

Town of Brookeville
Commissioners Meeting Minutes
Monday, July 9, 2018
7:00pm

Commissioners:

Present: Sue Daley, Jeff Johnson

Absent: Bill Gaskill

Quorum present? Yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Property Manager Andrea Scanlon, Events Manager Brooke Curley. Treasurer

Alice Allen

Town Residents: none

Others: Terri Hogan

Proceedings:

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

Open forum for Town Residents: no Town Residents were in attendance.

ROUTINE TOWN BUSINESS:

- **Minutes:** The June meeting minutes were approved.
- **Budget:** Alice Allen is the new Town Treasurer, effective July 1, 2018
 - The engagement letter for the annual audit was signed by Commissioner Daley
 - The FY 2018-2019 budget needs to approved by the Commissioners. The Treasurer will get the budget and signature sheet prepared for signature

TOWN OPERATIONS:

- **Zoning Ordinance update:** The Commissioners approved a text amendment to the Zoning Ordinance to update the reference code to the correct MoCo Code from Section 59-D-3.2 to the updated reference Section 7.3.4. B.2

Section 59-D-3.2 TO THE UPDATED REFERENCE Section 7.3.4. B.2

Section 10-501 HVR Zone is amended as follows:

An applicant for new development in the HVR zone must file a subdivision plan and a site plan which meets all the requirements of Sec. 7.3.4.B.2 of the Montgomery County Code for review and approval by the Planning Commission in accordance with this Chapter.

Section 10-502 HVC Zone is amended as follows:

An applicant for redevelopment or for any new addition to an existing structure in the HVC zone must file a site plan which meets all the requirements of Sec. 7.3.4.B.2 of the Montgomery County Code for review and approval by the Planning Commission.

- **Photos of Town / Academy:** all images are in the DropBox. Online Directory will be available for review by Residents at the Town Picnic.

- **Income Tax Revenue:** Town Residents (and former Commissioners) Michael Acierno and Katherine Farquhar send a letter to the Commissioners voicing concerns for the a reduced amount of municipal tax duplication the Town will receive and the impact this will have on the Town's finances. The Treasurer will contact the Laytonsville's Treasurer to discuss concerns and will go back to a least 2012 to chart the annual amount the Town has received from the State.
- **309/311 Market:** The Town Commissioners will work with MoCo to ensure the properties are cleaned up.

TOWN PROPERTY

Academy:

- **Roof:** the MHT grant awards have not been announced yet.
- **Lawn:** on hold
- **Microwave:** on hold
- **Roadways:** road conditions are good, but there have been no recent rain storms.

Schoolhouse:

- **MHAA grant:** The Town was awarded a grant award of up to \$8,800 for improvements to the Schoolhouse.
- **Fence:** the materials for the Schoolhouse have arrived; works from Our House will be here later this week to help with the post holes.
- Saturday, Sept. 15th was set as the Town Volunteer day
- Commissioner Daley signed a letter to confirmed the Eagle Scout project at the Schoolhouse was complete.

Public Works:

- **Street repairs:** No quotes for repairs to Market St.
- **Trees:** a tree at the end of 104 Water Street's driveway is dead and needs to be removed; Property Manager will check to find out who's property the tree is located on before it is removed. The Residents along North Street have requested that the black walnut trees be removed; these trees are on private property.

Academy:

- **Window Sills:** quotes have been requested for repair / replacement work to the window sills.
- **Fire Alarm** quotes were reviewed. The Commissioners approved the EMERgency24 for \$345 annually.

ByPass: Construction bids were received; Commissioner Daley will contact SHA for a new project timeline

BPC:

- BPC will be working with Doug Lohmeyer as a consultant for the possible subdivision on Parcel 770.
- next BPC meetings: July 10th and Aug. 7th

Other Business:

- The Events Manager placed a Facebook ad to help increase awareness of the Academy.
- The Property Manager will price a new parking sign for the Academy
- The next Brookeville Times will be a combined July / August edition.
- Next Commissioners Meeting – Monday, September 10th.

The meeting adjourned at 8:04pm

Cate McDonald
Town Clerk