



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

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

Commissioners:

Present: Mark Davis, Dan Ennis, and Garrett Anderson

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:

- Garrett Anderson was appointed, confirmed, and sworn in as a Town Commissioner. Garrett Anderson's seat will be up for re-election on May 9, 2023.

ROUTINE TOWN BUSINESS

- **Minutes:** The January Commissioners' meeting minutes and Semi-Annual meeting minutes were approved.
- **Budget:**
 - Budget was reviewed and discussed.
 - There was a discussion about the Town maintained streetlights: repairs needed and cleaning of the glass.
- **Rental report:**
 - Drama Club will be using the Academy weekly this spring.
 - More rentals were just booked for the coming months.
 - Parking sign at SUMC is a work in progress.
- **BPC**
 - The BPC will start the design process RFP

NEW BUSINESS

- Town Election: May 9, 2023
 - two seats are up for re-election this May
- Dog Park: request from the Semi-Annual Meeting. It is not logistically feasible for the Town to operate a dog park
- Social Events
 - Spring picnic: the date was set for May 21, 2023. Once the ByPass is near completion, a date will be set for a post-ByPass celebration.
 - History Happy Hour: events were approved and will proceed when Sandy Heiler is ready.

OLD BUSINESS

- Adoption of MoCo Codes: no update
- Parking ordinance:



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- The Commissioners will review the draft documents and then send to counsel for a legal review. Once legal has commented and approved, a public hearing will be set and the draft ordinance will be posted for review.
- The Town will look at options for a hybrid meeting, including purchasing a monitor with a building camera and stand.

TOWN PROPERTY

- **Academy:**
 - Outdoor lighting was installed by Dan Ennis
 - digital locks: no update
- **Schoolhouse**
 - Nothing to report.
- **Town-maintained infrastructure:**
 - The stone wall in front of the Academy and 204 Market: estimated cost \$14,430
 - 204 Market: \$2K to stabilize the curb until the redesign of the street was approved.
 - Grants will be sought to repair the Academy's stone wall and side of the Academy.
 - Pricing is being sought for a new layer of tar & chip on the side streets.

Other Business:

- The Commissioner's Action Item list was reviewed and updated.

Open Discussion: none

The meeting adjourned at 8:52 pm.
Cate McDonald
Town Clerk