

**Town of Hillsboro  
Commissioners Meeting  
Monday, June 21, 2021 | 7:30 p.m.  
Call 410-886-7186 to Listen**

**Public Comment can be submitted by 5:00 p.m. on Monday, June 21 via email: [info@hillsboromd.com](mailto:info@hillsboromd.com).**

**AGENDA**

**Pledge of Allegiance**

**Call to Order – Commissioners’ Meeting**

**Approval of Minutes & Financial Statement – May 11, 2021**

**Old Business**

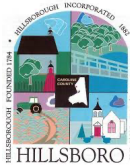
- Sidewalk Repair – Church and Maple
- Main Street Sidewalk/Streetscape update
- Meadow project update
- 22025 Church Street
  - Strategic Demolition Grant
  - Clean up/Brush removal
- Community Legacy – Façade Improvement Program
- ARP Funding Update

**New Business**

- Town Manager’s Report
- Request for Proposals – Sanitation
  - Garbage and Recycling proposals
- Resolution 2021-02: MOU with MRDC Circuit Rider program
- Bank clean-up and repairs
- Park improvements
  - Playground mulch
  - Sealcoat walking trail and parking lot
- New Resident Welcome Packet update/edits

**Public Comment**

**Adjourn**



Town of Hillsboro

**Hillsboro Public Hearing- May 11, 2021**

The Hillsboro Town Public Hearing was called to order at 7:31pm on May 11, 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. Town Resident Jennifer Crook.

We opened the Public Hearing with the swearing in of Commissioner Steven Higdon. He ran unopposed in the previously held April 26, 2021 election and will serve another 3-year term.

**ORDINANCE # 78-APPROPRIATION ORDINANCE FOR 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.

| REVENUE                                   | GENERAL FUND   |
|---|----------------|
| Taxes                                     | \$27,200       |
| Revenue from other agencies               | \$500          |
| Interest income and miscellaneous revenue | <u>\$5,000</u> |
|   | \$32,700       |
|   |                |
| APPROPRIATIONS                            |                |
| General Government                        | \$14,712       |
| Public Works                              | \$14,850       |
| Recreation                                | <u>\$2,900</u> |
|   | \$32,662       |

(\$38.00)

**ORDINANCE # 79-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.**

There being no public comment for either ordinance, the Public Hearing adjourned at 7:42pm.

## Meeting Minutes May 11, 2021

The Commission meeting was called to order at 7:42pm on May 11, 2021 by President, Ross Benincasa. Those present are listed above.

The minutes for the April 19, 2021 meeting were prepared and disseminated by Virginia. A motion was made by Steve and seconded by Sandy to approve the April 19, 2021 meeting minutes.

The April/May 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- April/May- 1)April 23<sup>rd</sup>. Attended a meeting with Amanda from MHT, President Benincasa, Parks & Recreation Director Sue Simmons and Consultant Jennifer Shull. We discussed 22025 Church Street and went on site.

2) Coordinated logistics for the Town Election that was held on April 26<sup>th</sup>. Made ballot copies for the Judge. Picked up and delivered the election roll from Caroline County Board of Elections.

3) Posted public hearing dates for two town ordinances in the local newspaper.

4) Prepared an RFP for the 2021 trash contract, posted ad in the newspaper and submitted to trash companies who have expressed interest.

5) Reviewed Tax Sale info for Hillsboro Properties.

6) Codes Review-one grass letter (already cut)

-Citation to a property for failure to obtain a permit and broken window.

7) One resident requested a copy of the FY 2021-2022 Budget Draft.

8) Attended a zoom conference thru MML regarding ARP.

9) **Looking ahead.....**

May 12, 2021-MRDC Circuit Rider Zoom Meeting

May 12, 2021-Planning Commission Zoom Meeting

June 5,2021- Hillsboro Town-wide Yard Sale

June 27-29-MML Convention

Sidewalk Repair Church/Maple-considering various funding options.

Main Street Scape-Ross had a conversation with Owen Bailey from the Eastern Shore Land Conservancy and the Main Street Scape project. He was going to test out some ideas.

Meadow Project-Sally has a meeting scheduled with Caroline Parks & Recreation and the Department of Natural Resources.

22025 Church Street-Preparing exterior for clean-up.

Community Legacy Façade Improvement Program. Discussed options for grant funds. One option is to award some funds to those residents that have exterior improvements that meet the criteria.

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. Staying on top of any information that becomes available.

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

Ordinance #78 for Budget Fiscal Year 21-22. Steve made a motion, which was Seconded by Sandy to approve Budget Ordinance #78 as presented. The motion passed.

Ordinance #79 for Fee Schedule. Steve made a motion, which was Seconded by Sandy to approve Fee schedule Ordinance #79 as presented. The motion passed.

May 15, 2021. Queen Anne-Hillsboro Fire Department Anniversary Parade.

