



Town of Hillsboro

Meeting Minutes March 15, 2021

The Hillsboro Town Commission meeting was called to order at 7:31pm on March 15, 2021 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,

The minutes for the February 16, 2021 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the February 16, 2021 meeting minutes as presented.

The February/March 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- February 16/March 15, 2021

- Codes Enforcement-1)** Reached out to a violator on Main Street with 4 infractions. One is repaired. Sent letter to create a timeline for other repairs. No Response
- 2) Certified letter to Landlord for 4 citations to be repaired. (received a message that they are working on it).
- 3) A property owner on Main Street received a citation letter. Received an email timeline from property owner but no activity yet.
- 4) Sent more requested documents for TGM Auditors. Asked Ross to retrieve copies of 2 checks from PNC.
- 6) Contacted Infinity Recycle about their rate increase and asked for a property pickup list.
- 7) Telecom to Chesapeake Waste regarding increase in bill. They stated that they added a pick-up. Contract expires August 2021.

Sidewalk-Ross met with Tony Bowser from Bowser Contracting to discuss sidewalk repair/replacement. The bid he submitted included removal and installation of a concrete sidewalk, apron and curves with an estimated amount of \$26,880.50 for 1,453 square feet.

Meadow Project-Sally is ready to order the seeds. We should hear from the "Keep Maryland" grant by March 20th.

22025 Church Street-State DPW met in February and granted full reimbursement in the amount of \$45,825 for the purchase. Next steps for the property are to secure the house, post no trespassing signs and board up the windows until we are ready for the demolition process. Sue Simmons and Jennifer talked to MD Historic Trust to get their process plan for historic markers.

The Commissioners talked about holding a Spring Clean-up day. Possibly Mid-April. Will try to get town residents to join in. Queen Anne has scheduled a yard sale for June 5, 2021. Hillsboro plans to join in.

Mowing Contract-A RFP was posted in the local newspaper for the 2021 Mowing Season. Two bids were submitted. One via US Mail and one was emailed. Joey's Lawn Care (Joey Williamson) and Sean Cheezum. A motion was made by Steve and seconded by Sandy to accept the lowest bid and that was Joey's Lawn Care.

The American Rescue Plan's Corona Virus State and Local Recovery Funds program provides relief funds for State, County and Municipal Governments. Hillsboro's allocation comes to approximately \$130,384. The details to follow. It has to be spent by 2024.

Hillsboro has applied for a Community Legacy Grant in the amount of \$25,000. If awarded, this will be used for façade improvement.

Mid Shore Community Foundation. Ross discussed the need to select a committee for management of potentially donated funds. Tentative members are: Commissioner Steve Higdon, Sally Campbell and Ernest Selig.

Covid-19 -with many Covid restrictions being lifted it was decided that our monthly Town Commission meetings be opened back up to the public. Some restrictions still in place: mask usage, social distancing, and 12 person limit in our meeting room.

Ross has requested that Caroline County Parks and Recreation mulch the park/playground in the Spring.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy to adjourn the meeting at 8:42pm.

The next Hillsboro Town Commissioners meeting was scheduled for: April 19, 2021.

Respectfully submitted,

Virginia L. Albers