

**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, March 20, 2024**

**Call to Order**

The Meeting was called to order at 6:00 p.m. by Commissioner President Colby B. Phippin. Commissioner Amelia A. Handy was present in person. Commissioner Kenneth L. Pick was present by telephone. The Pledge of Allegiance to the Flag was recited by all who were in attendance.

**Agenda**

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

Commissioner Chester M. Sebald arrived at 6:01 p.m.

**Minutes**

The vote on the Minutes of the March 6, 2024 meeting was deferred until Commissioner Sebald could review them.

**Building Permits**

Building Permit #1340 was for Isabel Saenz at 201 East Church Street for the conversion of an outdoor shed into an ADU (Accessory Dwelling Unit). It was pointed out that she would have to bring it up to code and get separate water and sewer hook ups. A Motion was made by Commissioner Handy to deny the permit. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

Building Permit #1341 was for Warner Wright at 305 East Lillian Street for a 14'x24' shed. It was pointed out that the setbacks were okay and that he would have to get a separate County Permit because of its size. A Motion was made by Commissioner Handy to approve the permit. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

## **Commissioners Regular Meeting Minutes of March 20, 2024**

Building Permit #1342 was for Randall Stafford at 508 South Main Street for a 6' fence. It was pointed out that he is the son-in-law of Commissioner Sebald. The fence is to be self-constructed and the cost would be \$680.00. The setbacks have to be correct. A Motion was made by Commissioner Handy to approve the permit. Commissioner Pick seconded the Motion. Commissioner Sebald recused himself from voting. The vote was unanimous and the Chair voted Aye.

### **Minutes**

The Minutes of the March 6, 2024 meeting were reviewed. A Motion was made by Commissioner Handy to approve the Minutes. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

### **Treasure's Report**

There was a discussion concerning the Committed Funds of the Commissioners. Town Clerk, Melinda J. Stafford reviewed the various funds. The ARPA expenditures included an expense for a Sewer Camera. After further discussion, it was noted that there was no expenditure for any Sewer Camera, but that there had been a discussion of the same. It was noted that the Commissioners need to formally allocate these funds by a Budget Amendment in the near future so that these funds are not taken back by the Federal Government.

### **Approval of Checks**

A Motion was made by Commissioner Pick to approve the Checks. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

### **Police Report**

There was no Police Report.

### **Old Business**

1. Election Candidates for the 2024 Election.

Mindy said that there were four (4) candidates for the two (2) Commissioner slots that were open this year. Those candidates are: Kenneth William Abrams, David Lee Hooper, Colby Benjamin Phippin, and Jack Kyle Presley. Absentee ballots are due at the Town Hall no later than April 9, 2024 at 2:00 p.m. A question was asked if there would be a Meet the Candidates session. Commissioner President Phippin said that there could be, but that he is staying out of it because

## **Commissioners Regular Meeting Minutes of March 20, 2024**

he is running this year. It was suggested that perhaps Joann Blackmon or someone else impartial could host it.

### **2. 106 East Walnut Street**

Ruth Via brought up the subject of the roof on 106 East Walnut Street. She said that because her Façade Application was denied and her roof was not going to be fixed, could the Commissioners just pay for a tarp to cover it up before it rains this coming weekend. She said that it would cost \$500.00. After some discussion, Commissioner Sebald made a Motion to pay \$500.00 from the ARPA Funds, pending a written application, for the tarp. Commissioner Hande seconded the Motion. The vote was unanimous and the Chair voted Aye.

### **3. Street Sweeping Request for Proposal**

Commissioner President Phippin spoke about the prospect of getting the streets swept on a regular basis. He said that the Request for Proposal (“RFP”) would be put out through advertising, EMMA, and word of mouth. The responses for an RFP would be due by May 1, 2024 at 3:00 p.m. and would be reviewed at the Commissioners’ Meeting on May 15, 2024. The contract would be for six (6) month trial period. The main purpose is to get the sediment, etc. off the streets to assist with remediating our stormwater issues. A Motion was made by Commissioner Handy to approve the publication of the RFP. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

