

**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 3, 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 December 16, 2020 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. There were no minutes for any meetings in January, 2021 because there were no meetings in January, 2021 because of the COVID Virus possibly being present in the Town Hall and remedial measures having to have taken place.

Police Report

Captain Wilson of the Wicomico County Sheriff's Department gave the Police Report. He indicated that the Town had been very helpful in the investigation of the murder that had taken place in the Town. He also advised that schools were starting back and on March 6, 2021, sports in the schools are supposed to be re-starting. He also advised that his Department was about 50% down over COVID Virus and now there were three (3) out. He spoke briefly about current legislation in the State House to stop police from having a presence in the schools. He also advised that in the City of Salisbury robberies were an issue and that in Wicomico County, there seem to be paintball issues. He also advised that jury trials in Wicomico County are scheduled to resume on April 29, 2021. Also in Wicomico County, it is budget time, while at the same time the Sheriff's Office is trying to deal with speeders.

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Building Permits

There was one (1) Building Permit to consider (#1265) which was a request by Reuben Brinson to put up a shed at 166 Chapel Branch Drive. Previously, there had been an email/phone vote, wherein Commissioner President Dwyer and Commissioners Sebald and Phippin voted to approve the Building Permit. The email/phone vote had taken place because the Commissioners did not meet in January, 2021.

Old Business

1. Memorial Garden – MTA License Agreement
Town Attorney Steve Cox reported on the MTA License Agreement that had been proposed by the MTA. Some of the provisions, such as the Insurance Section, were remarkably the same as the provisions that were in a contract when the Commissioners had offered to cut the grass on the property some years ago. After discussion, the Commissioners declined to go forward with that contract. It was the consensus of the Commissioners that they would put the Memorial Garden outside the Town Hall on land that is now owned by the Commissioners.
2. Handicap Ramp Repair
The Commissioners discussed repairing of the handicap ramp that leads from the street to the entrance door of the Town Hall. Roland Morris of Morris Masonry had bid \$1,500.00 to do the job. After some discussion, Commissioner Hooper moved to accept that bid and have Morris Masonry proceed with the project. Commissioner Handy seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.
3. Holiday Lighting Contest
Town Clerk Melinda Stafford advised that the winners were:
1st Place – Mike McCallops – 211 North Main Street
2nd Place – Todd Dudeck – 502 South Main Street
3rd Place – Kyle Cole – 104 Bradley Street
4th Place – Tracey Mueller – 527 North Main
5th Place – Kevin Keaton – 303 East Church
4. Delmarva IT Solutions Contract
Town Attorney, Steve Cox, advised the Commissioners about the proposed contract from Delmarva IT Solutions. After some discussion, the Commissioners instructed Town Clerk, Melinda Stafford, to obtain proposals from Xfinity/Comcast, Verizon, Delmarva IT Solutions, and Inacom. If any of those companies want to attend the next Commissioners' Meeting, they could.

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Commissioner Sebald joined the Meeting by telephone at approximately 6:45 p.m.

New Business

1. Code Enforcement – Commissioner President Dwyer
Commissioner President Dwyer advised that Dan Hogg will resign when the Commissioners are ready with a replacement. Dan just did not want to keep doing it nights and weekends after doing it in his day job. Three (3) options were discussed, which were:
 - A. Find a replacement with an ad in the paper. It would have to be someone certified to do the job.
 - B. Get some Wicomico County Inspectors to do it. They would already be certified.
 - C. Find someone who just wanted to do it part time on nights and weekends.
Commissioner Phippin advised that his first option would be for someone who is dedicated to doing that job, but first wanted to see if someone at Wicomico County might be interested and available. After some discussion, it was decided that Commissioner President Dwyer would talk to the County to see if the County would take over the inspections, similar to the way they have done other things in the Town. If they were interested and agreeable, it might be that we would ask Wicomico County to take over other inspections, such as Curb Appeal and the Vehicle Ordinance.
2. Utility Billing Proposal
Town Clerk Melinda Stafford brought up a proposal that the Town no longer bill the Tenants of rental properties for the Water/Sewer/Trash billing in addition to sending the bills to the Owners of rental properties. After some discussion, Commissioner Hooper made motion that effective July 1, 2021, the Town will no longer bill Tenants of rental properties for the Water/Sewer/Trash billing and will only bill the Owners of rental properties. Commissioner Phippin seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.
3. Constellation Energy
Commissioner Hooper will review the proposal concerning Constellation Energy and will advise the Commissioners at the next meeting. As per Town Clerk Melinda Stafford Constellation Energy will have a new contract by the next meeting. The renewal date for our contract is June, 2021.
4. “If I were a Mayor” Contest – Commissioner Handy
After discussion, Commissioner President Dwyer will be helping with the Contest. Town Clerk Melinda Stafford will determine who the point of contact might be.

