

**Commissioners of Hebron
100 North Main Street
Post Office Box 299
Hebron, Maryland 21830**

**Minutes of the Commissioners of Hebron Regular Meeting As Held on
Wednesday, May 3, 2023**

Call to Order

The Meeting was called to order at 6:00 p.m. by Commissioner President Colby B. Phippin, with Commissioners Amelia A. Handy, Kenneth L. Pick, Chester M. Sebald, and David L. Hooper present. The Pledge of Allegiance to the Flag was recited by all who were in attendance.

Agenda

Commissioner Handy made a Motion to approve the Agenda which was seconded by Commissioner Pick. The vote was unanimous and the Chair voted Aye.

Swearing in of Newly Elected Commissioners

The gavel was passed to Town Attorney Steve Cox who swore in the newly elected Commissioners. He then opened the Nominations for the Office of President and Secretary of the Commissioners of Hebron. Commissioner Hooper nominated Commissioner Phippin for President of the Commissioners of Hebron. Commissioner Handy seconded the nomination. The Commissioners voted and it was unanimous (with Commissioner Phippin not voting) and Commissioner Phippin was elected to the position of President of the Commissioners of Hebron. Next, Commissioner Sebald nominated Commissioner Handy for the position of Secretary of the Commissioners of Hebron. Commissioner Pick seconded the nomination. The Commissioners voted and it was unanimous (with Commissioner Handy not voting) and Commissioner Handy was elected to the position of Secretary of the Commissioners of Hebron. The gavel was then passed to the newly elected Commissioner President Colby B. Phippin.

Minutes

The Minutes of the April 19, 2023 meeting were reviewed. A Motion was made by Commissioner Sebald to approve the Minutes. Commissioner Hooper seconded the Motion. The vote was unanimous and the Chair voted Aye.

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Police Report

There was no Police Report.

Building Permits

Building Permit # 1322 was for Eli Wooten at 405 Peachtree Court for the relocation of the driveway. Questions were raised concerning the amount of impervious surface v. the amount of pervious surface, removal of the current driveway, and the protection of the water and sewer connections. After some discussion, it was decided to table the matter and take no action at this time until questions are resolved.

Note of Thanks

At this point, Commissioner President Phippin advised that we had received a note of thanks for the ARPA Funds for the MRC Youth Baseball organization.

Old Business

1. Electronic Payments

Commissioner President Phippin discussed the Workshop that the Commissioners held prior to the start of this Regular Meeting. There are issues with the way the new system (Card X), works in conjunction with our AccuFund system. Evidently, when the new system uses the card swiping machines, it causes Mindy and Robin to have to do double the work. It also charges 4.4% on top of the amount that is being paid and does not allow for the payment of property tax bills. It was pointed out that an electronic check (using the EFT or ACH systems) is free for both the Town and to the residents who use that form of payment, in addition to saving Mindy and Robin time. The transaction goes into the correct residential account within the AccuFund system and shows the history of the utility account. Commissioner Hooper suggested sending a letter to Card X advising of our dissatisfaction with what we bought and ask for our money back. After some discussion, Commissioner Pick made a Motion to send a letter expressing our displeasure explaining that what was promised was not what was delivered and to send back the two (2) card scanners. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

2. ARPA Application – St. Luke United Methodist Church

Commissioner President Phippin advised that our ARPA Consultant, John O'Connor, has reviewed and approved the Application from St. Luke United Methodist Church. The request is

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for \$5,243.00. Commissioner Sebald made a Motion to approve the Application and give the funds to St. Luke United Methodist Church. Commissioner Pick seconded the Motion. The vote was unanimous, with Commissioner Handy abstaining from the vote, and the Chair voted Aye.

3. MML Staff Day

Commissioner Handy advised that the MML Convention in Ocean City from June 25 – 28, 2023 will be for 157 Cities and Towns in the State of Maryland and that Municipal Staff Day will be that Tuesday the 27th. The cost will be \$50.00 per staff member who attends. The daily cost for a Commissioner is \$465.00 or \$700 for the entire Convention. After some discussion, Commissioner Sebald made a Motion that payment be made for the one (1) day for all staff members and all week for all Commissioners. Commissioner Pick seconded the Motion. The vote was unanimous and the Chair voted Aye.

4. Code Enforcer Interviews

Commissioner President Phippin advised that the last two (2) interviews were today. Commissioner Hooper said that Jonah Long has all of the credentials and that John Williamson looked good as well. John lives in Town and Jonah lives out of Town. Commissioner Sebald said that there were advantages to living out of Town and Commissioner Pick said that John had only lived in Hebron for three (3) years. After some discussion, Commissioner Sebald made a Motion that John Williamson be hired immediately. Commissioner Hooper seconded the Motion. The vote was unanimous and the Chair voted Aye. Commissioner President Phippin advised that the Town would purchase a printer for use by the Code Enforcement Officer to use in his car. Commissioner Hooper made a Motion that John be paid at the rate of \$35.00 per hour for a maximum of ten (10) hours per week, be provided with a printer for his car and that we should look for a computer or tablet for him to use. The Motion was seconded by Commissioner Sebald. The vote was unanimous and the Chair voted Aye.

5. Town Awning Estimate

Commissioner President Phippin advised that the estimate from Precision Exteriors for the awnings for the side of the Town Hall is \$4,999.00 and that it would be done at the same time as the front vestibule roof install. After some discussion, Commissioner Handy made a Motion accept the proposal and pay it out of ARPA Funds. Commissioner Pick seconded the Motion. The vote was unanimous and the Chair voted Aye.

6. Façade Application

Commissioner Sebald asked about the status of the Application. Town Attorney Steve Cox is working on it.

