

**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, March 15, 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, and David L. Hooper present. The Pledge of Allegiance to the Flag was recited by all who were in attendance.

**Roads Workshop**

Commissioner President Phippin announced that prior to the Meeting, the Commissioners had held a Workshop on the Town's Roads.

**Agenda**

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

**Minutes**

The Minutes of the March 1, 2023 meeting were reviewed. A Motion was made by Commissioner Handy to approve the Minutes. Commissioner Pick seconded the Motion. The vote was unanimous and the Chair voted Aye.

**Police Report**

Deputy Handy gave the Police Report for the entire 21830 Zip Code. He advised as to the numbers for various offences and reports. He noted that it was shorter than usual.

**Building Permits**

Building Permit # 1317B was for Ernest Adkins/Mary Sorenson at 103 Grove Street for a house with smaller side setbacks than before. Mr. Adkins was advised of the Fire Suppression System and the Backflow Valve requirement. Commissioner Hooper made a Motion to approve

## Commissioners Regular Meeting Minutes of March 15, 2023

the Permit. Commissioner Pick seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

Commissioner Chester M. Sebald joined the Meeting by phone at 6:08 p.m.

### New Business

#### 2. Generator Quote

Clyde Church of the Public Works Department advised that he had received a quote regarding the generators. For \$2,250.00 per year we would get two (2) Inspections/Maintenance plus one (1) full service and overview for all five (5) of our generators. He advised that since there is no Maintenance Agreement, the company called when needed. After some discussion, a Motion to accept the quote was made by Commissioner Pick and seconded by Commissioner Handy. The Motion included that the money was to come from the Equipment Maintenance line in the Budget. The Motion was passed unanimously and the Chair voted Aye.

#### 3. Curb Stop Damage

Clyde mentioned the seemingly unnecessary repairs to curbs. If a Homeowner causes damage to a curb, then the Town fixes it at no charge to the Homeowner. Commissioner Hooper said that currently, the Town pays for the Curb Box and the Homeowner pays the labor to put it in. Clyde said that when there are sewer issues, they cannot tell the size of the crack in the pipe. Recently, there have been sewer issues at 508 East Walnut Street and a water issue at 101 Barbara Avenue. When there is such an issue, they try to notify the neighbors that the water may need to be turned off in order to fix the problem. After more discussion, Commissioner Hooper made a Motion that the water and sewer pipes will be fixed the next time anything happens and the Homeowners will be given a warning and after that fix, the Homeowner will have to pay for the repairs. Commissioner Handy seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

#### 4. Grass Cutting

Clyde then brought to the attention of the Commissioners the matter of who will be responsible for cutting what grass this summer. He wanted to know what is being bid by private contractors and what will be cut by the Public Works Department. Commissioner Handy made a Motion to maintain everything that the Public Works Department is cutting and bid out the Town Hall grass cutting plus landscaping such as mulching. After some discussion, that Motion was withdrawn. After more discussion, a listing was made as follows:

## Commissioners Regular Meeting Minutes of March 15, 2023

### Contract/Bid Now

Town Hall  
Chestnut Street  
Wilson Street  
Pump 5 Area  
Water Tower Area

### Currently Cutting

Wastewater Area – 8 acres  
Outfall Area – 1 acre  
Phillips Lots – 2 acres

Commissioner Pick advised that the Chapel Branch Homeowners Association will cut the Pump 5 Area, except for inside the fence and that Clyde will spray that area. After more discussion, Commissioner Handy made a Motion that the Commissioners would only bid the Town Hall for cutting and landscaping and that the Public Works Department would do everything else, however the Chapel Branch Homeowners Association will cut the Pump 5 Area, and the Public Works Department will spray inside the fence. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

#### 5. Tracer Lines With Water and Sewer Pipes

Clyde brought up the matter of having tracer lines accompanying all water and sewer lines when they are put in. He advised that it was a good idea for all new construction to have Tracer Lines from the street to the building. He also said that if a trench has to be opened for a currently existing line that the tracer line be put in the trench. Among other things, he said that it would help Miss Utility. There was discussion about creating an Executive Order as well as an Ordinance. Commissioner Hooper made a Motion that Tracer Lines be included in all new or replacement water and sewer lines and that the cost be paid by the owner of the property. Commissioner Pick seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

#### 6. The Easter Parade

It was noted that three (3) Town Trucks will be in the Parade. Jerry's Truck will carry Mindy and Robin. The new Town vehicle and utility truck will also be driven with Clyde being at the end. There will be no tractors and each Commissioner will be in their own car.

