

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

**Commissioners:**

*Present:* Bill Gaskill, Garrett Anderson, and Mark Davis

*Absent:* none

*Quorum present?* yes

*present during all or portions of the meeting:*

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

*Town Residents:* none

*Others:* Dylan Norkiewicz, Pack 434; Luke Norkiewicz, Troop 264; Jen Norkiewicz

**Proceedings:** *Meeting called to order at 7:00 pm.*

**ROUTINE TOWN BUSINESS:**

- **Minutes:** The September and October meeting minutes were approved.
- **Budget:**
  - Budget through 31Oct2019 was reviewed
  - FY'18 Audit is finalized.
  - A revised HUR report was submitted to the State
- **Adoption of MoCo Codes:** ongoing project

**TOWN OPERATIONS:**

- **Parking Sign:** The Commissioners reviewed several options and wording for this sign. SUMC will be asked for input and to approve the design.
- **Adoption of MoCo Codes:** ongoing project
- **Tree Removal Permit:** will be reviewed next month.
- **Academy Rental Report:**
  - Donna Will has not confirmed her usage of the Academy and possibly will not due to a family illness.
  - Rental revenues will down this fiscal year.
  - 4ft x 8ft mesh sign for advertising Academy rentals will be ordered
- **FCA – SB234:** The Town will need to update the Forest Conservation Act per SB234
- **Open Discussion – Leaf Removal:** The Town has not offered leaf removal due to budget cuts. The Commissioners will consider leaf removal options for next year.

**TOWN PROPERTY**

- **Academy**
  - **Academy Roof:** MHAA grant paperwork has been submitted; 3 quotes will be sought so work can begin this Spring. Property Manager will work on the required permits.
  - **Window Sills:** deposit has been paid; work should start the 1<sup>st</sup> week of December.
  - **Dehumidifier:** will be installed in December.
- **Schoolhouse:**
  - PortaPotty enclosure permit from the Town is in progress. After TBBP is approved, a MoCo permit will be needed for an approximate cost of \$700. Sandy Heiler is seeking options to have this fee deferred.

### **Infrastructure:**

- **Grant paperwork for Market St.:** all paperwork has been submitted to the State; MHT has reviewed and approved this project.
- **Town Road:** some gravel road maintenance will begin in December
- **Sidewalks:** Property Manager will seek quotes for repair to the brick sidewalks
- **Gravel to paved:** the ongoing quest to have the Town's gravel roads paved was discussed. The Residents of North St are considering chipping in to have North St paved. Water Street is too wide and needs to be narrowed.
- 2019 Road Improvement Report to SHA: reviewed and approved by Commissioner Gaskill

**BPC:** TBBP for 106 Water - Solar panel installation – signed by Commissioner Gaskill

**Bypass:** the project is moving forward.

### **Other Business:**

- **MML Legislative Dinner** December 5, 2019: Commissioners Anderson and Davis will attend. The Town has invited Delegates Kaiser and Queen
- 14 November 2019 **Joint MC/PGCMA Meeting:** Commissioner Davis will attend
- **FEMA Flood Risk Mitigation Meeting:** Commissioner Gaskill will attend
- **BSA Troop 264:** Scoutmaster has offered to replace the flag and install solar lights around the flag on the Academy's lawn/
- **Holiday Party Dec 7<sup>th</sup>:** party plans were discussed
- **Semi-Annual Town Meeting:** the date was set for Wednesday, January 22, 2020
- Options for a keyless entry was discussed. A lockbox will be used for now.

Next BPC Meeting: December 3, 2019

Next Commissioners Meeting: December 9, 2019

Holiday Party: Saturday, December 7

Semi-Annual Meeting: Wednesday, January 22, 2020

The meeting adjourned at 8:47 pm

Cate McDonald

Town Clerk