

Town of Brookeville
Commissioners Meeting Minutes
Monday, September 10, 2018
7:00pm

Commissioners:

Present: Sue Daley, Jeff Johnson, and Bill Gaskill

Absent: none

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: Barbara Ray

Others: none

Proceedings:

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

Open forum for Town Residents: no Town Residents opted to speak.

ROUTINE TOWN BUSINESS:

- **Minutes:** The July meeting minutes were approved.
- **Sworn-in:** Alice Allen was sworn into office by Commissioner Daley
- **Budget:** no updates
 - Treasurer will work on charting the amount of tax duplication revenue received from the State going back to 2012

TOWN OPERATIONS:

- Text Amendment to Zoning Ordinance (TX 2018-01) will take effect 1Oct2018.
- The migration to the new website will be this week; once complete, information will be sent to residents on how to access the online directory. The Town purchased an SSL certificate to provide a more secure transfer of data.
- Income Tax Revenue from State: The Treasure will talk with Laytonsville's Treasurer to help determine strategies to ensure the Town is receiving the correct amount of tax revenue from the State.
- 309/311 Market: Commissioner Johnson will talk to the inspector and express concern that the properties are still blighted and start a conversation about MoCo being more aggressive in enforcing the Housing and Building Maintenance Standards
- Brookeville Volunteer Day Sept. 15th: may need to be rescheduled due to rain
- Town Picnic Sept. 16th: impending storm may force the picnic to be held indoors. After discussion of options, the Commissioners postponed the Picnic to Sunday, September 30th.
- Open Meetings Act training: Commissioner President will take the online training and will have the BPC Chair take the online training.

TOWN PROPERTY

- **Academy:**
 - Roof: the Town was not awarded an MHT Capital Grant; Property Manager will resubmit the grant request next year
 - Lawn: no work will be done on the lawn.

- Interior: Shelf for microwave will installed; interior painting will commence shortly.

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- **Street repairs:**

- No quotes received for repairs to Market St.
- All 3 gravel roads have issues: There is a gully on North St near the intersection of Market; Water St has pitting, and a gully in front of 108 Water; South St has water runoff. Estimate cost of repairs is \$3K

- **Schoolhouse**

- The fence is installed; Sandy Heiler is wrapping up the work for the mini-grant.
- The 2nd mini-grant work will start soon: HVAC, a brick patio, trail landscape improvements, exterior bench, and a portable toilet enclosure and concrete pad.
- Property Manager would like to plants trees utilizing the Tree-Mendous program

- **Trees**

- Big response from Resident for the Tree Collaborative. Estimates will be sought from Pogo, Pupkar, Evans Tree Service, and JC.

PUBLIC WORKS

- **Streetlights:** Electrician will be called to repair the streetlight out on Water St and in front of the Montgomery's house

BPC

- **Property maintenance:** BPC raised concerns regarding 3 property in the Town and appealed to the Town Commissioner regarding a plan to ensure property values do not deteriorate within the Town. The Commissioners discussed various topics related to getting homeowners to maintain their home to MoCo Codes. Commissioner Daley will talk to the Haris's to have them move their vans off Town property.
- **1 South St:** Commissioner Daley signed the garage permit.
- There was no opposition to TX 2018-01, which will take effect Oct. 1, 2018
- The Commissioners approved the proposed increase for building permit fees for new buildings or additions from .15¢ to .50¢ per gross square foot of building space. For all work other than new buildings the application fee remains the same at \$25. An amendment to the Sub-Division ordinance will be advertised to increase the fee to \$750 for the first lot and \$100 for any additional

ByPass: NTP should be issued any day.

Other Business:

- Next BPC meeting is Oct. 2, and next Commissioners Meeting is Oct 8 (Commissioner Johnson will not be able to attend the Oct. 8th meeting).
- Repair to Academy window sills: estimate for historic restoration is \$6K. Property Manager will get quotes from contractors for the repair / replacement of the sills.
- **Academy:**
 - the Hebrew School and Lecture Series will not be returning to the Academy this year; they outgrow the space
 - Donna Wills intends to hold field trips and teas this year but has not provided a schedule
- Snow Removal contract with Todd Greenstone was signed

The meeting adjourned at 8:39pm

Cate McDonald

Town Clerk