendors be set up at event?</b> If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
<b>Will signage or banners be used?</b> If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____		
<b>Will participants be charged a fee?</b> If yes, provide a detailed budget of proposed activity.	Yes _____	No <input checked="" type="checkbox"/>		
<b>Will admission to event be charged?</b> If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
<b>Will event generate income?</b> If yes, who will benefit?	Yes <input checked="" type="checkbox"/>	No _____		
<b>Number of people expected to attend?</b>	Less than 50 _____	51-100 _____	101-150 <input checked="" type="checkbox"/>	More than 150 _____
<b>Will there be alcohol at this event?</b> If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
<b>Who will provide security at this event?</b>	Brunswick Police			
<b>Please identify type of City support requested:</b> (All are subject to availability)	<input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Trash/Recycle Cans <input checked="" type="checkbox"/> <del>Police Escort</del> <input checked="" type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <input type="checkbox"/> Barricades to block off RR Square Parking Lot _____ <input type="checkbox"/> Other _____ _____			

**Signature of Applicant:** Shandra Col **Date:** 07/01/2021

THIS PAGE IS FOR CITY USE ONLY

Name:	BACK TO SCHOOL BLOCK PARTY
Date:	AUGUST 13, 2021
Organization Name:	NEW HOPE LMC

Date Application Rec'd:	Tuesday, July 6, 2021
Date Application Routed to Departments:	Tuesday, July 6, 2021
PW Comments:	
PD Comments:	
P&Z Comments:	
Date of Final Approval:	
Date Applicant Notified:	



# THE CITY OF BRUNSWICK MARYLAND

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

## Zoning Certificate Application

**Applicant Name:** New Hope United Methodist Church – Sandy Cox & Anne Backover

**Phone Number:** 301-834-7320 (church) 301-606-4438 (Sandy)

**Email Address:** newhopebrunswick@gmail.com or Sandycox44@gmail.com

**Name of Property Owner:** New Hope United Methodist Church

**Property Address:** 7 South Maryland Avenue, Brunswick, Maryland 21716

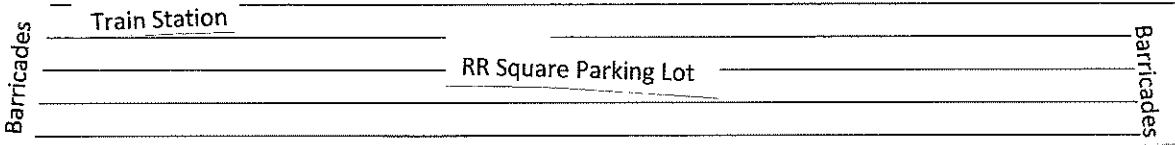
**Mailing Address:** 7 South Maryland Avenue, Brunswick, Maryland 21716

(All mailed Zoning Certificates will go to the mailing address)

**Assessment ID #:** 25-1768112 **Tax Map:** 201 **Parcel:** 462 **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. \*Note: All applications for a fence require a sketch with dimensions.

South Maple Ave.



South MD Ave.

Please check if a separate list of requested resources is attached.

**Signature of Applicant:** *Sandra Cox* **Date:** 07/01/2021

### OFFICE USE ONLY

#BR-ZC- \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Issued by: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: DPW \_\_\_\_\_ Police: \_\_\_\_\_ Other: \_\_\_\_\_



# THE CITY OF BRUNSWICK MARYLAND

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

## Indemnity/Hold Harmless Agreement

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 Back to School Block Party \_\_\_\_\_, scheduled for August 13, 2021 \_\_\_\_\_ 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.

<b>Organization/Individual:</b>	New Hope UMC	<b>Date:</b>	09/01/2021
<b>Authorized Signature:</b>	<i>Sandra Coy</i>		
<b>Address:</b>	7 S Maryland Avenue, Brunswick, MD 21716		
<b>Phone Number:</b>			301-834-7320
<b>Witness:</b>		<b>Date:</b>	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sovereign Insurance Group 400 West Lancaster Avenue  Devon PA 19333	CONTACT NAME: House Account(MH)	PHONE (A/C, No, Ext): (800) 222-4478	FAX (A/C, No): (610) 535-6810
	E-MAIL ADDRESS: sharonm@sovinsurance.com		
INSURED  NEW HOPE UNITED METHODIST CHURCH OF GREATER 7 S MARYLAND AVENUE  BRUNSWICK MD 21716-1110	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Church Mutual Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: 20-21 GL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			035517102136473	09/24/2020	09/24/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 15,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OTHER:						GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of coverage with regard to the Back to School Block Party 2021 held in the Railroad Square parking lot at the foot of S MD Ave and S Maple Ave in Brunswick, MD 21713 Friday August 13, 2021 6-8pm. Est 150 ppt.

## CERTIFICATE HOLDER

## CANCELLATION

City of Brunswick 1 West Potomas Street  Brunswick MD 21716	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Sharon F. Moolanby</i>
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.





# THE CITY OF BRUNSWICK MARYLAND

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

## City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
  - *Community Yard Sales and Block Parties are exempt from insurance requirements*

## Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

## Application for License/Permit for Events

### Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at [www.BrunswickMD.gov](http://www.BrunswickMD.gov). Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

#### 1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

#### 2. DEFINITIONS

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

**3. OTHER REQUIRED PERMITS**

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

**4. INSURANCE**

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

**5. PRIVATE USE OF PUBLIC STREET**

**Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.**

**Events requesting to close public street should meet the following conditions:**

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

**6. ENTERTAINMENT**

Any entertainment will require a review and approval of one or more City departments.

