



Town of Brookeville
Agenda
Commissioners July 20, 2015
2nd Fl Meeting Hall, Brookeville Academy

Present: K. Farquhar, B. Bartley, S. Daley, C. McDonald, S. Johnson (A. Scanlon away)

Residents:

AGENDA July 20 2015

7-7:20 Residents' questions and comments.

7:20 Commissioners start business

Comments from Residents are welcome in the first 20 minutes of the Commissioner meetings. Beyond that point, the Commissioners are conducting Town Business and are not able to engage with Residents. Residents are welcome to remain for all of the meeting (exception: personnel matters).

ROUTINE TOWN BUSINESS:

1. Review/Edit/Approve June 8 minutes (attached)
2. Update from Katherine & Sue re: MML 2015 Convention (report attached)
3. Budget update (Susan)

Town Property

- a. Academy Report (see Andrea report, attached).
- b. Academy Grounds Survey bids (Buck Bartley): Review and vote.
- c. Academy maintenance/capital projects
 1. Walkway: Review & vote on Greenstone bid; "new design, old bricks" (Buck has this?)
 2. Other capital projects: ADA Door, Exterior Light, Roof Replacement Research. Move on these budgeted projects.
 3. Process for disposal of Brookeville Angel: do we need to vote: with artist's approval, cut the Angel into pieces & sell to fund the Brookeville Pride Wall for the Academy? What would Commish like to do?

Public Works (sidewalks, streets, lights)

Update on work by Mr. Leary for North & Water Streets
Replacement completed for bricks in front of Acierno property
E. Market Street: create specs for the repairs, solicit bids for: patch/repair potholes & major cracks; rebuild & paint speed bumps (be aware that speed bump

may be affecting integrity of historic wall); rebuild (concrete?) kerb at base of Market St. E.

Pogo Tree Contract? North Street tree ownership?
See also: Walt Berry (301 384 1026; 240 876 8902)

Town Government

- *Property Upkeep, Cars
 - *309-11 N. Market Street Condition
 - *Water Street Parking
- * Suggested Membership: FY 2016 Brookeville Planning Commission @ 5 members:
 - Chris Scanlon, Miche Booz, Fred Teal (continuing Members)
 - Two additional invitations are under consideration (**Personnel**)

Town Operations

- *Stationery, Business Cards, Logo, (Flag): When and How? Sample from Sandy & Quinters (attached). Next steps.
- *New Town Computer (Susan, Cate)
- *Should Town pay to have a person “on duty” at the Academy when it is rented? Trouble-shoot, be resource, ensure noise, trash, etc. are under control?

By-Pass & Beyond

Beyond the ByPass update from Chair Don Moore (**attachment**)
Next SHA Meeting July 29 in Baltimore. All 3 Commissioners going.
Update from Town Attorney Jody Kline?
COVERAGE OF SHA Sidewalk Project for High Street
Who? When?
How?

Material for July’s Brookeville Times? Cate edits this issue.

MML Participation by Katherine & Sue Beyond Bypass update: Don
Update on ByPass from Buck/Sue

Dates: (**Next Beyond Bypass Meeting?**)

July 23 6 PM Academy “News Desert” meeting with Janet Terry

July 25 7 PM Academy Premiere of “Brookeville: Capital for a Day”; refreshments, showing. RSVP to Sandy Heiler:

sheiler07@gmail.com

July 29 Commissioners to SHA meeting in Baltimore

Aug. 4 National Night Out – 5-8 PM Harris Teeter Parking lot:

Brookeville Table: “Build the ByPass: A Safer Route for Brookeville” **Recruits from Brookeville are invited to help at the table! Go Brookeville!**

Aug. 26 MPT 10 PM “Brookeville: Capital for a Day” TV premiere

4. OTHER BUSINESS; “Good of the Order”

Move to Adjourn:

June minutes (Draft)

**Town of Brookeville
Commissioners Meeting Minutes
Monday June 8, 2015
7 PM**

Present: Katherine Farquhar, Sue Daley, Buck Bartley, Andrea Scanlon, Susan Johnson, and Cate McDonald.

Present during all or portions of the meeting was Town Resident Barbara Ray.

Open Discussion: no Town Residents were present during the allotted time (7:00pm – 7:20pm) for questions or comments.

7:10pm Meeting called to order.

