



Town of Brookeville  
5 High St., Brookeville, MD 20833  
301-570-4465  
clerk@townofbrookevillemd.org

**Town of Brookeville  
Commissioners Meeting Minutes**

Monday, May 9, 2022

7:00 pm via Zoom

**Commissioners:**

*Present:* Bill Gaskill, Mark Davis, and Robert Johnson

*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:* Beth Anderson, Nick Roy, Jennifer Roy

*Others:* none

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

**ROUTINE TOWN BUSINESS**

- **Minutes:** The March and April meeting minutes were not available.
- **Budget:** Financial reports were reviewed
- **Rental report:** Rental requests and bookings are increasing.
- **BPC update:**
  - Parcel 770 subdivision is moving forward.
  - Comprehensive Plan: a technical editor will be engaged to weave the Transportation element into the existing Comprehensive Plan.
  - Appointment of Appeals Board
    - A text amendment will be made to correct the language of Section 10-606—Board of Appeals of the Town's Zoning Ordinance.

**OLD BUSINESS**

- **Adoption of MoCo Codes:**
  - The Town's lawyer will be asked to review our Charter and Ordinances for compliance with MoCo Codes.
- **Silo Falls: noise and parking**
  - Commissioner Gaskill will reply to the letter sent from Carmen Harding and ask the Town's attorney for an example from other municipalities that have dealt with this type of situation.
  - A suggestion is that if three people call at or about the same time for a noise complaint, the responding officers could issue a disorderly conduct complaint.
- **Parking ordinance:**
  - The Town Commissioners received a request on April 13, 2022, to create an ordinance to address:
    1. Parking vehicles (operable and/or inoperable) on "unsurfaced land," aka grass/dirt.
    2. Long-term parking on town-maintained property.
  - An ordinance will be drafted and introduced at the June Commissioners' meeting
- **Town Election:** Tuesday, May 10, 2022
- **Annual Town Meeting:** Tuesday, June 14, 2022, from 7:00 pm – 8:30 pm in person
  - Draft FY'23 budget will be made available to all Residents no later than June 7, 2022.



Town of Brookeville  
5 High St., Brookeville, MD 20833  
301-570-4465  
clerk@townofbrookevillemd.org

## NEW BUSINESS

- **Summer Meeting schedule**
  - Commissioner Meetings will be held in June, July, and August via Zoom.
  - The date of the August Commissioners Meetings was changed from August 8 to August 15.
- **Date for Town Picnic**
  - Sunday, September 18, 2022, was confirmed from 3:00 pm – 7:00 pm.

## TOWN PROPERTY

- **Academy**
  - **Roof replacement:** grant report is due year-end 2022.
  - **Digital lock:** work in progress
  - **Verizon phone lines:**
    - The emergency phone in the lift uses the landline with long-distance calling that requires a code from Shorelink. The lines from Verizon have been problematic, and we may need to switch service providers.
  - **HVAC:** the heater is at the end of its lifecycle and will need to be replaced - Estimated cost: \$15K
- **Schoolhouse:**
  - no work is required at this time
  - Heritage Days June 25 - June 26, 2022
- **Streetlights:** all functioning
- **Town maintained roads:**
  - The stonewall in front of 204 Market has been repaired
  - Gravel Roads Improvement Project:
    - Sub-grade work is in progress and should be done by Friday, May 13.
    - Tar & chip overlay the week of May 16 and will take 3-5 days.
    - Dates are weather dependent
  - Funds for Gravel Roads Improvement Project:
    - The Town's lawyer advises the Town can not take out a loan
    - The Town can apply for a Maryland Municipal Bond, which will take 3 months for approval.
    - Treasurer will evaluate the Town funds to pay for the Gravel Roads Improvement Project.
  - The Town was awarded a \$500K Capital Grant for Market Street Improvements from the State for FY'24 thanks to the hard work of our D14 Legislative Team.

## **Open Discussion:**

- **Town Funds**
  - The Town's reserves are held in various bank accounts and CDs. The Town has a cash collateral agreement with Sandy Spring Bank to protect funds above FDIC limit.
  - Capital One Bank business checking account signers need to be changed to William Gaskill (President of the Commissioners) and Alice Allen (Treasurer) from Sue Daley.

## **Next Meetings**

- BPC Meeting: Tuesday, July 7, 2022, in person
- Commissioners Meeting: Monday, June 13, 2022, via Zoom.
- Annual Town Meeting: Tuesday, June 14, 2022, in person

The meeting adjourned at 8:47 pm

Cate McDonald

Town Clerk