

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday, September 13, 2021**  
7:00 pm via Zoom

**Commissioners:**

*Present:* Bill Gaskill and Mark Davis

*Absent:* Garrett Anderson

*Quorum present?* yes

*present during all or portions of the meeting:*

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

*Town Residents:* Sandy & Duane Heiler

*Others:* none

**Proceedings:** *Meeting called to order at 7:00 pm via Zoom*

**ROUTINE TOWN BUSINESS:**

- **Minutes:** August 9, 2021, meeting minutes were approved.
- **Budget:** The budget report was reviewed
  - FY'21 audit is in progress.
- **Rental report:**
  - No update.
- **BPC update:**
  - Once reviewed and approved by the BPC in October, the draft update for the Transportation, Pedestrian Networks, and Streetscaping Elements to the BPC, will be mailed to Town Residents for review before adoption.
  - The sub-division for Parcel 770 is moving forward.
  - Total Budget Prep – Comprehensive Plan: a draft budget will be developed to include all elements in the Town's Comprehensive Plan. This will help officials when asking for help from State and Local leaders.
  - Race St.: The Heilers will not be selling a portion of their property to develop Race Street, as discussed at the September 3 BPC meeting.
- Addition of Race & Church Streets to the Gravel Roads Project:
  - the HPC has approved the HAWP for the change in surface type for Church & Race Sts.
  - There are no cost estimates at this time for the cost of Church & Race Sts resurfacings.
  - Estimated cost for resurfacing of the gravel roads and Church & Race Sts. The cost comparison in the draft Gravel Roads Work Plan will be revised, and the information will be sent out to Town Residents via the newsletter.
- **Town Events:**
  - Town Picnic: Sunday, September 19 from 3p – 7p outdoors at the Academy. RSVP will be asked of Town Residents to help plan for food.
- **Silo Falls:** noise and parking
  - The Town received a complaint about loud, explicit language music emanating from Silo Falls.
- Clean-up of the Town's ROW: completed; mulch will be ordered for the walking path connecting Water & North Sts.

**TOWN PROPERTY**

- **Town maintained roads:**
  - Hammaker is sought as the new contactor and is open to doing the resident's driveway work.
  - The truck that spreads the sealant needs 13 feet of road width, and the hill on North street is not wide enough to accommodate the truck. Arrangements will need to be made with the owner of 211 Market to remove their fence for the road work to be completed.
  - 2 contractors are needed for the resurfacing project
    - Sub-grade: contractor LW Wolf
    - Tar & Chip: Hammaker, now called Russel Standard.
- **Academy Roof replacement:** work should begin in October.
- **Commissioner's Action Item List:** Reviewed and discussed
- **FY 2022 Heritage Montgomery Mini-Grants:** submission deadline is 9/23/2021. Grants are up to \$2500 with no match required. At this time, no potential projects were determined.

### **New Business:**

- **Bury Town of Brookeville Power Lines**
  - Pepco will start the cost proposal & logistics of burying the power lines within the Town.
- **Bulk Trash:** A dumpster for bulk trash will be ordered for placement on North Street in October.

### **Next Meetings**

- BPC Meeting: Tuesday, October 5, 2021, via Zoom
- Commissioners Meeting: Monday, October 11, 2021, via Zoom.

The meeting adjourned at 8:23 pm

Cate McDonald

Town Clerk