

**Town of Brookeville**  
**Commissioners Meeting Minutes**

Monday, February 22, 2022

7:00 pm via Zoom

**Commissioners:**

*Present:* Bill Gaskill, Mark Davis

*Absent:* none

*Quorum present?* yes

*present during all or portions of the meeting:*

Town Clerk Cate McDonald, Property Manager Andrea Scanlon

*Town Residents:* Iris Stratton and Don DeWall

*Others:* none

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

**ROUTINE TOWN BUSINESS**

- **Minutes:** The January and Semi-Annual meeting minutes were approved.
- **Rental report:**
  - Rentals are going strong
  - Keyless entry for the Academy door was discussed, and options will be researched.
  - PayPal fees: Brooke will talk to Alice about processing the security deposit and refund process. Checks will be asked for the security deposit to lessen the loss of PayPay's fees.
- **BPC update:**
  - Parcel 770 subdivision site plan is on the March 1<sup>st</sup> agenda for approval
  - Appeals Board: discussion about appointing members to an Appeals Board if the Commissioners can not be the Appeals Board. If so, the Town's subdivision ordinance will need to be revised.
  - Comprehensive Plan update to Transportation, Pedestrian Networks & Streetscaping Elements
    - Bill is reaching out to Lardner/Klein.

**OLD BUSINESS**

- Rapid Ag test distribution: the Town held three distribution events; there are a supply of test kits and masks for future events

**NEW BUSINESS**

- Commissioner Resigns: Garrett Anderson resigns as Town Commissioner effective February 16, 2022. The Commissioners will recruit a candidate to appoint to fulfill his term of office.
- Election: Tuesday, May 10, 2022. Commissioner Gaskill's term expires this June.

**TOWN PROPERTY**

- **Academy**
  - **Roof replacement:** grant report is due June 1, 2022.
- **Schoolhouse:** no work is needed at this time
- **Streetlights:** all functioning
- **Town maintained roads:**
  - The stonewall in front of 204 Market will be repaired
  - Gravel Roads Improvement Project:
    - Utility lines in front of 205 Market are too low and may need to be moved. There are Verizon and Comcast lines, not Pepco.

- The asphalt on Church Street is in good shape and may not need to be redone the road except for a 10-foot area.
- Water Street entrance: SHA would need to approve the relocation of the entrance; there may be an ADA issue with moving the sidewalk. The property manager will work with SHA for approval on the realignment of Water Street.
- Work is scheduled to begin at the end of March / early April.

### **Next Meetings**

- The April Commissioners meeting was rescheduled to Wednesday, April 6
- BPC Meeting: Tuesday, March 1, 2022, via Zoom
- Commissioners Meeting: Monday, March 14, 2022, via Zoom.

The meeting adjourned at 8:23 pm

Cate McDonald

Town Clerk