



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

## Town of Brookeville Commissioners Meeting Minutes

Monday, July 11, 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 June meeting minutes, and Annual Town meeting minutes were approved.
- **Budget:**
  - P&L through June 30, 2022, was reviewed
  - Auditor is schedule for August at the cost of \$7,800.
  - The cost of propane was discussed. The Town will look for a lower price or lock in the rate for cost savings.
- **Rental report:**
  - Advertising options will be researched
  - Long-term contract negotiations with Donna Will for her teas was discussed. The Events Manager will have Donna Will commit to a certain number of teas, like her contract pre-COVID, for \$150 per tea weekdays before 2:00 pm, no discounted rates on Saturdays, and possibly on Sundays at a higher rate.
- **BPC update:**
  - Parcel 770 subdivision is moving forward
    - Parcel 770 easement document from the Town's lawyer needs to be reviewed and sent to applicant.
    - The building permit process was reviewed.
  - Update to Comprehensive Plan
    - Jim Klein is working on the document

### **OLD BUSINESS**

- **Adoption of MoCo Codes:** no action
- **Silo Falls:** Potential parking ordinance.

### **TOWN PROPERTY**

- **Academy:**
  - no work is required at this time
  - keyless door locks being evaluated
  - Possibly upgrading the system to use VoIP being reviewed.



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

- **Schoolhouse:**
  - no work is required at this time
  - Furniture donation pending
- **Streetlights:** all functioning
- **Town maintained roads:**
  - No update on Market Street
  - Gravel Roads Improvement Project
    - final invoices to both contractors paid: \$111,666 total
    - seeding along the roads will take place in the Fall.
- **Parking ordinance:**
  - Draft Parking Ordinance #2022-01 was reviewed.
  - The issue of enforcement was discussed
    - Hire an enforcement officer on a contract basis
    - Enter into an agreement with MCPD
  - Prior to enactment, the issue of enforcement must be decided.
  - A detailed map will be included with the ordinance
  - Storage pods permits may be included
  - The Parking ordinance is a work in progress and will be sent to the BPC for review and comment once the Commissioners have a working draft.

#### Next Meetings

- BPC Meeting: Tuesday, August 2, 2022
- Commissioners Meeting: Monday, August 15, 2022, via Zoom.

The meeting adjourned at 9:59 pm  
Cate McDonald  
Town Clerk