

# Brookeville Times



## Commissioner will be Resigning

Bill Gaskill announced his plans to resign as a Town Commissioner at the January 9, 2023. Commissioners Meeting. Mark Davis was confirmed President of the Commissioner at the December 12, 2022, Commissioners Meeting.

Under Section 10 of the Town's charter, the Commissioners will make appointments for the vacancy left by Robert Johnson's departure in July and the vacancy created by the resignation of Bill Gaskill. If you are interested in serving your community as a Town Commissioner, please send an email to: [commissioners@townofbrookevillemd.org](mailto:commissioners@townofbrookevillemd.org)

The Town is governed by a body designated "The Commissioners of Brookeville," which consists of three commissioners. The Town holds elections each May for Commissioners, who hold office for a 2-year term.

## Semi-Annual Town Meeting

**Monday, February 6, 2023**  
**7:00 PM**

**The Town Commissioners will host the  
Semi-Annual Town Meeting via Zoom**

The meeting agenda will include, but not limited to:

- BPC update
- Town maintained Streets & Properties
- Parking Ordinance
- ByPass Update
- FY'23 Budget update
- Rental Update

Login credentials will be emailed the day before the meeting.  
*All Town Residents are encouraged to attend this Town Meeting*

### Mark Your Calendars

**Planning Commission Meeting**  
Tuesday, January 3, 2023  
7:30 pm via Zoom

**Commissioners Meeting**  
Monday, January 9, 2023  
7:00 pm via Zoom

**Semi-Annual Town Meeting**  
February 6, 2023  
7:00pm via Zoom

**Planning Commission Meeting**  
Tuesday, February 7, 2023  
7:30 pm via Zoom

**Commissioners Meeting**  
Monday, February 13, 2023  
7:00 pm via Zoom

If you would like to attend a public meeting that is being held via Zoom, please send an email to [clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org) for login credentials

### Recycle and Trash Collection

Recycle Collection: Wednesday  
Trash Collection: Thursday

Please have your bins curbside no later than 7:00am on the respective collection day of the week.

## The Town of Brookeville is Hiring!

Brooke Curly will be leaving her position as Events / Marketing Manager. Brooke's work to keep the Academy in use before, during, and after the pandemic was incredible. She's been the face of the Town, working with renters for years, and represented us very well. Even though she moved away from the Town a while ago, she kept up with her duties, sometimes traveling from across the bay bridge to make sure things were set up for our renters. We're sad to see her leave and genuinely appreciate all the hard work she gave the Town over the years.

The Town of Brookeville seeks an experienced event/marketing manager for a part-time position to manage the rentals at the Brookeville Academy. This is a part-time position with an annual salary. Hours vary depending on circumstances but generally range between 4 and 15 hours/week. Salary is consistent with a 1 day/week commitment.

Core duties include providing complete support for event rentals through consultation, scheduling, contracting, coordination and troubleshooting. The successful candidate will also develop a business plan and marketing strategy, produce marketing materials, manage a reservation system, oversee advertising and social media presence, and maintain relationships with vendors and partners. He/she will be a well-organized individual with strong customer relation skills and be well-versed in event management, marketing, and planning. A full job description is available for this position.

**To apply:** Send a cover letter and your resume to: [Commissioners@townofbrookevillemd.org](mailto:Commissioners@townofbrookevillemd.org)

## Bypass Update

Per SHA, the project is currently 85 percent complete. The previously communicated estimated completion date for this project was the year-end of 2022. The new estimated completion date is late summer 2023. The primary reason for the extended estimated completion date is redesigning a bridge for the project to match real-world/in-field conditions.

## News from the BPC

**Parcel 770**, the 4.3 acres of land adjacent to the cemetery.

The project is still in the works. The applicant is working on his County and SHA permits. The developer has not returned an approved easement agreement to the Town, which is needed to record the plat. Construction will not commence for several more months until all the permits are finalized, the lots for the four homes are created, and the plats are recorded.

**1 High Street Redevelopment**, the Old Post Office.

The owner of 1 High Street had another Preliminary Consultation with the BPC at the December 6, 2022, Planning Commission Meeting. The next step for the owner of 1 High Street is to re-submit his HAWP Application for review and approval by the Historic Preservation Commission. Once the owner receives his approved HAWP Application, he will submit his plans to the Brookeville Planning Commission (BPC) for approval. Confronting and adjacent property owners will be notified when the 1 High Street redevelopment plans are on the BPC's agenda, which is anticipated to be February 7, 2023. The BPC will check the plans to ensure the redevelopment complies with the Town Historic Village Commercial (HVC) zoning, and that the property has sufficient on-site parking when the building is occupied.

