



Town of Hillsboro

## **Meeting Minutes September 21, 2020**

The Hillsboro Town Commission Meeting was held on September 21, 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. Sally Campbell.

The minutes for the August 17, 2020 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the August 17, 2020 meeting minutes as presented.

The revised July and August finance reports and September, 2020 Finance Report were passed out. There had been some discrepancies in the July and August reports and the approval for them was tabled until this meeting. Motion to approve these reports in separate votes were made by Commissioner Steve Higdon and seconded by Commissioner Sandy Higdon to approve these reports as presented. All passed.

An income tax chart was recently emailed and forwarded to Commissioners and Commissioner Benincasa questioned the accuracy in some of the figures. He asked Virginia to review further.

Stormwater Project update-Commissioner Benincasa stated that he had spoken to Eric Bueller and no progress has been made. There is possibly \$33,000 available.

Main Street/Sidewalks. Funding for Main Street has been stalled. Priority sidewalk areas were identified and Church and Maple Streets. Virginia was asked to draft an RFP for sidewalks. Focus is on those spots that really need repair.

**Town Manager's Report- Codes Enforcement- A separate chart was sent to commissioners with current codes enforcement activity.**

- 1-Working with TGM Rep regarding our Annual Audit. Sent most of the requested files.
- 2-Just received form for Highway User Grant Application to be completed by September 30, Application to be completed by September 30,2020.
- 3-Attended Movie Night (Sing) sponsored by Census Grant with assistance from Jennifer Shull and Hillsboro PC. Picked up copied flyers and distributed.
- 4-Call from Citizen to inquire about furniture bulk pick-up.
- 5-Call from an organization to supports motorcycles regarding Ordinance #76-Mowing to 6 inches and blowing grass/ leaves/debris into the street.
- 6-Placed in ad in newspaper for a hearing on Ordinance #76.
- 7-Revised all meeting financial reports for March, April, May, June, July and August, 2020.
- 8-Attended a Hillsboro Workshop. Followed by Executive Session to discuss a personnel matter.

9-2 letters from a concerned resident regarding the meadow behind the Hillsboro Town Office. Joint meeting scheduled for 9/22/20.

10-Made a deposit for two fence permits.

11-Contacted Providant State Bank to be able to log in to Hillsboro Bank checking account remotely.

12-Coordinated a list of Certificate of Deposit Rates for local banks.

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. A project meeting was scheduled to be held on September 22, 2020 with the Town of Hillsboro, Resident Sally Campbell, Leslie Grunden fro County Planning Officem Eric Beull and Soil Conservation to discuss, spraying, weed control, prepping the soil and replanting.

Jennifer reported that another movie night at Hillsboro was held on Saturday, September 19<sup>th</sup>. Sponsored by Census grant money. Approximately 25 people attended, the movie was “Sing” and door prize gift cards were drawn and won by attendees.

A Town-wide Yard Sale-Was held on September 19, 2020 jointly with the Town of Queen Anne.

A Public Hearing was just held for Ordinance #76. Amending the height of weeds and grass and prohibiting discharges of grass cuttings into public roadways and walkways. A motion was made by Commissioner Steve Higdon and seconded by Commissioner Sandy Higdon to approve Ordinance #76 as written. The motion passed. (note there was no public comment at the hearing).

The 2020 Election-The Hillsboro Town Office is usually a polling place for voters, however, due to the pandemic, it will not be held here. Caroline County Polling places will be held at: Greensboro Firehouse, Community Center in Presto and Preston Firehall.

Halloween-Times for Trick or Treating on October 31<sup>st</sup> are: 5:30 to 7:00pm. We plan to have a house decorating contest-Commissioner Higdon offered to create a flyer and Virginia is donating a gift basket for the winner. Sally Campbell mentioned that it would be great to have a pet costume parade.

Ordinance #77- An Ordinance amending Section 9.2 of the Town of Hillsboro Code, for provisions to allow residents to have poultry within the Town Limits of Hillsboro. A Public Hearing was scheduled to be held on Monday, October 19, 2020 at 7:30pm. A public notice will be posted and a notice will be put in the newspaper for two weeks.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy at 8:25pm.

The next Hillsboro Town Commissioners meeting was scheduled for: October 19, 2020.

Respectfully submitted,  
Virginia L. Albers