



Town of Hillsboro

## **Meeting Minutes February 16, 2021**

The Hillsboro Town Commission meeting was called to order at 7:31pm on February 16, 2021 by President, Ross Benincasa. The pledge was recited and those present were: President Ross Benincasa, Commissioner Steve Higdon, Commissioner Sandy Higdon, Town Manager, Virginia Albers, and Consultant Jennifer Shull.

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

The January/February 2021 Finance report was reviewed. After identifying some corrections to be made, the Commissioner's tabled the approval of the January/February 2021 Financial Report until the March 15, 2021 meeting.

Main Street/Sidewalks. Ross checked with Mr. Johnson and met with Tony Bowser and is awaiting estimates for sidewalk repair/replacement.

### **Town Manager's Report- January 20-February 15, 2021**

- 1) Attended a Hillsboro Workshop. February 8, 2021
- 2) Planning Commission Zoom Call, February 10, 2021. Reported an update for Commission Meeting
- 3) Codes Enforcement-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
- 4) Certified letter to Landlord for 4 citations to be repaired. (received a message that they are working on it).
- 5) A property owner on Main Street received a citation letter. Received an email timeline from property owner but no activity yet.
- 6) Sent more requested documents for TGM Auditors. Asked Ross to retrieve copies of 2 checks from PNC.
- 7) Completed 1099's for contract employees. Mailed to recipients and sent to Internal Revenue Service.
- 8) Contacted Infinity Recycle about their rate increase and asked for a property pick-up list.
- 9) Telecom to Chesapeake Waste regarding increase in bill. They stated that they added a pick-up. Contract expires August 2021.

10) Another call to Cathy Moore at Finance regarding Direct Deposit. First, she said she did not get form. I sent her emails where I sent it. Then she said she could not open document. I snail mailed her a form and sent an open file via email.

Codes Enforcement-The Commissioners discussed the process for our Codes Enforcement and said that we need to create a written process so that each property violation is treated consistently. Virginia stated that she would contact other Town Codes Officers to see what they do and prepare a draft document.

Meadow Project-The Meadow Committee hasn't met yet in 2021. The "Keep Maryland Beautiful" entry was submitted and they will announce winners in the Spring of 2021. Mr. Sonny Eaton will mow the meadow when he gets the go-ahead.

Eagle Scout Project-Thomas is winding up his project for Hillsboro Town Office and Retreat House.

Settlement for purchase of 22025 Church Street-was held Wednesday, January 20, 2021. We should get reimbursed for the purchase. The Commissioners discussed historical signage or a plaque to be displayed on the property. The house is 100 years old.

2021 Mowing Season-Virginia was asked to submit the Mowing RFP for this year's mowing season. To be posted in the local newspaper for two weeks and sent out to those vendors who have had mowing contracts with us in the past. Sealed bids will be accepted in hand until the March 15, 2021 Commission meeting.

Ross announced that he sent a letter to the Caroline County Commissioners to reinstate our \$2,500 Planning Grant.

We discussed holding a Spring Clean-up in the Town, possibly coinciding with a yard-sale around the 2<sup>nd</sup> week in June. Virginia said she would check with Queen Anne Town Office to see if they have anything planned.

The Hillsboro Town Election is scheduled to be held Monday, April 26, 2021. Ross asked Virginia to write up the election dates, deadlines, date,

time and location of the upcoming election. Election is for one Commission Seat.

There being no further business to discuss Steve made a motion to adjourn, which was seconded by Sandy to adjourn the meeting at 8:38pm.

The next Hillsboro Town Commissioners meeting was scheduled for: March 15, 2021.

Respectfully submitted,

Virginia L. Albers