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7. Tablets for the Commissioners

Commissioner Sebald asked about the possibility of getting tablets for each Commissioner. The matter will be taken up at the next meeting.

8. Railroad Survey

Commissioner Sebald asked about the status of the Railroad Survey. He was advised that the survey has been completed and sent to the State and County. We are waiting on next steps from the State and County regarding acquisition. It could be a year or more before the land is acquired by the Town.

9. \$4 Million Dollars

Commissioner Sebald asked about what was on Facebook that indicated that Hebron had been awarded \$4 Million. Commissioner President Phippin advised that we do not know anything about this \$4 Million.

10. Verizon Update

Commissioner Sebald asked for an update on Verizon. Commissioner President Phippin said that Verizon put an engineer on the project and that there is a small cell on a pole near Hebron Savings Bank. A Cell Tower has been started and construction is to be finished in July.

11. Roads Update

Town Resident Burton Hatton asked for an update on the road repairs. Commissioner President Phippin advised that the money had been approved and that we are moving forward.

12. Sign on Route 50

Commissioner Sebald asked about the possibility of putting a "Welcome to Hebron" sign on Route 50 and under it the space to advertise about events in Hebron. Clyde Church asked Commissioner Hooper to ask the State Highway people about it. He said he would and would keep the Commissioners posted. A suggestion was made that we speak to the State Highway representatives at the MML Convention.

New Business

1. Reimbursement of Scrap Payments

When the members of the Public Works Department take scrap metal to the recycler, there is a small payment made to whoever takes it. Commissioner President Phippin suggested that we let the people who take the scrap metal keep whatever money is paid. Commissioner Pick made a

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Motion to let the employees have the money that they get from recycling the scrap metal. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

2. Hebron Fireworks Donation

Commissioner President Phippin said that we have given \$1,500 to the Hebron Fire Department in the past as a contribution for the fireworks display, but that we now only have \$1,128 left in that account. A discussion was held about putting a separate line in our Budget for the Depot electric payments (that we make as a contribution to the Depot) and another line for the Fireworks. Commissioner Hooper made a Motion to donate \$1,500 to the Hebron Fire Department as a contribution for the fireworks display. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

3. ABS Water Solutions

Commissioner President Phippin said that we have heard from ABS Water Solutions regarding a proposal for a water dispenser. The cost a \$150 one (1) time payment, then \$50 per month. Another option would be to pay \$250 (and no further payments) to Amazon for a system that would include producing piping hot water as well as cold water. Commissioner Hooper made a Motion to buy the system from Amazon. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

4. American Legion/Military banners

Commissioner President Phippin said that the brackets for the banners would cost \$5,400 for 50 of them or 40 for \$4,500 from Minuteman Press. A member of the public, Ken Abrams, noted that his shop (4M Mechanical) could fabricate the brackets cheaper, and would send over an estimate. ARPA Consultant John O'Connor has said that using the ARPA Funds for such a purchase is within the ARPA guidelines. Commissioner Handy made a Motion to use the ARPA funds to buy as many brackets as we can for \$5,400. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

5. Inspection Camera

There was a discussion about getting an inspection camera that would go into various pipes to allow the user to see the condition of the interior of the pipe. Commissioner Hooper suggested that we start with a cheaper one and see how we will use it. He said that he thought that there are two (2) uses for it now, which are the drain pipe at the Depot and a pipe in Chapel Branch. Commissioner President Phippin said that there was one such camera had a 328 foot range, but it had no ability to indicate its location. Another had a 165 foot range and had a locator and was \$865. Commissioner Sebald made a Motion to use the ARPA funds to buy a camera for up to

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\$2,000 using ARPA funds. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

6. HVAC Estimates

Commissioner President Phippin presented the bids that had been received for installing HVAC in the Public Works Building at 208 North Main Street. The bids were:

1. Armour HVAC - \$3,470
2. Advanced Climate Care (only quote that includes electric) - \$8,076
3. Cool Running - \$4,900
Plus a garage propane unit - \$6,900
4. REAL HVAC - \$10,980

After some discussion, Commissioner Sebald made a Motion to accept the Armour HVAC Bid for \$3,470, using ARPA funds. Commissioner Pick seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

Public Comment

1. Commissioner Sebald announced that the first weekend for the Farmers' Market will be June 11, 2023.
2. Commissioner Sebald announced that a load of topsoil will be dropped off tomorrow for the Memorial Garden.
3. Dawn Ramsey, a Town resident, asked about the status of a survey on the trash pickup that would be sent out with the various water bills. Commissioner President Phippin advised that we will send out a separate mailing and include information of on-line electronic payments.
4. Dawn Ramsey, a Town resident, asked about the status of the Epoch Lease. Commissioner President Phippin advised that it is not finished yet.
5. Commissioner Pick advised that the Rec Committee will hold an event this weekend for Ozzie Jay Day. Commissioner Sebald asked for a proclamation at the Train Depot and said that there would be a dedication of the Train Depot for Ozzie Jay. Commissioner Pick suggested that the dedication be done at the Car Show. He also said that this weekend the program will start at 11:00 a.m. and end at 3:00 p.m., but that the band will play from Noon to 4:00 p.m. There will

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also be a canned food drive for the food bank in Sharptown and ~~that~~ all proceeds from the Cornhole Tournament would go to the Depot.

Checks

Commissioner Handy made a Motion to approve the checks. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

Adjournment

A Motion was made by Commissioner Handy and seconded by Commissioner Pick to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 8:06 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Amelia Handy". The signature is written in a cursive, flowing style.

Amelia A. Handy, Secretary