

Town of Brookeville
Commissioners Meeting Minutes
Monday, February 12, 2018
7:00pm

Commissioners:

Present: Sue Daley, Bill Gaskill, and Jeff Johnson

Absent: none

Quorum present? Yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Property Manager Andrea Scanlon

Town Residents: Matt Pollock

Others: Terry Hogan, GONews; Taylor Waterman outreach for David Blair.

Proceedings:

Meeting called to order at 7:00 p.m. by Commissioner Sue Daley.

Open forum for Town Residents:

Matt Pollock wanted to follow-up regarding his recent email to the Commissioners. Mr. Pollock has safety concerns with the proposed educational program at the Schoolhouse, the porta-potty and parking as well as the cost of the upgrades to the schoolhouse lots,. In addition, Mr. Pollock has concerns with road conditions on North Street and would like to know the timeline ~~for the Town~~ to re-grade and add tar & chip surface to North Street. There was a discussion about the grants that the Town received to pay for the lot improvements at the Schoolhouse, proposed new grants being applied for, the Eagle Scout project, and other cost-saving measures. There were never any plans to allow public parking at the Schoolhouse , with the exception of handicap parking,. Pedestrians will utilize the soon to be built mulch path to the Schoolhouse. The Schoolhouse program is projected to start in early 2019.

Barring any weather delays, North Street will be regraded according to the topological survey in the next few weeks. Estimates for tar & chip are being sought; there is no commitment from the Town Commissioners to use tar & chip on any of the Town's roads; more research into the cost and long-term repair cost needs to be evaluated. There was a discussion about Brookeville Road, which was thought to be tar & chip but is asphalt; 2inches vs. 4inches of tar & chip cover for North Street; and snow removal procedures for tat & chip. The Town's goal is to improve the gravel roads.

ROUTINE TOWN BUSINESS:

Roadways: The Property Manager asked to revisit the amount approved to fix the potholes on Market Street. The allotted \$3K will not allow enough to fix the potholes properly. \$1,500 has already been spent on some patch repair work, which washed away in a storm. Property Manager will get quotes to fix the potholes and curbs along Market Street. Property Manager will work with Commissioner Gaskill on a priority list for Town projects.

Minutes: The January meeting minutes were approved.

Budget: a review of the Town's HUR is pending.

A chart that lists the past and project income revenue was discussed.

TOWN OPERATIONS:

- Codifying/organize Brookeville Ordinances: Commissioner Daley spoke to Suellen Ferguson and arranged a meeting for the evening of February 26th to discuss the Town Ordinances and 301/311 Market Street.
- On-line directory: photos have been purchased; work will begin on finishing up the directory / website.
- BPC update: Commissioner Daley will ask BPC Chair to take the online Maryland Open Meeting Act training.
- Election: Commissioner Daley confirmed the Board of Election Supervisors would be Marti Andress, Carmen Harding, and Barbara Ray.

TOWN PROPERTY:

Academy

- Academy Roof: an intent to apply was submitted to MHT to cover 50% of replacement cost of the Academy's roof. The grant submittal is in March; a decision is expected in June or July. The estimated cost of the roof replacement and gutters is \$80K. The grant would require a 50 % in-kind or cash match.
- A grant was submitted to Heritage Montgomery to cover the cost for the Schoolhouse patio, some interior and exterior work at the Schoolhouse, parking lot improvements, and the porta-potty expense.
- Acoustical: The Academy's acoustical report should be ready for review by the end of the week
- Refrigerator: will be delivered soon

Schoolhouse:

Eagle Scout Jacob Weinberger still working on the paperwork for his project at the Schoolhouse.

Public Works:

- Streetlights: the claim for the streetlight at 308 Market has been paid, less the Town's \$1K deductible. LGIT has requested the other insurance to reimburse the Town our \$1K deductible.

ByPass:

SHA and MNCPP have not signed the needed permit for the ByPass. Commissioner Daley will ask State Senator Zucker to intercede.

Other Business:

Next BPC meeting – Tuesday, March 6

Next Commissioners Meeting – Monday, March 12

The Annual Town Meeting was set for Monday, May 21 at 7:00pm

The meeting adjourned at 8:28pm

Cate McDonald

Town Clerk