



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

## Town of Brookeville Commissioners Meeting Minutes

Monday, June 13, 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:*

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

*Town Residents:* none

*Others:* none

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

### **ROUTINE TOWN BUSINESS**

- **Minutes:** The May meeting minutes were approved.
- **Rental report:**
  - Drama Club will hold camp in August
  - Advertising options will be researched; the rental sign will be put up in front of the Academy
- **BPC update:**
  - Permit for Approval
    - 4 North: tar & chip resurfacing: approved.
  - Parcel 770 subdivision is moving forward
  - Parcel 770 easement document from the Town's lawyer needs to be reviewed and approved.
  - The building permit process was reviewed.
- **Budget:**
  - FY'22 P&L was reviewed
  - Gravel road resurfacing project is estimated to come in under budget
  - FY'23 draft budget was reviewed in detail in preparation for the Annual Town Meeting
  - Federal Grant Opportunity for Safer Streets and Roadways was reviewed
- **Annual Town Meeting – June 14, 2022**
  - Agenda was reviewed and finalized.

### **OLD BUSINESS**

- **Adoption of MoCo Codes:**
  - Commissioner Gaskill will work on finalizing the information and sending to the own's lawyer for review.
- **Silo Falls: noise and parking**
  - Potential parking ordinance .
- **Parking ordinance:**
  - Draft ordinance was reviewed.
  - The BPC requested to review the draft ordinance and will be an agenda item in July.
    - Timeline for the ordinance:



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- Announce the parking ordinance at the Annual Town Meeting
- Send a draft to the BPC for review and comment
- The draft ordinance will be sent out to the Town with notice of Public Meeting; question and comment will be requested in writing prior to the scheduled meeting.

### **NEW BUSINESS**

- **Text Amendment to Zoning Ordinance -TX 2022-01**
  - Reviewed and approved.

### **TOWN PROPERTY**

- **Academy:**
  - no work is required at this time
- **Schoolhouse:**
  - no work is required at this time
  - Heritage Days June 25 - June 26, 2022
- **Streetlights:** all functioning
- **Town maintained roads:**
  - No update on Market Street
  - Gravel Roads Improvement Project
    - Work is done; final invoices are being prepared for payment.
- Landscaping Goshen contact approved for
- Clean - up of the Schoolhouse grounds : \$1,680.00
- Weeding in front of 205 Market: \$1,580.00
- Create a wood chip path from the driveway at the WSSC entry back up to the driveway at 203 Market and clearing of the ROW next to 203 Market: \$925.00

### **Next Meetings**

- Annual Town Meeting: Tuesday, June 14, 2022, in person
- Commissioners Meeting: Monday, July 11, 2022, via Zoom.
- BPC Meeting: Tuesday, July 12, 2022

The meeting adjourned at 9:31 pm  
Cate McDonald  
Town Clerk