



Town of Hillsboro

Meeting Minutes June 15, 2020

The Hillsboro Town Commission Meeting was held on June 15, 2020 at the Hillsboro Town Office and as a virtual meeting with any public comment submitted via email. The meeting was called to order at: 7:30pm by Vice-President, Steve Higdon. The pledge was recited and those present were: Commissioner Steve Higdon, Commissioner Sandy Higdon, and Town Manager, Virginia Albers. Small Town Planner, Jennifer Shull was on the zoom call. Planning Commission Member Chelsea Benincasa attended and assisted with the Virtual Meeting process.

The minutes for the May 11, 2020 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the May 11, 2020 meeting minutes as presented.

The May, 2020 Financial Report was passed out. There were 2 checks written that Virginia did not have details for due to the new bank and checking account changeover. The approval for the May Financial report was tabled until the July, 2020 meeting.

Stormwater Project update-Ross previously 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. Ross spoke with Eric Buell and no decision was been made yet.

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. No news or activity.

Maryland Department of transportation released revised figures for Highway User Funds for FY 2020 (\$6,285) and FY 2021 (\$6,661).

Virginia submitted for the Town of Hillsboro to review: RESOLUTION 2020-02-A RESOLUTION OF THE TOWN OF HILLSBORO AUTHORIZING THE TOWN TO PARTICIPATE IN THE MARYLAND CIRCUIT RIDER/TOWN MANAGER PROGRAM. A motion was made by Commissioner Sandy Higdon and seconded by Commissioner Steve Higdon to approve Resolution 2020-02 as presented.

Virginia submitted a Memorandum of Understanding (MOU) **TOWN OF HILLSBORO** This is a Memorandum of Agreement (MOU) concerning the contract between the Town of Hillsboro and the Maryland Rural Development Corporation (MRDC) for Circuit Rider/Town Manager services and additional services provided by MRDC for the fiscal year 2020-2021 (July 1, 2020-June 30, 2021).

The Commissioners reviewed the document and Commissioner Benincasa stated prior to the meeting that, The Town of Hillsboro and MRDC had not reached an agreement with regard to the Town's portion of funding for the Circuit Rider/Town Manager who was hired on November 1, 2019. Commissioner Benincasa plans to discuss this matter with MRDC Executive Director, Chris Benzing.

Town Manager's Report-**1) Codes Enforcement-** Property Compliance-Covid-19. Most letters and citations to property owner violators have been suspended due to the pandemic. Monitoring those that have received letters prior. Sent a second building safety letter to a resident: Not much activity during the Governor's State of Emergency. **2)** Working with Provident Bank Manager for a smooth transition with the General Fund Checking Account changeover. **3)** Ordered a dish garden for the family of James Knotts, a previous Town Commissioner who passed away. **4)** Questions from a Commissioner regarding Personal Property Tax and the process for collection. **5)** Submitted a formal letter to Caroline County Tax Office with our FY 20-21 Tax Rate. **6)** The Caroline County Covid-19 Response Team provides weekly conference calls to the municipalities. Regarding updates, announcements, resources and to see if we need any assistance. (covid-19 Conference calls have been disbanded). **7)** Joined in on a Hillsboro Planning Commission Zoom call. **8)** Spoke with TGM Rep regarding our Annual Audit. Scanned and sent required information and documents (in progress). **9)** Received a call to construct a fence in Hillsboro. (has not sent info yet.) **10)** Drafted Resolution 20-02. A RESOLUTION OF THE TOWN OF HILLSBORO AUTHORIZING THE TOWN TO PARTICIPATE IN THE MARYLAND CIRCUIT RIDER/TOWN MANAGER PROGRAM and a Memorandum of Understanding to be presented at this meeting.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:03pm.

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

Respectfully submitted,

Virginia L. Albers