

**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, November 3, 2021**

Call to Order

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

Minutes

The Minutes of the October 20, 2021 meeting were reviewed. A Motion was made by Commissioner Phippin to approve the Minutes. Commissioner Hooper seconded the Motion. The vote was unanimous and the Chair voted Aye.

Police Report

There was no Police Report.

Building Permits

There were no Building Permits.

Old Business

1. Recap of Hebron Community Day

Town Clerk Melinda Stafford reported to the Commissioners about the Hebron Community Day that was held on Saturday, October 30, 2021. She advised that the weather was just gorgeous and it was a great day. Over 200 lbs. of food were given away. A total of 56 people received vaccinations or booster shots for the COVID-19 and the flu. Kids wore costumes, got candy and pumpkins were given away. She made the suggestion that next time, the food giveaway should be at or near the Town Hall, instead of the Lions Club.

Commissioner Sebald advised that the Car Show had about 80 cars and was a pretty good show. They sold a lot of food. He also advised that next year they will need more volunteers.

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Other

1. It was suggested that next spring it might be good to have a Minorities/Immigrant/Hispanics day.
2. After the Car Show and before Trick or Treating began, there was a game of Squish Melons and it was a great success.
3. Commissioner Hooper suggested that we might want to get the County involved in helping the elderly in town.
4. The Commissioners were advised that Clyde and his wife, Traci, had been in Baltimore for her surgery and just had gotten home. Clyde will finish out his work at his home.
5. Ken Pindar advised that the bleachers at the Lion's Club need work.

Old Business

2. ARPA funding update -President Handy
A discussion was had for the amount of the ARPA Funds that would be allocated to Hebron. When the Budget was submitted, the amount of the grant for the water tower was included. When that was backed out, a lesser amount of the ARPA Funds allocation of \$522,032.25 was determined. Commissioner Bradley asked if there would be a separate grant. The answer was no, the allocation was reduced because of the grant for the water tower had been included. Mindy advised that there had not been a request for a head-count. Commissioner Handy advised that she had spoken with Amy Brandt, who is an accountant for the Town. Amy advised that when the funds were sent to the Town, they will go into a Town account. Then a new account would be opened and the funds would be deposited in the new account. At that point, the Town would be able to track the funds. Commissioner Bradley inquired as to when we would hear back from Amy and was advised that Commissioner Handy had already spoken with Amy. Commissioner Bradley advised that, as Treasurer, she would like to be cc'd on all such correspondence.
3. Water Tower Property update – Commissioner Phippin
Commissioner Phippin advised that he had not heard back from Pat O'Malley and would keep the Commissioners advised.
4. Municipal Government Works Month- President Handy & Commissioner Hooper
Commissioner Handy advised that each Commissioner would take a day and be available in the Town Hall. The new dates are: Monday – Commissioner Phippin; Tuesday – Commissioner

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Handy; Wednesday – Commissioner Bradley; and Thursday – Commissioner Hooper. No Commissioner will be present on Friday. On Friday, November 19, 2021, there will be a meeting of the County Council with State Senators and Representatives. Town Attorney Steve Cox will prepare the Proclamation for Municipal Government Works Month.

5. Code Enforcement – Steve Cox

Steve Cox advised that the County will ride through the Town and look for violations. The Town Hall can also provide locations at which the person from the County can check for violations. Commissioner Hooper advised that he wanted an Ordinance that would give the owner of a property six (6) months to take care of a property that has structural issues, has had the water turned off, and has no electrical meter on the property. He also suggested that if the water had been cut off for non-payment, that it would only be turned back on after a plumber had inspected the property and determined that it was safe to do so. He suggested that the Ordinance should state that if, after the six (6) months is up, that the property be condemned and torn down. The cost of the tear down would be borne by the property owner, and if not paid by the property owner, would be borne by the Town and made a Lien on the property and collected as property taxes are collected. His suggestion included any structure as the subject of the Ordinance. Steve Cox suggested that the matter be referred to the Planning Commission, to which Commissioner Hooper disagreed. Commissioner Bradley asked if we can educate owners about agencies that can assist with funds. It was requested that the Ordinance be ready for a vote by the end of the year.

