



Town of Hillsboro

Meeting Minutes-April 20, 2020

The Hillsboro Town Commission meeting was held on Monday, April 20, 2020 and called to order at: 7:30pm by President, Ross Benincasa. The pledge was recited and those present were: Commissioner Ross Benincasa, Commissioner Steve Higdon, Commissioner Sandy Higdon, Town Manager/Town Clerk, Virginia Albers.

Due to the Covid-19 Pandemic, this meeting was only attended by the Hillsboro Town Commissioners and Staff. It was conducted as a virtual meeting and citizens could join in by calling 410-886-7186 to listen and Public Comment could be submitted via email: info@hillsboromd.com. Ross stated that the May 11, 2020 meeting would be held in this same fashion. He asked that the meeting be as streamlined as possible and to speak in a fashion so call-ins could understand and to also state your name.

The minutes for the March 16, 2020 meeting were prepared and disseminated by Virginia Albers. A motion was made by Steve and seconded by Sandy to approve the March 16, 2020 meeting minutes as written. The March/April, 2020 Financial Report was passed out. On a motion made by Steve and seconded by Sandy to approve the March/April, 2020 Financial report as presented.

Our Parks & Rec-funding request in the amount of \$2,500 was denied.

Sustainable Community-Hillsboro has been approved to be a Sustainable Community.

Due to the pandemic-Census Grant funds that were received by the Towns and maintained by Small Town Planner Jennifer Shull have been extended to July 31, 2020.

QAHVFC had scheduled a 75th Anniversary Celebration. This was canceled.

Ross announced that the new website was up and running and he keeps it up to date.

Sandy explained that the County had posted Covid-19 statistics for the various Towns and the 21641 zip code was not on there. Clarification was that, only the Hillsboro Town Limits uses that zip code and the properties located outside of Town are listed as 21629, which is Denton's zip code as well.

Hillsboro Town Election that was scheduled for Monday, April 27, 2020 has been canceled. A notice was posted in the Times Record.

Drafted Hillsboro Resolution 2020-01. A Resolution of the Town of Hillsboro for Purposes of Amending the Town Charter in Regard to Conduct of an Election. This modified the rules regarding conduct of elections. Article V, Section 509 Uncontested Elections During States of Emergency. A motion was made by Steve and seconded by Sandy to approved Resolution 2020-01. The motion passed.

Town Manager-Virginia reported that due to Covid-19, the Town Office is temporarily closed to the public. She continues to work from home and visits on site at least once a week. Code Enforcement is still being conducted, with letters only to the violators. Citations have been put on hold.

- 1) 8 Mowing violation letters sent. (Church Lane and Main Street)
- 2) Canceled two Town Hall Rentals due to Pandemic.
- 3) Created Budget #74 and participated in a workshop for same on April 13th.
- 4) Attended 1 census meeting-now all have been postponed
- 5) MRDC Virtual staff meeting via Zoom.
- 6) Completed Town Office Set-up
- 7) Drafted a Sprig 2020 newsletter
- 8) Join in on a weekly zoom call with the Caroline County Covid-19 response team.

Budget-A budget workshop was held on Monday April 13, 2020 to discuss the FY 20-21 Fiscal Budget. After some discussion, a motion was made to approve the FY 20-21 Budget in the amount of: \$32,256 by Steve and seconded by Sandy. The motion passed. A hearing was scheduled to be held at the next Town Commission meeting on May 11, 2020. Virginia will post in the Times Record, on the door and in the Post Office. Ross will put add to the Website.

Mowing RFP-An RFP for mowing town owned properties and posted in the Times Record with a deadline to submit a bid being April 20, 2020. The only bid sent in was for Joey's Lawn Care. Season is April to November, 2020. Services include: lawn cutting, trimming, blowing hard surfaces, edging and weed spray (when needed). \$60 per week. A motion was

made by Steve and seconded by Sandy to approve and accept the mowing bid as submitted.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:10pm.

The next Hillsboro Town Commissioners meeting was scheduled for: May 11, 2020.

Respectfully submitted,



Virginia L. Albers