



Town of Hillsboro

## **Meeting Minutes April 19, 2021**

The Hillsboro Town Commission meeting was called to order at 7:30pm on April 19, 2021 by President, Ross Benincasa. The pledge was recited and those present were: President Ross Benincasa, Commissioner Steve Higdon, Commissioner Sandy Higdon, Consultant Jennifer Shull and Town Manager, Virginia Albers, and Sally Campell, Meadow Chairman.

The minutes for the March 15, 2021 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the March 15, 2021 meeting minutes as amended with a spelling correction.

The March/April 2021 Finance report was reviewed. A motion was made by Steve and seconded by Sandy to approve the finance report as amended.

### **Town Manager's Report- March 15/April 19, 2021**

- 1- Attended a Hillsboro Budget Workshop. April 12, 2021. We drafted the FY 2021-22 Budget. Made corrections to line items and categories in Quick Books.
  - 2-Drafted Budget Ordinance #78 for introduction at the April 19, 2021 Commissioners meeting.
  - April 14, 2021-Met with Commissioner Benincasa and Commissioner Steve Higdon to continue working on Budget Draft FY 2021-22
  - Brought Quick Books up-to-date.
  - 3-Planning Commission Meeting via Zoom on April 14,2021.
  - 4-Reviewed and made deposits two permits for carports and submitted to Planning & Zoning.
  - 5-Deposited \$4,000 State grant check. Keep Maryland Beautiful
  - 6-Researched Charter-May commission is to be held the second Tuesday (May 11, 2021)
  - 7-Research Hillsboro's property, liability and bond insurance per Ross's Request.
  - 8-Submitted Codes SOP Manual April 1,2021, revisions made for approval at the April 19, 2021 Commissioners meeting. Resolution 2021-01
  - 9-Assisting Meadow Chairman with ordering seeds and Tax ID number via email.
  - 10-Mowing season in full swing. One violation letter sent. (has been mowed)
  - 11-Evaluating current violations and their statuses.
  - 12-Discussions with Trash and Recycle for fee rates for 2021-2022.
  - 13-Completed and sent a banking transfer form changing deposits from PNC to PSB. (County is complete).
  - 14-Looking ahead.....
- Complete Critical Area Commission Grant Application-Due May 1st  
April 23-MRDC mandatory zoom staff meeting  
April 23-Meeting with MHT at 22025 Church Street (Historic Signage)

Sidewalk Repair Church/Maple-Waiting for an RFP from Tony Bowser.

Main Street Scape-No activity.

Meadow Project-Sally has ordered the seeds and submitted an invoice for a check. Site is waiting to be sprayed.

Sally is also heading up Spring Clean Up Day scheduled for to be held in May. She will post in the post office for volunteers. "Adopt a Highway"

22025 Church Street-April 23<sup>rd</sup>. Met with Amanda from Maryland Historic Trust, Commissioner Ross Benincasa, consultant Jennifer Shull, and Parks & Recreation Director, Sue Simmons. We discussed, historic value, demolition, board up/safety and future plans for this project. After reviewing the site. Amanda, Ross and Jennifer looked at the Bank Building on Main Street.

The American Rescue Plan's Corona Virus State and Local Recovery Funds program provides relief funds for State, County and Municipal Governments. Still waiting for more info and direction. We have to submit our Dunns & Bradstreet info in order to receive funds.

The Town Commissioners of Hillsboro have received word that they were awarded a Community Legacy Grant in the amount of \$25,000 to be used for façade improvement.

Mid Shore Community Foundation. The newly form committee hasn't met yet.

Election is scheduled to be held April 26, 2021. Virginia will pick up the voter list from the Caroline Board of Elections and check with Peggy Stafford.

Commissioner Steven Higdon introduced Ordinance #78, which was seconded by Commissioner Sandra Higdon. APPROPRIATION ORDINANCE FOR BUDGET FY 2021-2022. An ordinance providing appropriation for the Town of Hillsboro for FY 2021-2022 (07/01/21-6/30/22). WHEREAS TO ADOPT AN ANNUAL APPROPRIATION ORDINANCE NECESSARY TO PURSUE THE BUSINESS OF THE TOWN OF HILLSBORO ON A FISCAL BASIS.

Commissioner Steven Higdon introduced ORDINANCE # 79, which was seconded by Commissioner Sandy Higdon. AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR VARIOUS SERVICES, CHARGES AND PENALTIES INCLUDING BUT NOT LIMITED TO BUSINESS LICENSES, BUILDING CONSTRUCTION, ALTERATION, REPAIR, DEMOLITION AS WELL AS VIOLATION PENALTIES FOR FAILING TO ADHERE TO TOWN REGULATIONS. HEREBY REVOKING ALL PREVIOUS FEE ORDINANCES AND AMENDING ALL APPLICABLE FEES CONTAINED IN VARIOUS ORDINANCES AS OF THIS DATE.

Please note: These Ordinances will be posted in the local newspaper, in the Post Office and on the website and a hearing will be held at the May 11, 2021 Commission Meeting.

The Commissioners asked Virginia to prepare an RFP for Trash/Recycle pick-up and post in the newspaper and on website.

Resolution 2021-01 was introduced and reviewed. TOWN OF HILLSBORO-STANDARD OPERATING PROCEDURE-Codes Enforcement. The Town of Hillsboro wishes to establish procedures to enforce violations of the Code of Hillsboro and State of Maryland Law. The code enforcement officer shall abide by the following procedures, for each violation of the code of the Town of Hillsboro and the Property Maintenance code as adopted by the Town. A motion was made by Steve and seconded by Sandy to approve the SOP manual as written. The motion passed.

The next Hillsboro Town Commissioners meeting was scheduled for: May 11, 2021.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy to adjourn the meeting at 8:26pm.

Respectfully submitted,

Virginia L. Albers