



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

## Semi-Annual Town Meeting Minutes

Monday, February 6, 2023

7:00 pm via Zoom

### Commissioners:

*Present:* 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

*Town Residents:* Sandy Heiler, Duane Heiler, Jenny Falkinburg, Buck Bartley, Michael Acierno, Bryan Moffit, Maggie Kay, Toni Evans, Bruce Evans, Karen Montgomery, Chris Scanlon, Emily Hart, Warren Ferris, Dan Donnelly, Miche Booz

*Others:* Judith Hruz, The Greater Olney News

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

- Welcome & Meeting Overview
  - Introduction of the newest Commissioner, Dan Ennis
- BPC Update: Chris Scanlon gave an update on the three tasks the BPC has been busy with.
  - Parcel 770: All plan approvals are obtained; the easement agreement needs to be signed before the Town permits are released.
  - 1 High St: The BPC has been working with the owner for the redevelopment of the site. The owner has a conditional HAWP, and we anticipate he will submit a Town building permit soon, along with the required Historic Use Permit and parking plan.
  - Update to Comprehensive Plan: the updated Comprehensive Plan has been approved and is on the Town's website for public viewing.
- Post-ByPass Era Plans
  - The BPC has been in contact with Montgomery County and SHA about the ownership of High St and the western portion of Market St. At this point, SHA will retain ownership of MD97 through Town.
- FY'23 Budget update
  - The budget update handouts were reviewed.
- Rental Update
  - The Academy has been busy with bookings.
  - Dan Ennis discussed some marketing ideas for the Academy, including improving the outdoor lighting to showcase the building.

**Question / Comment:** The parking sign needs to be re-installed or a new sign erected to direct people to the parking lot behind the Church for events at the Academy. The Town and Church will collaborate on the sign.

- Parking Ordinance
  - The ordinance is a work in progress. The draft ordinance will be reviewed by the Town's attorney before being posted for public review. A meeting will be announced for public comment on the draft ordinance.



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- Town Infrastructure
  - Schoolhouse:
    - Sandy Heiler and Garrett Anderson re-erected the Schoolhouse sign.
    - Heritage Montgomery will film a short movie about Brookeville at Schoolhouse in the spring.
  - Academy
    - Roof replacement matching grant was approved.
    - A cellular dialer has been installed on the fire alarm
    - A keyless entry lock will be installed on the side door to the Academy
  - Town-maintained roads & land dedicated to public use
    - A new topcoat of tar & chip will be applied to the roadways maintained by the Town
    - The next phase of the Market Street redesign will be a design RFP.
- Residents' Questions & Comments
  - When will be the next Town social event? The Town will host a springtime picnic, hopefully with an open mic
  - Will the remaining vacant Commissioners seat be filled? Interest was expressed by Garret Anderson to fill the remaining time (June 2023) in the seat he vacated.

The meeting adjourned at 8:00 pm.

Cate McDonald  
Town Clerk