### *Did you know....*

The Town of Brookeville is one of 157 municipalities in Maryland. Municipalities are towns or cities that are self-governing. Most commonly, they have been incorporated by an act of the Maryland General Assembly. The Town of Brookeville was Incorporated 1808.

## Post Bypass Era Plans

### A. Update to the Transportation portion of the Comprehensive Plan

- The final editing of the document is in progress.

### B. Market Street Reconstruction Project (Brighton Dam Rd to MD97 intersection)

The project will include roadway removal, grading, and resurfacing. The project aims to improve traffic safety for motorists, bicyclists, and pedestrians.

#### Preliminary Timeline:

- TBD: Design
- TBD: Civil engineer engaged for construction plans
- TBD: Request for Proposal sent out
- TBD: Construction begins (2-3 years out)

## Snow Removal Information

The Town of Brookeville contracts with a snow plowing service for North, South, Water Streets, the paved section of Church Street, and the eastern portion of Market Street.

The State Highway Administration plows High Street and the western section of Market Street (MD Route 97). During a snowstorm, no plowing begins until an accumulation of 4 inches of snow has fallen on the streets. The goal is to make residential streets passable, not necessarily clear them to the bare surface. Please move your parked cars into your driveway or off the road to accomplish this goal. Crews can do a much better job clearing your street of snow without maneuvering around parked vehicles.

Residents and businesses are responsible for clearing their sidewalks, driveways, and entrances within 24 hours of the end of a snowstorm.

All residents are strongly encouraged to be good neighbors by clearing the sidewalks in front of their homes and assisting those who may not be physically able to do so.

## Be Prepared: Are You Ready for a Power Outage?

### Keep These Phone Numbers Handy

#### Emergency

Police/Fire/Ambulance.....9-1-1

#### Non-emergency

Police.....301-279-8000

County Information and Services.....3-1-1

#### Utilities

PEPCO.....1-877-737-2662

WSSC-Emergencies.....301-206-4002

### Make an Emergency Kit to Include in a Basic Emergency Supply:

- ✓ Water, one gallon of water per person per day for at least three days for drinking and sanitation
- ✓ Food, at least a three-day supply of non-perishable food
- ✓ Battery-powered or hand crank radio and extra batteries
- ✓ Flashlight and extra batteries
- ✓ First aid kit
- ✓ Whistle to signal for help
- ✓ Wrench or pliers to turn off utilities
- ✓ Non-electric can opener for food

Town of Brookeville  
5 High Street  
Brookeville, MD 20833  
www.townofbrookevillemd.org  
Phone: 301-570-4465 Fax: 301-570-0355

**Town Commissioners:** [commissioners@townofbrookevillemd.org](mailto:commissioners@townofbrookevillemd.org)

Bill Gaskill (2024), President 202.257.0232.  
Vacant (2023)  
Mark Davis (2023) 202.355.3744

**Brookeville Planning Commission:** [planning.commission@townofbrookevillemd.org](mailto:planning.commission@townofbrookevillemd.org)

Buck Bartley	(2023)		
Miche Booz	(2023)	Chris Scanlon	(2023)
Margaret Kay	(2022)	Allison Moffett	(2022)

**Brookeville Board of Elections Supervisors:**

Marti Andress (2023), Chair  
Iris Stratton (2022)  
Jeff Johnson (2022)

**Town Staff:**

**Town Clerk:** [clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org)  
Cate McDonald

**Treasurer:** [treasurer@townofbrookevillemd.org](mailto:treasurer@townofbrookevillemd.org)  
Alice Allen

**Town Property Manager:** [property@townofbrookevillemd.org](mailto:property@townofbrookevillemd.org)  
Andrea Scanlon

**Events / Marketing Manager:** [events@townofbrookevillemd.org](mailto:events@townofbrookevillemd.org)  
Brooke Curley

All public Commissioner and Planning Commission agendas are posted on the Town's website at least 24 hours before each meeting.

Please note that agendas are subject to change until the time of convening.

Meeting minutes for Open Meetings are posted on the Town's website after adoption and as soon as practicable.

*The Commissioners and Town Staff of Brookeville  
Wish All A  
Healthy, Happy New Year!*