

# Frederick County Bicycle and Pedestrian Advisory Commission

## Meeting Minutes

January 8, 2024

Commission Members	Staff	Guest
Tim Brady Alexander DuFour Amanda Kirk Lib Rood Darius Mark Shayne Boucher Adan Mamoon Jerry Donald	Joe Kelley, DPP Mark Mishler, DPP Mike Wilkerson, DPP Kathy Mitchell, Legal	Pam Burke

### **Welcome and Meeting Called to Order at 6:01pm.**

Joe Kelley welcomed everyone.

### **Introduction of Members**

Members introduce themselves and Joe Kelley informed the commission of those members not present.

### **BPAC Responsibilities and Duties**

Mike Wilkerson informed the Commission with their responsibilities and duties as outlined in the ordinance establishing the commission. Mike pointed out that the commission was an advisory board to the County Executive and Council and while they may ask for information from staff they do not direct staff. Staff will do their best to provide information but staff has many duties in addition to those requested by BPAC.

### **Open Meetings Act and Public Information Act**

Kathy Mitchell abreast the Commission of the Open Meetings Act and Public Information Act. Kathy pointed out that it is very important that majority of the Commission do not meet to discuss BPAC business without proper notice to the public and allowing public access. This includes virtual meetings. Kathy said that Commission Members must be very careful in sending emails especially the reply all. Kathy also said that all BPAC records including emails should be saved and available to the public if asked for.

### **Rules of Procedure**

The Commission discussed the Rules of Procedure that they will follow and voted to approve 7-0.

### **Election of Officers**

Tim Brady was nominated for chair along with Shayne Boucher for vice chair and Lib Rood for Secretary. All were elected 7-0

### **Committee Member Announcements**

Tim talked about the need to form special committees and also meeting in the future with DPW to get updates. Shayne announce that Bike Maryland will hold its annual symposium in Annapolis on Feb 15<sup>th</sup> and wanting to get updated reports from the Sheriffs Department on crashes involving Bikes and Pedestrians.

### **Public Comment**

There was no public comments.

**Meeting was adjourn at 7:26pm**