**7. RESTROOM FACILITIES**

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

**8. SECURITY**

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

**9. TRASH**

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

**10. RECYCLING**

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

**11. ALCOHOLIC BEVERAGES**

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

**12. MISCELLANEOUS**

The City will consider a request for support, as identified in the Application for Events.

**13. EVENT HOURS**

Times approved on the application, making sure you allow time for set-up and clean-up.

**14. ELECTRICITY**

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

**15. REFUNDS**

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

**16. GRILLS**

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

**17. VEHICLES**

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

**18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL**

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- 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.

**I have read and understand the above language.**

<b>Signature of Applicant:</b> <i>Sandra Cox</i>	<b>Date:</b> <i>07/01/2021</i>
<b>Applicant Name (Printed):</b> <i>Sandra Cox</i>	

## Lauren Spring

---

**From:** Public Works  
**Sent:** Tuesday, July 6, 2021 12:45 PM  
**To:** Lauren Spring; Heather Gottke; Kevin Grunwell  
**Subject:** RE: 2021-08-13 New Hope UMC Block Party - Please Approve

DPW is ok with this.

Charles Crummitt  
Public Works Asst. Director  
301-834-7500 Phone  
301-834-7638 Fax

-----Original Message-----

**From:** Lauren Spring  
**Sent:** Tuesday, July 6, 2021 12:08 PM  
**To:** Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>  
**Subject:** 2021-08-13 New Hope UMC Block Party - Please Approve

Please approve/comment on the attached event application.

Lauren Spring  
City of Brunswick  
1 W. Potomac Street  
Brunswick, MD 21716  
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at [www.brunswickmd.gov](http://www.brunswickmd.gov) on the Home page.

-----Original Message-----

**From:** City Scanner <cityscanner@brunswickmd.gov>  
**Sent:** Tuesday, July 6, 2021 11:35 AM  
**To:** Lauren Spring <LSpring@Brunswickmd.gov>  
**Subject:** Message from "RNP002673E0FF22"

This E-mail was sent from "RNP002673E0FF22" (MP 7503).

Scan Date: 07.06.2021 11:34:49 (-0400)  
Queries to: [cityscanner@brunswickmd.gov](mailto:cityscanner@brunswickmd.gov)

## Lauren Spring

---

**From:** Heather Gottke  
**Sent:** Tuesday, July 6, 2021 12:14 PM  
**To:** Lauren Spring; Public Works; Kevin Grunwell  
**Subject:** RE: 2021-08-13 New Hope UMC Block Party - Please Approve

P&Z approved

Heather D Gottke  
Project Coordinator  
City of Brunswick MD  
601 E Potomac Street

-----Original Message-----

**From:** Lauren Spring <LSpring@Brunswickmd.gov>  
**Sent:** Tuesday, July 6, 2021 12:08 PM  
**To:** Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>  
**Subject:** 2021-08-13 New Hope UMC Block Party - Please Approve

Please approve/comment on the attached event application.

Lauren Spring  
City of Brunswick  
1 W. Potomac Street  
Brunswick, MD 21716  
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at [www.brunswickmd.gov](http://www.brunswickmd.gov) on the Home page.

-----Original Message-----

**From:** City Scanner <cityscanner@brunswickmd.gov>  
**Sent:** Tuesday, July 6, 2021 11:35 AM  
**To:** Lauren Spring <LSpring@Brunswickmd.gov>  
**Subject:** Message from "RNP002673E0FF22"

This E-mail was sent from "RNP002673E0FF22" (MP 7503).

Scan Date: 07.06.2021 11:34:49 (-0400)  
Queries to: [cityscanner@brunswickmd.gov](mailto:cityscanner@brunswickmd.gov)

## Lauren Spring

---

**From:** Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>  
**Sent:** Tuesday, July 6, 2021 3:20 PM  
**To:** Lauren Spring; Public Works; Heather Gottke; Kevin Grunwell  
**Subject:** RE: 2021-08-13 New Hope UMC Block Party - Please Approve

PD has no issue with this event.

-----Original Message-----

**From:** Lauren Spring <LSpring@Brunswickmd.gov>  
**Sent:** Tuesday, July 6, 2021 12:08 PM  
**To:** Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>  
**Subject:** 2021-08-13 New Hope UMC Block Party - Please Approve

[EXTERNAL EMAIL]

Please approve/comment on the attached event application.

Lauren Spring  
City of Brunswick  
1 W. Potomac Street  
Brunswick, MD 21716  
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at [https://urldefense.com/v3/\\_\\_http://www.brunswickmd.gov\\_\\_;!!I2-OFBIJoQBjqeup9g!XLVig-8njc5iM8NNIYT1KYjCVTXGf0S8zFR6125Yy5tRaqs8WQldfQVsz8qBgl0n2hFINp\\_mw6lj\\$](https://urldefense.com/v3/__http://www.brunswickmd.gov__;!!I2-OFBIJoQBjqeup9g!XLVig-8njc5iM8NNIYT1KYjCVTXGf0S8zFR6125Yy5tRaqs8WQldfQVsz8qBgl0n2hFINp_mw6lj$) on the Home page.

-----Original Message-----

**From:** City Scanner <cityscanner@brunswickmd.gov>  
**Sent:** Tuesday, July 6, 2021 11:35 AM  
**To:** Lauren Spring <LSpring@Brunswickmd.gov>  
**Subject:** Message from "RNP002673E0FF22"

This E-mail was sent from "RNP002673E0FF22" (MP 7503).

Scan Date: 07.06.2021 11:34:49 (-0400)  
Queries to: cityscanner@brunswickmd.gov