May 22, 2021- Town Clean-up Adopt a Highway. Organized by Sally Campbell.

May 22, 2021-Movie Night. Organized by Hillsboro Planning Commission.

Two Town Yard Sale is scheduled for June 5, 2021

The next Hillsboro Town Commissioners meeting was scheduled for: June 21, 2021.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy to adjourn the meeting at 8:13pm.

Respectfully submitted,

Virginia L. Albers

**Virginia L. Albers-**  
**Hillsboro Town Manager/Clerk's Report**  
**May 12-June 20, 2021**

-Monthly Town Manager/Clerk reports provided at Town Commission meetings.  
-Attended monthly Town Commission Meeting (minutes), Workshop (minutes).  
-Duties as Hillsboro Town Clerk. Review, disseminate and respond to incoming mail, emails, messages. Scan and send documents to Commissioners. Manage financials thru Quick Books, reconcile check book, pay bills, make deposits, and prepare financial reports for commission meetings.

Hillsboro Town Office open to public Wednesday afternoons or by appointment.

- Codes Enforcement-1) Contacted a property owner on Main Street for her time line for repairs and sent a mowing letter. (No progress made.)  
2) Reached out to owner of a property on Main Street for a timeline on his repairs, emailed him pictures since he is out of state (began fines).  
3) Sent a mowing letter to an absentee property owner on Main Street. (no response-had the yard cut and will bill owner)

Keeping up with American Rescue Plan-info and forwarded to commission.

Paid and invoice per Sally for Meadow cutting.

Drafted a Memorandum of Understanding and Resolution 2021-2 for Circuit Rider grant renewal program for Maryland Regional Development Corporation.

Commissioner requested sending notification for a resident on Academy Street that is parking on the sidewalk.

Attended Hillsboro Movie Night on May 22<sup>nd</sup>.

Received a call from a resident requesting to renew a permit that is 6 years old. Stated that he needed to file a new one.

Received checks and money to be deposited in Friends of Hillsboro account. Copied checks and mailed to Mid Shore Community Foundation.

Received reimbursement funds for a purchased parcel from Department of Natural Resources Capital Grant.

June 18-attended an all-day staff meeting for MRDC.

Filled out a form to renew secretary bond insurance.

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June 27-30- attending Maryland Municipal League Convention in Ocean City, MD

**TOWN OF HILLSBORO  
RESOLUTION 2021-02**

**A RESOLUTION OF THE TOWN OF HILLSBORO AUTHORIZING THE  
TOWN TO PARTICIPATE IN THE MARYLAND  
CIRCUIT RIDER/TOWN MANAGER PROGRAM.**

**WHEREAS**, the Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Circuit Rider/Town Manager Program for small municipalities for professional management services that they could not otherwise afford; and

**WHEREAS**, the objectives of the Circuit Rider/Town Manager Program are to promote economic and community development through improved management and administration; and

**WHEREAS**, the State of Maryland and Caroline County, through the Maryland Rural Development Corporation, offer a Circuit Rider/Town Manager Program to small municipalities in the County and have offered the Program to the Town from past involvement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Town of Hillsboro (Caroline County) will enter into the Circuit Rider/Town Manager Program for Fiscal Year 2021-2022

Adopted this    day of June, 2021

Attest:

Signed:

\_\_\_\_\_

\_\_\_\_\_

Ross Benincasa, President

\_\_\_\_\_

Steven Higdon, Commissioner

\_\_\_\_\_

Sandra Higdon, Commissioner

# TOWN OF HILLSBORO

## Memorandum of Agreement

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 2021-2021 (July 1, 2021-June 30, 2022).

**It is agreed** by the Commissioners of Hillsboro, that staff provided by MRDC will provide professional management services as directed by the Town Commissioners.

It is **further agreed** that the Circuit Rider/Town Manager will report to the Town as required to perform services requested according to a schedule proposed by the Town Commission of Hillsboro and accepted by the MRDC. This schedule will vary according to needs of the Town but shall average 8 hours per week.

**It is further agreed** that the Town Commission of Hillsboro will be at an annual rate of six hundred twenty five (\$625.00), one hundred fifty six dollars and twenty five cents (\$156.25) per quarter; the State match will be provided through MRDC, as stated in the Circuit Rider Grant.

**It is further agreed** that the selection and supervision of personnel will be jointly undertaken, with MRDC ultimately responsible for personnel administration.

**It is further agreed** that the Commissioners of Hillsboro will be invoiced quarterly in a prorated rate to reflect any vacancy that might occur.

**It is further agreed** that the contract period be renewable annually by way of this Memorandum of Agreement.

PASSED AND ADOPTED this \_\_\_\_ day of June, 2021

\_\_\_\_\_  
President, Town of Hillsboro

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Executive Director, MRDC