

Town of Brookeville
Commissioners Meeting Minutes

Monday, January 10, 2022

7:00 pm via Zoom

Commissioners:

Present: Bill Gaskill, Mark Davis, and Garrett Anderson

Absent: none

Quorum present? yes

present during all or portions of the meeting:

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

Town Residents: none

Others: none

Proceedings: *Meeting called to order at 7:08 pm via Zoom*

ROUTINE TOWN BUSINESS

- **Minutes:** The December 13, 2021, meeting minutes were approved.
- **Budget:** The budget report was reviewed
- **Rental report:**
 - Rental report will be available next month
 - PayPal fees as cost as doing business was discussed.
- **BPC update:**
 - The sub-division for Parcel 770 is moving forward; the easement requested by the BPC is a sticking point.
 - Comprehensive Plan update to Transportation, Pedestrian Networks & Streetscaping Elements
 - The timeline for adoption was discussed.
 - Permits for Approval
 - 1 North: solar panel installation – unanimously approved.
 - Town of Brookeville: Gravel Road improvement project – the Water Street re-alignment was discussed. The proposed re-alignment will be marked for a visual perspective of the project. The Property Manager will reach out to SHA regarding the realignment.
 - Semi-Annual Town Meeting - Monday, January 24, 2022: The agenda was discussed and approved.

NEW BUSINESS

- The Town will request COVID-19 rapid antigen test for MoCo and will hold 2 distribution events.

TOWN PROPERTY

- **Academy**
 - **Roof replacement:** project is now complete with a total cost of \$68, 580.50. The grant paperwork will be submitted for up to 50% of the replacement cost.
 - Replacing / upgrading the HVAC at the Academy will be the next grant project.
- **Schoolhouse:** no work needed at this time
- **Bury Town of Brookeville powerlines:** No information yet
- **Streetlights:** all functioning
- **Town maintained roads:**
 - Gravel Roads Improvement Project:
 - Church Street will be included in the tar & chip resurfacing.

- The contracts with Russell Standard for \$24,931.75 and L.W. Wolfe Enterprises for \$156,655.00 were reviewed, discussed, and approved.
- Commissioner Gaskill will check on financing with Sandy Spring Bank.

Next Meetings

- Semi-Annual Town Meeting: January 24, 2022, via Zoom.
- BPC Meeting: Tuesday, February 1, 2022, via Zoom
- Commissioners Meeting: Monday, February 14, 2022, via Zoom.

The meeting adjourned at 8:45 pm

Cate McDonald

Town Clerk