



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

## Commissioners Meeting Minutes

Monday, December 12, 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

*Town Residents:* none

*Others:* none

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

### Change in Commissioners:

- Commissioner Gaskill announced that he would be resigning at the January meeting. Commissioner Mark Davis is appointed and confirmed as the new President of the Commissioners.

### ROUTINE TOWN BUSINESS

- **Minutes:** The November meeting minutes were not available.
- **Budget:**
  - Budget was reviewed and discussed
- **Rental report:** The rental report was not available.
  - The position of Events / Marketing Manager will be advertised. Commissioner Gaskill ask Brooke Curley to stay on until the job has been filled and her duties can be transferred.
- **BPC update:**
  - Update to Comprehensive Plan: Commissioner Gaskill is working with Lardner/Klein on the text changes requested from the BPC. Hopefully, the plan can be adopted at the January meeting.
  - Permits
    - 108 Water – change in roofing material: retroactively approved.

### NEW BUSINESS

- Lowering of the Town's flags: flags will be lowered soon.
- Semi-Annual Town Meeting
  - Scheduled for Monday, February 6, 2023, via Zoom

### OLD BUSINESS

- Adoption of MoCo Codes: no update
- Parking ordinance
  - Comments from the December 6, 2022, BPC meeting were that the ordinance needs to be rewritten and restructured to address current issues.
- SHA communication post-bypass: BPC is taking the lead with discussions with MoCo and SHA.

### TOWN PROPERTY

- **Academy:**
  - The grant report for roof replacement will be submitted today.
  - Working on pricing for the digital lock



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- **Schoolhouse**

- Nothing to report

- **Town-maintained infrastructure:**

- The contractor has cleaned and power washed the sidewalks on the eastern portion of Market St; trimming the bushes and weed whacking should be done along Market St later this week.
- Wood chips for the path between North & Water Sts are coming
- The electrician came out to service the Town lights in need of repair.

**Open Discussion:**

The Commissioners will need to appoint at least one person to fill the seat vacated by Robert Johnson and hopefully one person to fill the seat being vacated in January by Commissioner Gaskill's resignation. The Town's Charter was reviewed. Resident Dan Ennis would be a prime choice to serve as a commissioner but he has not lived in Town for one year.

Commissioner Gaskill proposed an exception to Section 4 of the Town's Charter to allow Dan Ennis to be appointed as a Commissioner at the January 9, 2023, meeting. Commissioner David 2<sup>nd</sup> the proposed exception to the residency requirement.

**Next Meetings**

- Semi-Annual Town Meeting: February 6, 2023
- BPC Meeting: February 7, 2023
- Commissioners Meeting: February 13, 2023

The meeting adjourned at 8:54 pm

Cate McDonald

Town Clerk