



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

## Town of Brookeville Annual Town Meeting Minutes

Tuesday, June 14, 2022

7:00 pm Hybrid

### 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

*Town Residents:* Maggie Kay, Karen Montgomery, Buck Bartley, Dan Ennis

*Town Residents via Zoom:* Jennifer Roy, Nick Roy, Garrett Anderson, Michael Acierno, Dan Laughlin, Don DeWall, Iris Stratton, Geoff Harshman, and Daniel.

*Others:* Judith Hruz, Greater Olney News; Lesek Syski

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

### Planning Commission Update

- **Parcel 770:** Progress for the sub-division of this property was reviewed
  - Easement: the Town will contribution \$10,000 grant toward the cost of the reforestation within the stream buffer and elsewhere within the easement
- Comprehensive Plan update
  - A final version of the update Comprehensive Plan will be sent to each household

### Question:

When will the Market Street project be started / when will Market Street be narrowed? The project is expected to start in the next 1-2 years. The next step is the design plan.

### Draft Budget & Priorities for FY '23

- The Operating Budget was shared on a handout and via the screen for all to review.
- Capital Revenue is grant revenue of \$800K; the Town has to spend money and will be reimbursed with grant funds
- Capital Expenditures = 1,114,500. The Market Street Project is a rough estimate of \$1,060,000; an overlay of tar & chip - \$25K

### Gravel Roads Project

- Project came in under budget at an estimated cost of \$200K

### Town Infrastructure

- **Academy**
  - New roof was installed and will partially be paid for with grant money
  - Work slated for FY '23: duct heater replacement; the entire HVAC system will need to be replaced soon. New exterior locks

### Questions / Comments

- YTD actual for FY '22 is through May 31, 2022
- Academy roof replacement was long overdue
- What is the funding of the Gravel Road Project?



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- The project was estimated to cost \$355K and the Town was going to finance half of the project and use the Town's reserves to pay for the remainder. The money for this project will come from the Town's reserves. The Town is not eligible to finance road work and the project was too small for a bond to be issued.

- **Gravel Road Project**

- 12 residents had their driveway or parking resurfaced at the same time
- Next step is streetscaping

Commissioner Gaskill took a moment to thank the people who volunteer their time serving on the BPC, as a commissioner, or in general and to thank the Town Staff for their hard work.

- **Market Street**

- Next step are design and planning
- More grants opportunities will be sought

### **Schoolhouse**

- Property is being maintained
- Schoolhouse will be open June 25 & 26 for Heritage Days

### **General road work**

- Market Street potholes will be filled as needed
- The stonewall in front of 204 Market was repaired.

### **Parking Ordinance**

- The Commissioners have received several complaints over the years regarding parking on the Town maintained roads. A Parking Ordinance was requested to address the issue.
- The parking ordinance is in draft form and will be sent to the BPC for review at their July meeting.
- The draft parking ordinance is comprehensive, and the Commissioners are working on the way to enforce the ordinance.
- The Commissioners will send out the draft Parking Ordinance with notice of a public hearing within the next 6-8 weeks

### **Questions / Comments**

- Why do you need a parking ordinance that needs to be enforced? Parking on the grass is an issue and the Town needs a way to enforce no parking on the grass and mitigate any future issues.
- Some people can only park on the grass as there is not other option.  
The Commissioners need to make sure that roads are safe for EMS, snow removal, and for all residents.

### **Bypass Update**

- Work is in progress and per SHA will be completed by years end.

### **Questions & Comments**

- Karen Montgomery thanked everyone for being neighborly after the death of husband.

The meeting adjourned at 8:09 pm  
Cate McDonald  
Town Clerk