



Town of Hillsboro

### **Meeting Minutes-March 16, 2020**

The Hillsboro Town Commission meeting was held on March 16, 2020 and called to order at: 7:31pm by President, Ross Benincasa. The pledge was recited and those present were: Commissioner Ross Benincasa, Commissioner Steve Higdon and Commissioner Sandy Higdon, Small Town Planner Jennifer Shull, Town Manager, Virginia Albers, Chelsea Bennincasa. Ron and Peggy Stafford attended briefly. Guest-John Mueller.

The minutes for the February 18, 2020 meeting were prepared and disseminated by Virginia Albers. A motion was made by Steve and seconded by Sandy to approve the February 18, 2020 meeting minutes as written. The February/March 2020 Financial Report was passed out. On a motion made by Steve and seconded by Sandy to approve the December & January Financial reports as presented.

John Mueller, a Historian and Journalist from Montgomery County attended the meeting and shared his intention to be more connected with the local towns to explore their history such as the Frederick Douglas State Park and discussed some locals that made their mark in history such as the Bailey family. He would like to see a better connection between the towns and counties and his vision is to assist in that venture. The Commissioners thanked him for his presentation.

Election-The Hillsboro Town Election is scheduled for April 27, 2020. A notice has been posted in the Times Record. The deadline to file as a candidate or register to vote has passed with only one candidate registered. Ron and Peggy Stafford attended the meeting and Peggy said she was not comfortable with holding the election amidst the Covid-19 Pandemic. She stated that she would chair the election, with Sally Campbell and Susan Shoemaker as judges. Steve made a motion, which was seconded by Sandy to accept the slate with the authorization to appoint an alternate judge if needed. The motion passed.

Queen Anne-Hillsboro Fire Department is planning an Anniversary Celebration to be held on May 2, 2020. A parade has been scheduled for 11am.

Ross stated the new Town of Hillsboro website kick-off was scheduled for April 1, 2020. He asked the group their opinion of the set-up, changes they would make, or what they would like to see added. Website will be maintained by him and the Town Manager.

Chelsea Bennincasa from the Planning Commission announced that the PC is planning a Neighbors Forum tentatively scheduled for April 19, 2020 at Retreat House.

The Commissioners contracted Absolute Cleaning Service to sanitize and clean the entire Town Office prior to this meeting. The cost was \$100.

Ross expressed concern for damaged or crumbling portions of the Town sidewalks. Two include 11191 Maple and 21101 Main Street. He asked Virginia to take pictures or list other areas of the sidewalks that are damaged. This ties into our StreetScape project.

Town Manager- (1)Met with Michael. He delivered all Hillsboro files, financials and other items that were property of the town. Reviewing, sorting, organizing items received. (2) Met with Post Master to learn mailbox combination. (3)Purchased office equipment, book case and other office supplies to Town office. (4) Called Chesapeake Waste and Infinity Recycling to make sure we were in good standing, and request a recycle bin for Town Office. (4) Reviewed and sent the Town building rental form, sent to applicant, met with renter, received completed form, rental fee and deposit. (5)Posted 2020 election ad in Times Record for the weeks of March 11 and 18, 2020. Put a copy on Town door and in Post Office. Drafted a "file to run for office form". (6) Prepared a current RFP for 2020-21 Mowing season. Posted in the Times Record for 3 weeks.

(7) Mr. & Mrs. Stafford stopped by the office to discuss procedure for the April 27,2020 election.(8)Mrs. Lisa Cramer came into the office and filed two building permits. To install an above ground pool 18x52 and construct a fence on 2 sides of the pool. Received payment and forwarded to Planning Commission for their review and approval. (9) Received a call from owner of 21969 Main Street. I had sent a violation letter for falling off tin siding and broken windows. Took office to the letter and stated that I need to send letter to other properties in worse shape than her. I told her that several letters had been sent out. (10) 21979 Main Street-911 numbers were posted on the front of the building by request.

Virginia was asked to prepare the Grasscutting RFP to post in the Times Record for the upcoming mowing season and send a packet out to previous vendors. Deadline for a sealed bid must be delivered to Hillsboro Town Office by April 20, 2020.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:48pm.

The next Hillsboro Town Commissioners meeting was scheduled for: April 20, 2020.

Respectfully submitted,



Virginia L. Albers