Routine Town Business:

- Katherine Farquhar, Sue Daley and Cate McDonald were administered the Oath of Office by Commissioner Bartley.
- Katherine Farquhar was nominated for President of the Commissioners by Commissioner Bartley; Commissioner Daley seconded.
- May 11, 2015 Meeting Minutes approved with edits.
- June 1, 2015 Annual Meeting Minutes approved.

Budget

FY15 Budget was review. The proposed FY16 Budget was reviewed with the following line items changed:

6003 – Public Utilities (income) Increase to \$1500 from \$1000

6010 – Cable/Fios (income) Increase to \$1500 from \$1200

Commissioners Farquhar and Daley will get an update at the MML convention regarding the Comcast Franchise agreement and how it will impact the Town, if at all.

6025 – Local Income Tax (income) amount stays the same

6143 – elevator (expense) increase to \$1100

6146 – Fire Alarm (expense) decrease to \$2000 from \$2100

6235 – Snow removal (expense) Budget amount is \$2500; FY15 spent \$3720. Will budget \$2500 since snow removal is not an item that can be exactly budgeted.

6185 – Professional Services \$30,000

Professional Services of Jody Kline (Miller, Miller, & Canby) were retained by the Town at \$350 per hour. The Commissioners approved an expense for FY15 for approximately \$2500 for research.

Academy – upgrade interior: \$45,000 in the budget. Most Residents at the Annual Meeting were opposed to upgrading the Academy. Will leave the \$45K in the budget.

The Beyond the Bypass Committee will consider future options for the Academy.

Commissioner Bartley suggested having a professional look at the Academy, including the grounds, and make suggestions. He feels any upgrades will not be done in FY16 and the fund can be carried over into the Reserves. Commissioner Bartley suggested decreasing the amount to \$35,000. If the Town wants revenue from the Academy, it will need to spend money to upgrade. Academy Manager expressed that she does not think the upgrades to the Academy will happen in FY16 as it takes time to hire a professional,

come up with a plan and implement the plan. Suggestion was made to do marketing research to see what we should improve.

Commissioner Bartley motion to transfer \$10K to Professional Services from the \$45K Academy interior upgrade. Motion was 2nd and unanimously approved.

Changes to FY16 were unanimously approved.

Treasurer will send update to FY15 Budget after June 30, 2015.

Town Property

- Academy Report: No new rentals. Academy Manager has been tracking types of rentals and made a report with demographics.
2014 = 71 rentals / uses which is more than past years mainly because of the Bicentennial. She will send the report to the Beyond that Bypass Committee.
- Public Works
 - Waiting to hear back from Todd Greenstone with a proposal to repair sidewalk
 - 3 roofer have come to take a look at the Academy roof; waiting on proposals
 - waiting for proposals on the ADA door.
 - Exterior cleanup Academy: need to hire a landscape architect to give options, especially if the Schoolhouse is moved there. Long range plan to evolve the Academy with sidewalks, etc. into a Town center.Will ask the Beyond that Bypass Committee to consider options
Question was raised about where the Academy's property line is located and any ROW.
Will need to have a boundary survey as a first step; will not have Schoolhouse surveyed.
Motion to approve funds for boundary survey was unanimously approved.
- Schoolhouse: electrician started to add outlets
Dehumidifier onsite and HVAC will install once electrician is finished.
- Outside light at Academy needs to be repaired
- Angel: Commissioner Farquhar will call Pogo to discuss an appropriate way to dispose of the Angel. Suggestion was made to have Karen Montgomery call the artist to discuss the Angel. Also, will consult with Marian Fathers. Discussion about having a plaque made to commemorate the Angel and to remove the sign.
- Dumpster for bulk trash is on North St and is filling up
- Town Streets: Leary is working on North St and then will move onto Water and South Streets. FY16 budget has money to hire a road engineer to work on drainage maybe in conjunction with the BPC.
- Bricks in front of Michael Acierno's house will be replaced after WSSC finishes repairing the street.
- Parking on Water St: Commissioner Bartley spoke to Chris Haris about parking his vans on his property. Chris Haris moved his vans for the Montgomery's party but moved them back to Water St the next day. Commissioner Bartley will have another conversation about parking his vans elsewhere. Commissioner Farquhar will speak to the Montgomery's about parking their cars closer to their property and not so far onto Water St.

