

Town of Brookeville
Commissioners Meeting Minutes

Monday, March 14, 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, Treasurer Alice Allen

Town Residents: none

Others: none

Proceedings: *Meeting called to order at 7:10 pm via Zoom*

ROUTINE TOWN BUSINESS

- **Minutes:** The February 22, 2022, meeting minutes were approved.
- **Budget:**
 - Financial reports were reviewed
 - 1099 issued to all contractors; W-9 need to be fill out for all contract works who are independent.
 - Constant Yield Tax Rate (CYTR): the Town is exempt
 - Sandy Spring Bank term sheet for the line of credit
 - \$255K line of credit for the gravel road improvement project
 - Money from the Town's reserves will be used to make payments
 - No penalty for pre-payment
 - Commissioner Gaskill will move forward with the approval process for the line of credit.
- **Rental report:**
 - Rentals are increasing
 - The sign in front of the Academy advertising rental will go up.
 - Keyless entry lock was request for the side door
 - June 25-26 will be block for Heritage Days
- **BPC update:**
 - Parcel 770 subdivision Site Plan was approved pending the final easement location
 - The Town will pay the developer \$10K for scrubs and plants along the easement
 - Comprehensive Plan: Town Clerk to consult with Jim Klein about editing the Comp. Plan to add in the transportation element.
 - Permits for Approval
 - 205 Market: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 210 Market: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 14 High: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 1 South: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 9 North: tar & chip resurfacing
 - Unanimous approval by Commissioners

OLD BUSINESS

- **Adoption of MoCo Codes:**
 - Commissioner Gaskill will send to Town's lawyer for review.
- **Silo Falls: noise and parking**
 - The Commissioner will monitor the situation.
- **Town Election:** Tuesday, May 10, 2022
 - Self-nominations due on or before Monday, April 11, 2022
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NEW BUSINESS

- Bulk Trash:
 - A date will be added for the dumpster after the grave road work is complete
- Heritage Days: June 25 - Jun 26, 2022
 - Sandy Heiler to be docent at the Schoolhouse

TOWN PROPERTY

- **Town maintained roads:**
 - Gravel Roads Improvement Project:
 - Contractors will be on-site Friday to review project
 - No start date has been set
 - Curb in front of 204 Market: Serra Strong will repair the stone curb; no HAWP is needed.

Next Meetings

- BPC Meeting: Tuesday, April 5, 2022, via Zoom
- Commissioners Meeting: Wednesday April 6, 2022, via Zoom. ** date change from Monday, April 11, 2022

The meeting adjourned at 8:22 pm
Cate McDonald
Town Clerk