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5. 208 North Main Street
Town Attorney Steve Cox advised the Commissioners that this property had been foreclosed and it might be an opportunity for the Town. After discussion it was agreed that the Town Attorney would contact the attorney for the Bank of Delmarva, that was foreclosing on that property and see if someone from the Town could take a tour of the building.

Other

1. Thank you from the Census Bureau
Town Clerk Melinda Stafford advised that the Census Bureau thanked the Town for its help in the Census taking.
2. Landlord Licensing Joint Meeting with the Planning Commission
The Commissioners and the Planning Commission will hold a joint meeting to discuss the proposed Landlord Licensing Bill prepared by the Planning Commission, when a time is convenient for all.
3. Tracy Gordy and the Maryland State Department of Planning
The Commissioners will endeavor to have Tracy Gordy at their next meeting, if possible, to discuss the next step in her program.
4. The Westside Historical Society
After some discussion about the Westside Historical Society, a Motion was made by Commissioner Hooper to donate to the Westside Historical Society the same amount of money that the Commissioners donated to them last year, which was \$100.00. Commissioner Phippin seconded the Motion. The Motion was passed unanimously and the Chair voted Aye.
5. Trash Collection Contract
The Commissioners discussed the trash contract. It was noted that the supervisor was not following the Trash Collection Truck and there remains the issues of the trash cans after pickup.
6. Chickens on Church Street
Commissioner Sebald brought up that there were still chickens on Church Street and that something ought to be done about them and the noise that they made.

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Approval of Checks

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

Adjournment

A Motion was made by Commissioner Handy and seconded by Commissioner Phippin to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

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

Amelia Handy, Secretary

**Commissioners of Hebron
Regular Meeting**

**AGENDA
March 3, 2021**

5:30 p.m. Call to Order
The Pledge of Allegiance

CLOSED SESSION: Purpose to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction or any other personal matter that affects one or more specific individuals.
State Government Article § 10-508(a): (1) (i) (ii)

6:00 p.m. End of Closed Session

Minutes: February 17, 2021

Police Reports: Captain B. Wilson

Building Permits: #1267 Norman Hatton; 8x10 Shed
#1268 Henry Hall; Enclosing Lean To

Old Business:

1. IT follow-up with Comcast & Delmarva IT Solutions??
2. Code Enforcement update
3. Sustainable Communities – Tracey Gordy

New Business

1. University of MD – Commissioner Phippin
 2. Update on building purchase
 3. Purchaser of Utility Trailer
 4. Water Tower Financial RFP
- Other:
1. Epoch??
 2. Election details
 3. Farmers Market & Garden-Commissioner Sebald

Approval of Checks:

Commissioner Checks:	2/18/21	#18405
	2/23/21	#18406
	2/23/21	#18407-18417
	3/3/21	#18418-18430
Sewer Checks:	2/18/21	#6968
	2/23/21	#6969
	2/23/21	#6970-6977
	03/03/21	#6978-6982




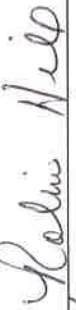





Adjournment

Agenda subject to change

TOWN OF HEBRON
COMMISSIONERS MEETING

March 3, 2021

SIGN-IN SHEET

1. 
2. 
3. Amelia Handy

4. 
5. Robin Hill

6. Tracy Lordy

7. 
8. 
9. 
10. Jonathan Blackman
11. Bobe Wilson
12. Normanus HARTER
13. Benton HARTER
14. _____
15. _____
16. _____
17. _____

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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.

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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 date 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