- Market Street: will look at options for a speed bump and patch repairs after WSSC finishes repairs.
- Contracted with Traffic Group was signed for traffic count

Beyond the Bypass

- No new news from SHA
- Contracted with Traffic Group was signed for traffic count
- Don Moore will help the initial meeting June 11.

Open Discussion

Brookeville Times: Deadline for submissions is June 17 with a projected publish date of June 22.

Heritage Days: The Academy will be open Sunday, June 28 from 12noon – 4pm. Commissioners Farquhar and Daley will be available early afternoon but need to be at MML Convention for registration. Sandy Heiler will conduct 2 tours of the Town; Don Moore will be a period Schoolmaster. Will need to ask for volunteers from the Town.

Cub Scouts: Service Project scheduled for June 12 for the 2 Dens that meet at the Academy will be deferred to the Fall.

Our House: Approved \$200 donation to Our House for the 3 hours they spent to help hang the flags.

July Commissioners Meeting: date changed to Monday, July 20, 2015

BPC will meet July 7

Town Picnic is schedule for September 13 from 3:00pm – 6:00pm

The meeting adjourned at 9:30p.m.

Cate McDonald

Interim Town Clerk



4 Days of Calm and Civility: Brookeville Goes to MML 2015 Annual Convention Summary:

Town of Brookeville Commissioners Katherine Farquhar (President) and Suzanne Daley summarize what we learned at the 2015 MML Annual Convention in Ocean City. We thank MML for the scholarships that enabled us to attend this important convention. We were able to: network, learn from others' experiences and from experts in key topics, and identify resources that may be helpful to our Town. And, we again thank the MML for being chosen for the 2014 "Town Spirit" award in the Small Towns category. Brookeville takes great pride in this recognition.

Thanks to a Scholarship from MML, 2 of Brookeville's 3 Commissioners participated in the 2015 MML Annual Convention. We networked, participated in workshops offered by peers and subject area experts, and connected with resource people in the Exhibits area. This report summarizes those activities and lists our learnings.

1. Networking. The success of a tiny historic Town rests on the relationships we build beyond our 140-person population. At MML 2015, we participated in:

*the Montgomery Chapter dinner and the Small Town Discussion Forum.

*Katherine attended the Maryland Mayors Association Lunch and the Tuesday night MML Dinner. The Mayors Lunch was a first for Brookeville and clearly important as a resource moving forward. The MML dinner was a unique opportunity to talk face to face with Transportation Secretary Pete Rahn about Brookeville's #1 priority: the Rte. 97 ByPass.

*the Cabinet Secretaries Roundtable. Katherine spoke with Associate Transportation Secretary Schrader and Chief Planning Director Greg Slater. This was a chance to share our gratitude for the wonderful work that SHA staffer Huqin (Aimee) Zhang does as chair of the biweekly meetings and ongoing work of the huge SHA team working on the long-awaited Brookeville ByPass (construction starts in Summer 2016 per Governor Hogan's plan).

Networking held a message for Brookeville about formalizing our government's presence. We need:

***business cards** for Town elected/appointed officials and staff

*an approved **letterhead and logo**

***T-shirts/hats/identifiers** for Brookeville staff/elected/appointed officials

[*a **Flag and approved Town motto**.

That's a longer term process; other Towns say they held a competition to create their flag. Next year the Brookeville contingent should present our flag in the Parade of Municipal Flags!]

2. Workshops. Sue and Katherine divided up workshops to cover key topics relevant to Brookeville:

*Building a Financially Resilient Municipality;

*Save Money on Roadway Maintenance;

*Lobbying 101;

*Grant Application Do's and Dont's;

*Communicating in an Emergency;

*In addition, the Small Towns discussion group focused on "blight", which we realized is an issue with a key property in Brookeville.

Examples of important lessons for Brookeville are:

* Brookeville is on track with our traditional practice of **budgeting** while assuming that the widely variable SHA User Funds are always minimal.

*Brookeville's strategy of completing immediate short-term **roadway repairs** for E. Market Street makes. At stake are: liability, community image, maintenance of the Town's assets.

*Other sources of funding exist for the long-term massive public works burden (for small Brookeville).

*We need to **lobby, keeping** the interests and attention span of our lobbying targets in mind, i.e. "Build the ByPass Now."

***Grants are available for capital improvements** to the Town. Possible funding: link to MD Historic Trust; consider the Chesapeake Bay Foundation for stormwater management; MoCo gives stormwater management grants < \$50K (due Dec. 15); Dept of Housing & Community Development might invest in a "revitalization" process.

