

**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, December 1, 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 Michelle E. Bradley, and Commissioner David L. Hooper present. The Pledge of Allegiance to the Flag was recited by all who were in attendance.

**Agenda**

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

**Minutes**

The Minutes of the November 17, 2021 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.

**Police Report**

There was no Police Report.

**Building Permits**

There were no Building Permits.

**New Business**

1. TGM-FY21 Audit Report

Roy J. Geiser, CPA of the TGM Group presented their Audit of the Town's finances. He first presented the Financial Report in which the opinion of the Auditors of the Town's Financial Position was free of any material mistake and that it was the highest opinion that is offered by any auditor. He reviewed the balance sheet which showed the net position of the Town. In the Statement of Activities there was a change in position which was a positive position. In the

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Balance sheet, the General Fund went up, which was also a positive sign. With respect to the Water/Sewer Fund, the Town had enough to cover the operating costs, which is a positive result. Commissioner Bradley asked if the audit showed the costs of personnel. Roy advised that those costs are not set out in detail in this Audit Report, but they are in the Budget. Roy was also asked about the ARPA Funds. He indicated that those Funds should be put into a separate account (which they are) and that his firm has experience with such Funds and can assist in how to disburse the Funds, including what the possible uses are for the Funds. Roy went through several pages of the Audit and advised as to their significance.

### Old Business

#### 1. Computer Supplies and maintenance quotes

The Commissioners were advised that as of July 1, 2022, AccuFund will not support our software. Because we will be doing the Landlord/Tenant regulation, we will need AccuFund and its various components that will allow us to implement and support those regulations. We will need either new computers or greater memory capacity or both. Town Clerk Melinda Stafford will look into the options and advise the Commissioners. It is desirable to accomplish all of this prior to the end of the Third Quarter that ends on March 31, 2022.

#### 2. Appoint Planning Commission Members

Town Attorney Steve Cox presented the resolutions for the appointment of the various Planning Commission members as follows:

A. John E. Holston, Jr. – Term Ending June 30, 2026, Motion by Commissioner Hooper, Seconded by Commissioner Sebald. The vote was unanimous and the Chair voted aye.

B. David L. Hooper – Term Ending June 30, 2022, Motion by Commissioner Bradley, Seconded by Commissioner Sebald. The vote was unanimous and the Chair voted aye.

E. Kirby H. Travers – Term Ending June 30, 2024, Motion by Commissioner Hooper, Seconded by Commissioner Sebald. The vote was unanimous and the Chair voted aye.

D. Jason D. Morris – Term Ending June 30, 2026, Motion by Commissioner Hooper, Seconded by Commissioner Sebald. The vote was unanimous and the Chair voted aye.

C. John T. Parsons – Term Ending June 30, 2024, Motion by Commissioner Bradley, Seconded by Commissioner Hooper. The vote was unanimous and the Chair voted aye.

#### 3. Update on the Water Tower property, Memory Garden, Code Enforcement, ARPA Fund, and EPOCH

As to the Water Tower, Commissioner President Handy advised that Commissioner Phippin would be setting up a meeting with Henry Hall.

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As to the Memory Garden, Town Attorney Steve Cox advised that we were only waiting on a Certificate of Insurance from LGIT because the State required that the Certificate be provided before they would sign the License.

As to Code Enforcement, Town Clerk Melinda Stafford advised that Tony Williams from the County was already doing it. When asked about Mike Pruitt on Barbara Avenue, she advised that she will send Tony over there.

As to ARPA Funds, after Commissioner Phippin has signed the Minutes from the Meeting, they will be taken over to Hebron Savings Bank and the account will be set up with the appropriate signature cards to be signed.

As to EPOCH, the consensus was that the Commissioners will wait for them to come back to the Commissioners.

### New Business

2. Estimate for tree removal at Water Tower from Singleton's Tree Service

Discussion was had regarding the quote from Singleton's Tree Service. After additional discussion Commissioner Hooper made a Motion to get two (2) more quotes and get additional detail as to what would be cut and what would be done with the tree after it was removed. Commissioner Sebald seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.

3. Lawn Care Estimate from Max Effort

The proposal by Max Effort to cut and maintain the grass at the Town Hall and at the Waste Water Treatment Plant was reviewed and discussed. Among other things, it would include an herbicide as well as cutting and trimming the grass. A Motion was made by Commissioner Sebald and seconded by Commissioner Bradley to accept the proposal. The Motion was passed unanimously and the Chair voted Aye.

4. Town of Hebron Christmas Party

Commissioner President Handy advised that the party would take place on Sunday, December 12, 2021 between 2:00 p.m. and 3:00 p.m. The Commissioners, staff, and the Planning Commission were invited. The planning was for 25 people.

5. Schedule for Time Off by Staff

Commissioner President Handy advised that the staff has time that must be used before the end of the calendar year. They will be advising her as to the time that they will be taking off.

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### **6. Ducks at 106 Howard Street**

There has been a complaint that the ducks at 106 Howard Street are in violation of the Hebron Code. Town Attorney Steve Cox was instructed to write a letter to the residents at that address advising the owners of the ducks that the ducks would have to be removed.

### **Other**

1. Commissioner Sebald inquired about the scanning operation for the Town Records. The response was that the Staff was attempting to get someone to help out.

### **Checks**

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

### **Public Comments**

No member of the public was present.

### **Good of the Order**

Commissioner President Handy advised that Maryland's Coast Magazine would be featuring the Town of Hebron and that she would be in a Maryland Municipal League article in the next magazine.

### **Adjournment**

A Motion was made by Commissioner Hooper and seconded by Commissioner Sebald to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

David L. Hooper, Assistant Secretary/Treasurer