Other

6. Commissioner Hooper advised that he was disappointed that the other Commissioners voted on officers after he had left the meeting on October 20, 2021. He said that it should have been put on the Agenda and he wants it put on the Agenda for the next meeting and that is should be done then. He suggested that the Agenda should reflect what will come before the Commissioners in a meeting. He said that things can be added to the Agenda and if there is an emergency, then that can be added to what the Commissioners will consider at that meeting. Town Attorney Steve Cox was requested to advise the Commissioners if the election of officers was done correctly after it was not on the Agenda for the meeting on October 20, 2021 and after a Commissioner had left the meeting after not being told that the elections for Officers would be held.

New Business

1. Annual Audit Report

The auditors could not make the meeting, thus there was no Report.

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2. Planning Commission Nomination

A discussion was had concerning the fact that Commissioner Handy, now the President of the Commissioners, had been a member of the Planning Commission and that since she is now the President of the Commissioners, she would be giving up her seat as a Planning Commission member. After discussion, Commissioner Phippin moved that Commissioner Hooper be the interim member of the Planning Commission until the next election. Commissioner Bradley seconded the Motion. The vote was unanimous and the Chair voted Aye.

3. Workshop Planning

There will be a Closed Meeting on Wednesday, November 17, 2021 at 5:00 p.m. to discuss personnel issues. Commissioner Bradley asked if there is a job description for each employee. She also inquired if there are evaluations of employees, as they are good for the personnel development of the employees and for the Town to use when determining raises for employees other than Cost of Living Adjustments. Commissioner Handy advised that there haven't been evaluations and they have not been needed. Commissioner Bradley also advised that having employee evaluations would be good for liability reasons. Commissioner Handy advised that there could be a workshop on that issue.

4. Holiday Lights Contest – Commissioner Phippin & Melinda Stafford

The Holiday Lights Contest will be held from November 15 to December 12- and judging will be done on December 12, 2021. The judging will be in two (2) categories, Traditional and Whimsical. There will be a First and Second place in each category. After some discussion it was decided that Commissioners Bradley and Hooper will be the Judges. The winners will be announced at the Commissioners meeting on December 15, 2021. Commissioner Hooper moved that if various third parties do not contribute towards prizes, that the Commissioners contribute up to \$200. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye. Commissioner Phippin advised that he would donate his time to decorate the Town Hall if the Commissioners paid for the lights, etc. Commissioner Phippin moved that the Commissioners spend up to \$500 for lights and decorations. Commissioner Hooper seconded the Motion. The vote was unanimous and the Chair voted Aye.

Public Comments

Joann Blackmun introduced herself as the Executive Director of the Epoch Center and the organization has been working out of Nelson's Church for 9 years. Liz Murphy of Epoch was also present. They advised that Epoch was a 501(c)(3) non-profit organization. They have been serving approximately 45 kids and maybe now up to 49 or 50 kids. They take the younger children who are recommended to their program. There are now seniors who have been with them for all 9 years. They provide snacks for the kids and there is a teacher for them. The program helps fill in the gaps for the parents, such as driving and parenting. Their mission is to mentor, nurture, and

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equip children. In their 9 years, they have seen tremendous growth, in that their kids have seen their grades go up and their attendance go up. They now have a well-rounded program. They then made a video presentation. She advised that they need their own space, in Hebron, and that they were applying for grants. She asked if the Commissioners would consider partnering with them by allowing them to use the property on Walnut Street. Commissioner Hooper said that was an awesome idea. Commissioner Bradley asked if that could be put on the Agenda to see how we could partner with them. Ms. Blackmun advised that the plan is to request grants in order to erect a building for them to use on the Walnut Street property. As for their time frame, they are just starting now. Commissioner Handy asked Ms. Blackmun and Ms. Murphy when and what will they need from us. Commissioner Bradley advised that we need to look at what we need to do. The grant cycle that Epoch is looking at is in 2022. Town Attorney Steve Cox was directed to look at the Railroad Depot Lease to perhaps us it a guide.

Good of the Order

There was nothing said.

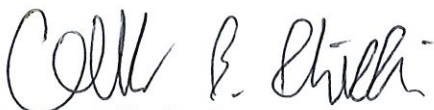
Checks

A Motion was made by Commissioner Hooper and seconded by Commissioner Phippin to approve the checks. The Motion was passed unanimously and the Chair voted Aye.

Adjournment

A Motion was made by Commissioner Sebald and seconded by Commissioner Hooper to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 7:46 p.m.

Respectfully Submitted,


Colby B. Phippin, Secretary