* Brookeville must create and make public a **clear emergency communication plan**. The Town must step in to "fill the silence" – quiet from the Town can be dangerous, losing control of the message to speculation, rumors, etc. How can the Town better link with GOCA, MoCo and other resources in emergencies? Are we OK as we operate now or do we need more formalization?

* "**Blight**" -- Town of Cumberland example. There are economic costs to the Town (no tax coming in from blighted property, and real estate values not maximized in nearby properties, depressing revenue to Brookeville from MoCo real estate taxes). We need to examine this for Brookeville via the zoning code and our enforcement mechanisms

3. Experts/Resources:

*** Engineers/Surveyors:**

Christopher Ley (Business Development), CPJ Associates Engineers. www.cpjia.com (Charles P. Johnson & Associates).

Rick Groff or Gerhard Stossier. Ben Dyer Associates, Inc. rgroff@bendyer.com. 301 430 2000. Mitchellville. www.bendyer.com.

Josh Bryant or Nik Jindal. CPH Associates. (including LEED). www.cphcorp.com. Nik: 386 682 9328 (cell)

John O'Connell (COO). Navarro & Wright Consulting Engineers. www.navarrowright.com. Tel: 443 595 8629 Sparks, MD.

* **Road/other signs:** (flooding, water depth, speed, etc.). Garden State Highway Products, Inc. Jon Herbert: www.GardenStateHwy.com. Email: jherbert@GardenStateHwy.com. Cell: 410 746 3260

* **Streets & Pavement** Pavement Corporation. Pavementcorporation.com. Phone: 855.976.8465. Tae Stange & Jay. Located in Fort Washington MD.

* **Graphics/Rack Cards/brochures:** Allegra (marketing, design, printing – Annapolis). Natalie Whyllie. www.annapolisallegra.com. Tel: 410 267 1200

* **Speed Cameras!** Photo enforcement" = ATS www.atsol.com. American Traffic Solutions.

*** Planning Support:**

* MCPCA (Maryland Planning Commissioners Association) – Steve Allan 410 767 4572 Robert Elliott: 410 758 8757

* State: Wendi Peters: Deputy Secy Planning – wendi.peters@maryland.gov Cell: 410 409 8348

Brandon Wright – Chief of Staff – Brandon.wright@maryland.gov. Cell: 443 758 5542

Nell Ziehl at Maryland Historical Trust. Contact info?

Only one regret:

We did not see MML's Jim Peck to thank him for his coaching for Brookeville about Town Government. We will make up for this. We delighted in meeting other members of the MML Team.

Thank you again to MML for this terrific opportunity. Your investment has already paid off!

Katherine, Sue, and the Town of Brookeville.

ACADEMY AND TOWN PROPERTY UPDATE FROM ANDREA:
Per email, July 15 (edited kwf)

ACADEMY:

Repairs & Upkeep:

- I emailed Sue the latest quotes from Todd Greenstone for the Academy walk, with both existing/new pavers.
- No progress on the exterior light fixture –
- Fire Alarm panel work had to be delayed because we had issues w/the Academy fax line (which is also used by the monitoring system). Phone line is fixed, so I can release fire alarm
- Elevator is disabled pending receipt of a new door lock - it won't run if the locks aren't engaged and 1 went bad. Parts should be in this week.
- Summer service was completed on the HVAC system
-

Rentals:

- No unusual rental activity to report
- I selected the business card size as for the Chabad of Olney calendar and paid out of advertising budget (ilo trading for rentals) per Commish. 3 mo x \$150/ea = \$450-
- We had an incident with a renter who was loud and late leaving. Chuck Sterling complained. They were also the renter who had the issues w/ elevator and ended up calling the fire dept. Unfortunately, no one contacted me until the following day.

Town Property (street lights, Schoolhouse):

- I asked Dennis Bogan to put together a proposal per/light and total to replace the streetlights, but haven't heard back yet.
- Schoolhouse Dehu, electric and drainage line are complete



FOUNDED C. 1794
INCORPORATED 1808

A NATIONAL REGISTER
HISTORIC DISTRICT

A STAR-SPANGLED BANNER
NATIONAL HISTORIC TRAIL SITE

The oval in the logo needs to be changed to say:

Town of
Brookeville, Maryland