

**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, February 17, 2021**

**Call to Order**

The Meeting was called to order at 6:00 p.m. by Commissioner President Rick Dwyer with Commissioner David Hooper, Commissioner Handy, and Commissioner Colby Phippin, present. The Pledge of Allegiance to the Flag was recited by all who were in attendance.

**Minutes**

The minutes of the February 3, 2021 meeting were presented. Commissioner Handy made a Motion to approve the Minutes as presented and was seconded by Commissioner Phippin. The Motion was passed unanimously and the Chair voted Aye.

**Police Report**

There was no Police Report.

**Building Permits**

There were no Building Permits.

**Old Business**

1. IT Follow-up with Inacom & Delmarva IT Solutions

A discussion was had concerning the IT issues that the Commissioners are considering. It appears that Delmarva IT Solutions will charge \$15 per computer and since we have five (5) computers that would be \$75 per month. In addition, they would charge \$60 per hour for work done. Hunter from Inacom was on the phone and reviewed with the Commissioners their proposal. IT would cost \$15 per month for Microsoft Office and \$18.25 per month per user with each user having up to five (5) devices. Storage would be allocated at 1 TB per user. The matter was tabled so that we can get a formal proposal from Delmarva IT Solutions.

**New Business**

1. Financial Update – Amy Brandt on a Telephone Call

Amy Brandt gave the Commissioners a First Quarter update. Her advice was that the Water/Sewer Accounts should transfer to the Commissioners Account the sum of \$426,597.95. She also discussed the pending purchase of 208 North Main Street and she advised that the Town has enough cash on hand to purchase the building.

4. New Utility Trailer – Discussed out of order as shown on the Agenda.

Amy Brandt also discussed the potential purchase of a new Utility Trailer. She suggested that the Highway User Funds can be used to purchase 50% of it and the Water/Sewer Accounts could provide 50% to purchase it. As of June 30, 2020, the Highway User Funds had about \$163,000 in it and we have ten (10) years to use that money. We can use the money in the Spring for projects and do not need to wait until after July 1. We should be getting an additional \$52,000 in Highway User Funds by July 1, 2021.

2. Water Tower Update – Bob Rauch – Zoom Call

Town Engineer Bob Rauch appeared by Zoom and updated the Commissioners on the Water Tower Update. MDE reviewed the project and approved it. It is now 20% into the Pre-Design Phase. They have compiled a Water System into the plan so that they can use it as a model. They want to use third party testing of Flow and Pressure. The third party could either work directly for the Town or they could amend the contract to include it. If the contract is amended, then MDE would have to approve it. Bob then discussed the three (3) possible places to put the new Water Tower. First was the Town-owned property on Walnut Street. He said it was approximately two (2) acres, everything necessary would fit on it, it is a viable site, and the Town already owns it. Second, was the Wright Property. We would need only ½ to 1 acre. IT is problematic because it is at the end of an 8" water line and there is no circulation. We might need to extend a line to get good circulation. Third, was the Hebron Industrial property. There is an 8" water line coming into the site and a 6" line is available. It is a good place because of its proximity to the Fire Department and to planned growth areas. It is a viable site. He will need water data to calculate the water model. At this point the best and most viable sites are the first and third options described above. He would not really recommend the second option. If land were bought, a grant should cover the purchase. The first option is not the best to provide water to the Waller Landing area, but the current Water Tower would be, as well as the second option. He advised that we are looking at two (2) years before the Tower is installed and finished. For Planning and Pre-Design and Schematics, \$188 were needed to cover the cost. It was suggested that therefore we should establish a line of credit for design and the construction planning of \$2 million. We would pay the

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bills as presented within thirty (30) days and then the State would reimburse us within thirty (30) days of our billing them. Amy Brandt was still on the line and her recommendation was for the Commissioners to get a Line of Credit for the full amount. Eventually, one-half (½) of the money will be from a grant and the other one-half (½) would be in the form of a loan, all from the State. Bob will call MDE as find out when and how the reimbursement will take place. Matthew Marshall of MDE has been reviewing the documents and he will stay on. As to inspections of the construction, or Construction Management Services (CMS), Bob and his firm can do it, but it will incur an additional cost and it will have to be bid. The Commissioners indicated that they would move forward with the Line of Credit. As to the issue of hydric additions, a Motion was made by Commissioner Phippin and seconded by Commissioner Hooper to have that done by Rauch. The Motion was passed unanimously and the Chair voted Aye.

At 7:25, both Amy Brandt and Bob Rauch terminated their call and Zoom connection.

### 3. Potential Building Acquisition – 208 North Main Street

There was discussion about the viewing that had been done by all of the Commissioners on the building at 208 North Main Street. Many comments were made about possible uses of the building and parts of it. Eventually, Commissioner Hooper made a Motion to buy the building for \$130,000, subject to a satisfactory Title Examination and the Commissioners being allowed by the Court to be Substitute Purchasers of the building. In addition, in the Motion, it was included that the Commissioners would not purchase Title Insurance, that they would get a Survey of the property by Doug Jones, that they would get inspectors to look at the building, and that they would want the keys to the building as soon as possible. Commissioner Phippin seconded the Motion. The Motion was passed unanimously and the Chair voted Aye. The Commissioners directed Town Attorney Steve Cox to take all necessary steps to conclude the purchase.

At this point in the Meeting, the Commissioners discussed the 1 acre parcel that the Town owns on Waller Road, behind the Landfill. It is landlocked. Commissioners Hooper and Phippin had talked to Curtis Hooper who had offered \$500 for it. Rick will talk to the County to see if they are interested in it for the Landfill.

### 4. New Utility Trailer – Continued

The current trailer is a 2000 model year and is a 6'x12'. It had a new floor put in 4 years ago and the tires are 20 years old. A new trailer had been priced at \$3,195. It is 7'x14' and is a single axel. It is made by Shoreline and is for sale by J & S Equipment, Inc. It is aluminum and not steel. It also has LED lights and car tires. Commissioner Handy made a Motion to buy it now, before it is sold to someone else or is otherwise unavailable. Commissioner Phippin seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

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### 5. Easter Parade 2021?

A discussion was had as to whether the Town should have an Easter Parade this year. Commissioner Handy made a Motion that we not have the parade due to the Corona Virus. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

### Other

#### 1. The Election.

Town Clerk Melinda Stafford advised that she would check on the Election and advise the Commissioners.

#### 2. MML Conference

Commissioner Handy spoke about the 2021 MML Conference. It will be held in June in Ocean City. It will be both live and virtual. People who go will have to prove that they have been vaccinated. The cost will be \$2,500. Commissioner Phippin made a Motion to pay \$2,500 for Commissioner Handy to attend the Convention in June, 2021 in Ocean City, Maryland. Commissioner Hooper seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

#### 3. "If I were a Mayor" Contest

This activity will not be done this year.

#### 4. Code Enforcement

As per Commissioner President Dwyer, it is in motion.

#### 5. Tracy Gordy and the Maryland State Department of Planning

Commissioner will start working with Tracy Gordy. It is hoped that we can make the First Round of Funding. If she can appear at a Commissioners' Meeting it will be either in person or virtually.

### Approval of Checks

There were no checks to approve.

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**Adjournment**

A Motion was made by Commissioner Handy and seconded by Commissioner Hooper to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

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

Amelia Handy, Secretary