



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

Commissioners Meeting Minutes

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

Town Residents: Dan Ennis, Garrett Anderson, Jenny Falkinburg

Others: none

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

ROUTINE TOWN BUSINESS

- **Minutes:** The October meeting minutes were approved.
- **Budget:**
 - Budget was reviewed and discussed
 - Draft 2022 Audit was reviewed and discussed
- **Rental report:**
 - The non-profit rental agreement with Scouts is being finalized
 - Donna Will has not signed the long-term rental agreement
- **Town Events:**
 - Holiday Party: list of items needed will be emailed out to staff and commissioners.
- **BPC update:**
 - Update to Comprehensive Plan: Commissioner Gaskill went over the draft update with the BPC and will ask Lardner/Klein to make some edits based on the feedback received from the BPC.
 - 208 Market – extension of the existing deck: approved.

NEW BUSINESS

- Residential input on Market, High, and Water Streets
 - Parking pad: On Wednesday, October 12, the Town's contractor installed a parking pad along Water Street for the Resident of 211 Market St to park her car. Two households complained that the parking pad was not permitted and that the work on 10/12 was supposed to be a "small operation to do some repair work on the parking area at the edge of Water St". There was discussion about parking on grass, bottlenecks on Water St near the intersection with Market St, and safety hazards of allowing a blockage and parking on both sides of Water St. The Commissioners hope that the draft Parking Ordinance will address the parking issue on Water Street and asked that Residents be patient while the Paring Ordinance is released for comment and enacted.
 - Sidewalk maintenance: Some Residents along Market St do not maintain the sidewalk, and weeds are a hazard. The draft Parking Ordinance will address this issue by asking Residents to trim bushes adjacent to sidewalks and to keep all walking surfaces free, clear, and walkable. The Property Manager was instructed to have a contractor come and trim the bushes and weedwhacker the sidewalks in need of attention. A more extensive discussion of how to maintain the brick sidewalks will be had when the redesign of Market Street is started.
 - Curb clean up: the curb has not been cleaned in front of 301 Market as in the past. The Resident asked the Town or SHA to clear up the debris in the curb area.



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- Path maintenance between North and Water: new mulch will be put down on the path by the Town.
- new telecommunicate facility at 20315 Georgia Ave, Brookeville, MD 20833: an agenda item to raise awareness of Tower
- Road improvement report:
 - The exact dimension that Water St was shortened needs to be reported
- Lowering of the Town's flags: Mark Davis will head the task

OLD BUSINESS

- Adoption of MoCo Codes: no update
- Silo Falls: no update
- Parking ordinance
 - Maps need to be added to the Parking Ordinance to illustrate where cars can and cannot park.
 - The draft Parking Ordinance will be sent to the BPC this week for review and discussion at the December 6 BPC meeting. After comments are received, the draft ordinance will be sent to the public for review, and a public hearing will be scheduled for February for discussion.
- SHA communication post-bypass: BPC is taking the lead with discussions with MoCo and SHA.

TOWN PROPERTY

- **Academy:**
 - Grant report for roof is in progress
 - Working on pricing for the digital lock
 - Work on the sprinkler system has been complete
 - The cellular dialer for the fire alarm panel will be installed this week.
- **Schoolhouse**
 - No update on the new sign
 - Sandy Heiler video shoot at the schoolhouse will be in the springtime
- **Town-maintained roads:**
 - A pothole has been filled on Market St
 - All streetlights are in working order
 - Rocks on North St near the schoolhouse need to be moved back into place; they were moved somehow by accident
- Comment: the streetlight at the Market & Water intersection keeps turning off at night, and the streetlight in front of 104 Water stays on during the day. The electrician will be called for needed repairs.

Next Meetings

- BPC Meeting: Tuesday, December 6, 2022, via Zoom
- Commissioners Meeting: Monday, December 12, 2022, via Zoom.

The meeting adjourned at 9:36 pm
Cate McDonald
Town Clerk