



Meeting Minutes-January 21, 2020

The Hillsboro Town Commission meeting was held on January 21, 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, Town Clerk Michael Garrett, and guest, Elaine Hoggard and Ron Stafford.

The minutes for the December 16, 2019 meeting were prepared and disseminated by Virginia Albers. A motion was made by Steve and seconded by Sandy to approve the December 16, 2019 meeting minutes as written. The December 2019 & January 2020 Financial Reports were passed out. On a motion made by Steve and seconded by Sandy to approve the December & January Financial reports as presented with a date correction for the January report.

Parks & Rec-is scheduled to remove the backstop tomorrow at no charge. They will provide us with an estimate to replace.

Stormwater Project update. Hillsboro was declined for the first grant funding cycle. Leslie Grunden sent a message that there may be other funding sources

Main Street Scape Project was discussed. Traffic calming, sidewalks, better parking more visibly inviting. It's in the design stages right now. A letter was sent to Governor Hogan explaining the urgency, especially because it is used frequently by pedestrians.

Sustainable Community-Hillsboro has applied for Sustainable Community status and should find out in April if we qualify.

Ross asked Virginia to look into the Sanitation/Trash Collection contract. It is due to expire June 2021. Recycling about the same time.

Hillsboro Town Office property is in contract negotiations to have internet and phone service at their site. Comcast has agreed to waive the

installation fee and it should cost us around \$90 per month. Comcast is not in our budget for Fiscal year 2019-2020, however it is needed in the office to communicate with residents and conduct municipal business. Steve made a motion which was seconded by Sandy to approve the funding. The motion passed.

Ross stated that we will have to send out an RFP for the mowing season for grass at the Hillsboro Town Office.

Election-The Hillsboro Town Election is scheduled for April 27, 2020. A notice has to run in the local newspaper for two weeks-45 days prior to the election. Virginia will prepare a draft notice for the Commissioners review before it gets posted.

Hillsboro Bank Building-Rausch Engineering plans to submit a proposal/assessment by Friday, January 24, 2020. There is an urgency to get repairs done to the interior and exterior of the building before more deterioration occurs. There has been some interest from a group of developers to renovate and lease the building for some type of business or community space.

A notice was received from DHCD that grant funds may be cut for the Caroline County Small Towns Planner position. The County polled the local municipalities to see if they would forego the County Planning Grant for FY 2021 if the county were to fund this position. Letters were drafted and to the necessary parties. Planning grants for municipalities are in the \$1,000 to \$4,000 range.

Steve and Sandy stated that they attended a Caroline County Association of Municipalities meeting and spoke in support of retaining the position of the Small Town Planner.

Mr. Stafford asked the Town Manager what her intentions were for conducting Codes Enforcement in the Town of Hillsboro. He said that there is a standard livability code in our approved ordinances. Not only rental properties need to meet the requirements, but also individual homeowners' residences need to meet certain standards as well. The Town Manager stated that it was a work in progress that she would address his concerns.

Mr. Stafford reported that he had some issues with neighbors at one of his rental properties driving thru his yard to go out onto the street. He said that

he did not want to put a fence up, and asked if was allowed to place railroad ties along his boundary. Commissioners said yes.

Jennifer announced that the Census for 2020 was in full swing. She has applied for a census grant to benefit promotion within the municipalities.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 9:03pm.

The next Hillsboro Town Commissioners meeting was scheduled for: February 18, 2020.

Respectfully submitted,

Virginia L. Albers