#### 7. Construction Issue

It was brought up that the Public Works Building at 208 North Main Street needs to be done quickly so as to transfer some of the Town Hall business to that building. Clyde indicated that he had previously received quotes, but that new quotes are now needed. After much discussion, Commissioner Handy made a Motion that we go forward with getting quotes and go forward with finishing the building. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

## Commissioners Regular Meeting Minutes of March 15, 2023

### 1. Code Enforcement Applicants

Commissioner President Phippin advised that there are seven (7) applicants for the job and he suggested that the list be narrowed down. The applicants are:

1. Jeff Gambriel
2. Ken Abrams
3. Jonah Long
4. Granville Alan Hudson
5. Christopher Decker, P. E.
6. John Williamson
7. John Parsons

Commissioner Handy suggested that we interview all but #4. Commissioner Hooper suggested that we interview #3. Commissioner Handy suggested that we tell #s 1, 2, and 7 that if they are to be selected as the Code Enforcement Officer, that they would be prohibited from any further work for the Town. Commissioner Hooper made a Motion to interview #s 3, 5, and 6. After some discussion, he withdrew that Motion. Commissioner Hooper then made a Motion that we advise #s 1, 2, and 7 about the prohibition for further work for the Town and see if they want to remove their application. Commissioner Handy seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

### Old Business

#### 1. ARPA Application

The Application is finished and ready to be put out. Commissioner President Phippin sent the Sub-Recipient Agreement and Town Attorney Steve Cox will finish it.

#### 2. Water Tower Environmental Study

Commissioner President Phippin indicated that we need to do an Environmental Study for the land where the new Water Tower is to be placed. We have received a quote in the amount of \$3,750.00 to do Phase 1 of the Study from Rauch. After some discussion, Commissioner Handy made a Motion to accept the Rauch Bid for \$3,750.00 and to go forward with the study ASAP. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

#### 3. Mike Pruitt's House

Commissioner Hooper asked that a letter be sent to Mike Pruitt advising that as of today, there will be a \$100.00 fine per day until the property is cleaned up, which includes putting on a garage door. Commissioner President Phippin advised that he would send the letter.

## **Commissioners Regular Meeting Minutes of March 15, 2023**

4. 107 East Lillian Street

Commissioner Hooper asked about the code violations letter for 107 East Lillian Street. Commissioner President Phippin advised that he would check on it.

5. 303 East Walnut Street

Commissioner Hooper asked about the progress on the repairs at 303 East Walnut Street. Commissioner President Phippin advised that he would contact the owners.

6. 8009 Levin Dashiell Road

Commissioner Sebald asked about this property. Commissioner President Phippin advised that he was under the impression that it had been bought by a realtor and he told the realtor that the violations need to be fixed within thirty (30) days after settlement.

7. Town Meeting

Commissioner Handy advised that the Town Meeting on March 11, 2023 had gone well. There were some good questions and that there would be a questionnaire sent out.

8. Banner Brackets

Commissioner Sebald asked about getting some ARPA funds put toward the Banner Brackets. Commissioner President Phippin advised that the Legion can make an application and that he will talk to our ARPA Consultant.

9. Tree Clearing by the Railroad Tracks

There was some discussion about the Legion clearing the trees by the Railroad Tracks. Once we own the tracks, we can do whatever we want about clearing those trees or anything about that area.

10. Kindness Banner

Donna Nefferdorf advised that there would be a 16' Kindness Banner for the Westside Intermediate School.

### **Checks**

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

## Commissioners Regular Meeting Minutes of March 15, 2023

### 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 7:58 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