



Meeting Minutes May 12, 2020

The Hillsboro Town Commission Public Hearing and Commission Meeting was held on May 12, 2020 at the Hillsboro Town Office and as a virtual meeting with any public comment submitted via email. The Budget Hearing was called to order at: 7:31pm by President, Ross Benincasa. The pledge was recited and those present were: Commissioner Ross Benincasa, Commissioner Steve Higdon, Commissioner Sandy Higdon, Town Manager, Virginia Albers, and SmallTown Planner, Jennifer Shull was on the zoom call.

Public Hearing-Ordinance #75 Fiscal Year Budget for 2020-2021. An ordinance providing appropriation for the Town of Hillsboro for FY 2020-21 (7/1/2020 to 6/30/21). Whereas to adopt an annual appropriation ordinance necessary to pursue the business of the Town of Hillsboro on a fiscal basis.

There being no comments, the Ross adjourned the hearing at 7:37pm.

Ross opened the Commission meeting at 7:38pm.

The minutes for the April 20, 2020 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the April 20, 2020 meeting minutes with a correction brought to attention by Sandy regarding the Covid-19 tally in the 21641 zip code area.

The May, 2020 Financial Report was passed out. On a motion was made by Steve and seconded by Sandy to approve the May Financial report as presented. The motion passed.

Election-Due to the State of Emergency for Covid-19, the Commissioners previously passed a Resolution to forego the 2020 Election since there was only incumbent that filed to run. Current Commissioner Ross Benincasa will serve another 3-year term. Virginia swore him in. Sandy made a motion to nominate Ross as President and Steve as Vice-President for a one-year term, seconded by Steve, the motion passed.

Stormwater Project update-Ross submitted a grant in the amount of \$33,000 from the DNR Fish & Wildlife Administration for improvement and design on Church Lane and Main Street.

Main Street sidewalk concerns-Ross had a conversation with Tom Revell from the State Highway Administration regarding the town's deteriorating sidewalks. This will coincide with the Main Street Scape Project, however priorities have changed due to the pandemic.

We had the Town Office Building cleaned and sanitized recently due the Covid-19. The fee will hopefully be reimbursed.

Ross stated that he and Sue Simmons, Parks & Rec Director did a walk-around the playground and exercise/running/walking trail.

Property Compliance-Due to Covid-19. Focusing on properties that have already been sent letters. No activity during the Governor's State of Emergency.

Town Manager- 1) Mowing violation letters-7 total on Church and Main Streets. 2) Certified trash letter to Landlord for a property located on Main Street. 3) Budget Draft 20-21 Completed corrections, posted in Times Record for 2 weeks, at Town Hall and in Post Office. Prepared for Hearing on May 12, 2020. 4) Review Town Charter for clarification on May Commission Meeting date. 5) Contacted winning mowing bidder for 2020 mowing season. 6) Created a Codes Enforcement template chart to post updates on any property for Commissioners review. 6) Caroline County Covid-19 Response Team provides weekly conference calls to the municipalities regarding updates, announcements, and resources if needed. (Wednesdays at 6:30pm). 7)1 Census Zoom Meeting-update on grant extension and progress. 8) Received estimates for power washing Town Hall.

Mr. Ernest Selig, Secretary for Hillsboro's Zoning Appeals Board, wrote a letter stating that Ms. Emily Cripps is retiring from the Board due to health issues. She has served on this board for 20 years. Prior to her announcement, she recruited Jeffrey Nehman to service on the board. Mr. Selig said it would be great to acknowledge Ms. Cripps for her many years of service. Ross asked Virginia to draft an Accommodation or Proclamation to present to her. Steve made a motion, which was seconded by Sandy to approve the slate presented for the Zoning Appeals Board as resented: Allison Humphries, Ernest Selig, Jeffrey Nehman, with Roger Quicke as alternate. The motion passed.

Sandy announced that we needed to acknowledge our local High School Graduates. Those being: Madison Higdon, Braden Hoggard and Mason Wood. The Higdon's posted pictures and banners in their shop front windows to honor the graduates.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:31pm.

The next Hillsboro Town Commissioners meeting was scheduled for: June 15, 2020.

Respectfully submitted,
Virginia L. Albers