



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

Commissioners Meeting Minutes

Monday, January 9, 2023

7:00 pm via Zoom

Commissioners:

Present: Bill Gaskill, Mark Davis, Dan Ennis

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

Commissioner appointment:

- Dan Ennis was appointed, confirmed, and sworn in as a Town Commissioner. Dan Ennis will fill the seat being vacated by Bill Gaskill, who resigned his seat as of today.

ROUTINE TOWN BUSINESS

- **Minutes:** The November and December meeting minutes were approved.
- **Budget:**
 - Budget was reviewed and discussed.
- **Rental report:**
 - Rental bookings and requests are increasing.
- **Semi-Annual Town Meeting**
 - February 6th meeting will be on Zoom. The agenda and hands-outs will be finalized by Jan. 30th.
- **BPC**
 - Update to Comprehensive Plan: The Commissioners formally adopted the updated plan by a unanimous vote.

NEW BUSINESS

- Redesign of Town's entrance signs for post-bypass: this topic will be reviewed closer to the ByPass opening

OLD BUSINESS

- Adoption of MoCo Codes: no update
- Parking ordinance: no update
- SHA communication post-bypass: BPC is taking the lead with discussions with MoCo and SHA.

TOWN PROPERTY

- **Academy:**
 - The grant report for roof replacement has been submitted and approved. The grant check should be sent to the Town soon.
 - digital locks: no update
- **Schoolhouse**
 - Nothing to report.



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- **Town-maintained infrastructure:**

- The contractor has trimmed the bushes, and weed whacking should be done along Market St
- the path between North & Water Sts has been re-mulched.
- a quote to clean the glass on the Town streetlights will be sought.
- The stone wall in front of 204 Market was damaged again and will need repairs. Repairs can not be put off until the streetscape is redesigned, as the wall needs to be restabilized. A HAWP will be applied for the stone wall in front of the Academy and 204 Market.

Open Discussion: none

The meeting closed at 8:31 pm to discuss personal matters.

Cate McDonald
Town Clerk