

Town of Brookeville
Commissioners Meeting Minutes
Monday, March 11, 2019
7:00pm

Commissioners:

Present: Sue Daley, Bill Gaskill

Absent: Jeff Johnson

Quorum present? Yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Treasurer Alice Allen, Property Manager Andrea Scanlon, and Harper Pryor, BPC Chair

Town Residents: Barbara Ray

Others: Terri Hogan

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

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The February 11th meeting minutes were approved.
- **Budget:** The budget was reviewed.

TOWN OPERATIONS:

- **Income Tax Revenue:** MML continues to lobby on the Town behalf and other MD municipalities for transparency from the State regarding the distributions of municipal tax duplication. The Commissioners will update the Town on any progress at the Annual Town Meeting.
- **309/311:** 311 Market will go to the tax lien sale in June 2019; 309 Market tax liens were sold in June 2018. Commissioner Daley will discuss the Town adding a lien on 311 Market for attorney fees with the Town's attorney. Also, she will contact MoCo Attorney with the history of these properties so MoCo Attorney can request an abatement order before the next court hearing.
- **Rental Report:** Events Manager was out sick.
- **Tree Removal & Replanting Permit:** this new permit was discussed at length as well as the Town joining Tree City USA. The Town is doing most of the requirements of a Tree City but would need to pass a Tree Care Ordinance; the Tree removal & replacing permit would be the framework for the ordinance. Harper Pryor, BPC Chair, was given a copy of the proposed permit for review. The Commissioners approved a \$200 opt-out fee for tree replanting
- **Dumpster dates:** March 15-25, 2019

TOWN PROPERTY

- **Academy Roof:** 2 grants will be submitted on behalf of the Town for the roof replacement: MHT and MHAA.
- **Microwave:** shelf will not be added to the kitchen; a price for a new microwave will be sought.
- **Window Sills:** Property Manager working on quotes
- **Basement:** humidifier has not been installed yet
- **Electrical:** GFCI have been installed in the kitchen; new batteries installed in the exit signs
- **Streetlights:** Light on Water St has been fixed; light in front of 211 will be repaired
- **Schoolhouse:** the brick patio, HVAC, and flooring will be the next items to be worked on

- **Roads:** does the Town have a ROW vs. ownership of the gravel roads? The Town does not own or have ROW on the gravel portion of Church St but receives HUR for Water, North and Church Sts. The Commissioners will discuss this with the Town's lawyer.
- **Tree Collaborative:** due to cost, most Residents have opted out of the collaborative. Property Manager will work on permitting,
- **Pepco:** Pepco will be around soon to remove the trees that have removal permits for.
- **Green Energy:** a requirement of the EPA's Green Power Partnership Program is the Town must buy at least 50% green energy, which it has not been doing. While many Residents still purchase green energy, this will not allow the Town to be a member of the Green Power Partnership. It is estimated to cost no more than \$500 annually to purchase green energy for the Schoolhouse & Academy and RECs for the streetlight account. The Commissioners vetoed buying green energy due to budget constraints.
- **Gravel Roads:** gravel road repairs will begin in March. North Street might need to be regraded. Due to Resident complaints, the Town will look at the cost for tar & chip.

BPC: the BPC Chair addressed the Commissioners:

- **Comprehensive Plan:** Harper Pryor recently met with Rebeccah Ballo, Supervisor of the Historic Preservation Office, Michael Kyne, Planner Coordinator of HPC, and a representative from MHT and DOT to discuss streetscapes, walkability, High Street design, street sizes, a "T" intersection at Market, High, and Water Streets, sidewalks, updated commercial zone, and sustainability as components of the Comprehensive Plan update. MHT & DOT will devise a plan for streetscapes and walkability and submit to the BPC for review. The BPC will hire a consultant for the other sections to be included in the Comprehensive Plan update.
- **Parcel 770:** revised plan with one curb-cut off High St. with a shared drive to the four lots has been submitted to the BPC for review.
- **15 High:** A TBBP for exterior changes & Use and Occupancy Permit have been submitted for approval.
- **ADU:** Harper Pryor, Miche Booz, and Chris Scanlon represented the Town at the Jan. 19th hearing on accessory dwelling units (ADUs).

ByPass: the project is moving forward.

Next BPC Meeting: April 2, 2019

Next Commissioners Meeting: April 8, 2019

Annual Town Meeting; Monday, June 10th with Commissioners Meeting immediately following

The meeting adjourned at 8:38 pm

Cate McDonald

Town Clerk