



Town of Hillsboro

Meeting Minutes August 17, 2020

The Hillsboro Town Commission Meeting was held on August 17, 2020 at the Hillsboro Town Office. The meeting was called to order at: 7:30pm by President, Ross Benincasa. The pledge was recited and those present were: President Ross Benincasa, Commissioner Steve Higdon, Commissioner Sandy Higdon, and Town Manager, Virginia Albers. Small Town Planner, Jennifer Shull.

The minutes for the July 20, 2020 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the July 20, 2020 meeting minutes as presented.

The June, July, and August 2020 Financial Reports were passed out. Steve made a motion which was seconded by Sandy to approve the June, 2020 Financial Report. July and August reports were tabled until the September, 2020 meeting.

Stormwater Project update-Eric Buehl stated to Ross that they were prioritizing Church, Maple, and Main Streets for the highest need.

Main Street/Sidewalks. Paused due to Covid-19.

Covid 19-Virginia coordinated copies all the expenditures we have accrued so far due to Covid-19. The packet was missing a piece of contact info. Virginia completed and resent to Dan Fox for processing.

Town Manager's Report- Codes Enforcement- 1)Complaint regarding stored items in the front of an apartment building. (No storage in back yard)

2)Continued to monitor grass for height-no letters-most are complying.

3) No activity with house on Main Street out of compliance with safety issues. Certified letter to comply within 90 days.

4) Hillsboro Town Office re-opened to public Wednesday afternoons or as needed.

5) Attended a Hillsboro Workshop re: Chicken Ordinance Draft.

6) Working with TGM Rep regarding our Annual Audit. Researched, scanned and sent copies of meeting minutes for the last year. Sent copies of all bank statements for last fiscal year. Sent requested random invoices and deposits. Compiled GAD reports for FY 2019-2020. Contacted PNC Bank for copies of checks. Almost complete.

7) \$750 Check received from CAC after invoicing. Completed FY 2020 Scope of Work. Contract sent for signature and approval.

8) Message from a Commissioner regarding a fence being constructed without a permit. Follow-up with PC.

9) Met with Ross to review financial report process. Recalculated May & June, 2020.

- 10) Attended Movie Night sponsored by Census Grant with assistance from Jennifer Shull and Hillsboro PC.
- 10) Telecom Staff Meeting with MRDC.
- 11) Organized files with binders and penda flex folders.
- 12) Completed a questionnaire for US Postal Service.
- 13) A citizen stopped by the office inquiring about Town Center Zoning guidelines and restrictions.
- 14) Purchased mini blinds and donated a mini fridge to the Town.

Eagle Scouts-Ross announced that the Eagle Scouts were geared up to begin their project for the Town of Hillsboro. They plan to work on cleaning up the fence and updating the pavilion. Electrical work needs to be done and they have secured a licensed election to do the work. A packet outlining this project was provided.

Emily Cripps-The Town had recently signed an Accommodation honoring Ms. Emily for you many years of service on the Zoning and Appeals Board. The Commissioners would like to plant a tree and shrubbery at the Retreat House in honor of her. Waiting on confirmation from Francie.

Town Meadow-The Town is working with resident Sally Campbell who is spearheading the re-vamping of the Town owned meadow located behind the Town Office. Plans for continued discussion are set for the September Workshop.

Jennifer reported that another movie night at Hillsboro was scheduled for Saturday, September 19, 2020. Sponsored by Census grant money.

Yard Sale-Scheduled to be held on September 19, 2020 jointly with the Town of Queen Anne.

Ordinance #76-Ross introduced Ordinance #76. An Ordinance of the Town of Hillsboro amending and repealing that Section of Ordinance #62 regulating the height of weeds and grass within the town limits; and prohibiting the discharge of grass cuttings into the public roadway and containing penalties for violations thereof. Also, changing the current height limit of eight to six inches. A Public Hearing was scheduled to be held at the next Hillsboro Commission Meeting on September 21, 2020. An ad will be posted in the Times Record on September 9 and 16, 2020.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:43pm.

The next Hillsboro Town Commissioners meeting was scheduled for: September, 21, 2020.

Respectfully submitted,

Virginia L. Albers