

Commissioners of Hebron  
100 North Main Street  
P.O. Box 299  
Hebron, Maryland 21830

## **MINUTES**

August 5, 2020

## **CALL TO ORDER**

The commission was called to order at 7:05 pm by Secretary and Acting Chair Amelia Handy. She and Commissioner Colby Phippin were present. Commissioners Chester Sebald and Vice President David Hooper were available by speaker phone. President Rick Dwyer was absent. Pledge of allegiance to the flag was recited by everyone who was in attendance.

## **MINUTES**

The minutes of July 1, 2020 meeting were presented. Commissioner Sebald made a motion to approve the minutes as presented. The motion was seconded by Vice President Hooper. The motion was passed unanimously.

## **POLICE REPORT**

1. The June 2020 Wicomico County Sheriff's report was circulated.

## **BUILDING PERMITS**

1. Nikki Hayhurst – 131 Chapel Branch Dr, Permit #1253, window & front steps. A motion was made by Commissioner Sebald and seconded by Vice President Hooper to approve. Vote was unanimous to approve.
2. Jill Tyler – 304 Autumn Ridge Dr, Permit #1254, 6' vinyl privacy fence – Acting Chair Handy read that the permits had been approved via Phone Vote by Rick Dwyer, Chester Sebald, Colby Phippin and David Hooper.

## **OLD BUSINESS**

1. Bees and Goats cease and desist – Town Attorney explained the letter was sent out 7/10 and that he had not heard back. Citizen Roy Marble stated the goats were gone. During the discussion which followed it was suggested that there were goats near the Hebron Food Rite which needed to be addressed
2. Speed Sign Solicitation – Acting Chair Amelia Handy showed a flyer and read a quote of approximately \$5,000 for a speed sign. In the discussion which followed, Vice President Hooper mentioned he would contact the MDOT about positioning a speed sign on Main and/or Lillian.
3. ShoreScan Solutions Proposal – Acting Chair Handy gave a summary of the proposal to scan and maintain electronic files offsite with accessibility by Town Attorney and Accounting Consultants. Vice President Hooper suggested we do it in house in the discussion which followed. Action was tabled.
4. 2<sup>nd</sup> Portico Quote – Hammerhead Renovations provided a quote for a portico of \$5,400 which wouldn't require cutting into brickwork. A third quote was requested and Delmarva Veteran Builders was suggested as a possible supplier.
5. Personnel Policy Manual – ADP, the current provider of payroll services offered to help with updating the policy manual. In the discussion which followed, it was suggested the town attorney review the existing policy and the draft provided in 2019 by the Town Manager. Town Manager was asked to get a quote once scope was defined.
6. Curb Appeal was discussed and it was suggested the issue go back to the Planning Commission.
7. Commissioner Sebald reported that the Garden project was close to getting approval from MTA.
8. Commissioner Sebald stated he had a source who would make 30 brackets at a cost of \$145 each. In the discussion which followed, Commissioner Hooper stated he would contact DPL for approval to use their poles. May – November each year.

## **NEW BUSINESS**

1. Proposed Addition to Water Tower Shop - \$58,500.00 quote was presented. Two additional quotes are required. Scope to be turnkey.

2. Proposed Disposal of Chevrolet truck was discussed. The town attorney volunteered to contact Meadows Hydraulics for an estimated value.
3. Electronic Sign Proposal was presented from Selby Sign. It was suggested that two additional quotes be sourced. Phillips Signs was suggested as a possible supplier.
4. Aerial Photography Proposal - \$400. In the discussion which followed, Commissioner Sebald stated he might get a drone and could take some pictures. Vice President Hooper added he had a family member who may be able to take some as well.
5. Leak/Structural Issue from Vestibule was discussed and a quote presented by Bob's Roofing & Siding for \$3,800. Two more quotes are required.
6. Governor's Orders of 7/29/20 were discussed related to collections of outstanding water bills. The commissioners would like to pursue hang tag reminders/past due notices within the parameters of the Governor's instructions.
  - a. State of Emergency update – Mandatory Masks
  - b. Prohibition of Termination of Residential Services and Late Fees to 9/1/20
7. Staffing update & options effective 9/8/20 – Town Manager stated that because there is only on-line school through January 2021, Fiscal Accounts Tech would be required to work from home. To accommodate for the Covid related restrictions, the Town Manager offered to work 5 6-hour days to more fully staff the office. The commissioners scheduled a closed meeting at 6:00 pm immediately preceding the next regular Commissioner's meeting 8/19/2020.

## **OTHER**

1. Ethics Commission Disclosure Statement for signature were circulated with the request to have them completed and returned by the next regular Commissioner's meeting 8/19/20.
2. Citizen Roy Marble expressed concern related to the tornado warning signal at the Fire Department.

## **APPROVE CHECKS**

8-05-20 Commissioner Payroll	Check Nos. 50021-50024
8-05-20 Commissioner Fund Bills	Check Nos. 18311-18318
8-05-20 Sewer Fund Bills	Check Nos. 6880-6890

Commissioner Sebald made a motion to approve the checks listed above for payment and the motion was seconded by Commissioner Phippin. The Motion was passed unanimously.

## **ADJOURNMENT**

A motion was made by Commissioner Sebald to adjourn the meeting at 8:19 p.m. and the motion was seconded by Vice President Hooper. The motion was passed unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amelia Handy".

Amelia Handy, Secretary