## **New Business**

### **1. Quotes for Building Cleaning**

Commissioner President Phippin said that the Town has received a proposal for cleaning the Town Hall from Nancy Pusey. It would be for every two (2) weeks at \$150.00 per cleaning. We are currently paying \$125.00 per week. A Motion was made by Commissioner Handy to approve the hiring of Nancy on those terms. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

### **2. Sustainable Community Renewal**

Commissioner President Phippin said that the Town’s Application to renew its Sustainable Community status was ready, with a few edits made as a result of the Workshop the Commissioners had had earlier in the week. The edits were clerical in nature and added the Train Depot as a Community Space. Mindy explained that five (5) years ago, certain portions of the Town were granted Sustainable Community status. It is the reason that the Town can get certain money from the State for such things as Strategic Demolition and the Façade Grant Program. This designation will last for five (5) years and we can add things as we go along. Ernie Carbaugh asked if the Town owned land could be used as a Flea Market. Zach Jones asked if there could be a digital sign for the Town. He said that there were two for sale on Facebook Marketplace for \$1,500 each.

## Commissioners Regular Meeting Minutes of March 20, 2024

After some discussion, Commissioner Handy made a Motion to make the changes and submit the Application. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

### 3. Alternative Treatment for the Wastewater Treatment Plant

Clyde L. Church of the Public Works Department talked about alternative treatment possibilities for the Wastewater Treatment Plant. He mentioned a pump in the Chestnut Street Pumping Station that needs replacing. President Phippin suggested that we might be able to reach out for grant money for that, otherwise we may have to search for it. Clyde indicated that currently the Smith & Loveless, Inc. company has the contract for that pump at that pumping station. Bill Zittle asked about the warranty and whether it kicks in at the date of purchase or installation. He suggested that perhaps a new motor could be purchased and the current one be rebuilt and held as backup. Clyde advised that our former Engineer, George Miles, had advised the use of sonar in the ponds, but Clyde indicated that sonar doesn't work and suggested fountains be installed in Ponds 3 and 4 instead. He said that the installation could be done by he and Jimmy Jones of the Public Works Department. He said that a filter would be in the bottom of the fountains and that the ponds are two (2) acres each. He also said he would like to see up to two (2) other ponds put in that may be able to increase our EDUs. He said that the fountains could be installed within a week of getting them. After some discussion, Commissioner Handy made a Motion to approve \$10,000.00 of ARPA funds towards the purchase and installation of the fountains at the sewer plant ponds. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

C. Clyde talked about the roof at the Public Works Building at 208 North Main Street. The shingles on the roof are bad and that there were five (5) quotes to take off a layer of shingles and to put on a layer of shingles which were:

Art Twilley	\$25,900
Precision Exteriors	\$21,246
Mike Houck Construction	\$23,075
Mallard Exteriors	\$21,250 plus \$3,500 (for a total of \$24,750) if 50-year shingles are used and that either way, GAF Shingles would be used.
Precision Exteriors	\$38,000 for a metal roof
Spicer Brothers	\$21,798

Clyde will check on the warranty offered by each bidder.

### Public Comment

1. Bill Zittle, President of the Chapel Branch HOA, asked about the purchase of the Old Shirt Factory Property. Commissioner President Phippin said that if we demolished the building we

## Commissioners Regular Meeting Minutes of March 20, 2024

could not get reimbursement from the Strategic Demolition Fund, but that if we took out a short term loan, then we could get reimbursement from the Strategic Demolition Fund.

2. Bill Zittle advised that the Asphalt Plants are up and running now and that they are needed by the streets on Chapel Branch. Clyde will get estimates for repaving.
3. Bill Zittle said that he thought that street sweeping would be beneficial for the Town.
4. Jill Klaverweiden asked about the Façade Grant Applications. She asked why she would have to wait for six (6) weeks and asked if she could be reimbursed if she paid for the project first. Her project is to repair her brick front steps, some of which need to be replaced. She was told that there was no reimbursement through the Façade program. Commissioner President Phippin raised the question as to whether Façade money can be used outside the boundaries of the Sustainable Community area. He will look into that question and get back to the Commissioners. He said that the contractors that we have agreed to use are Mike Houck Construction, Precision Exteriors, and Mallard Exteriors.
5. Bill Zittle asked about who is responsible for repairs/replacement of the concrete squares around the bases of utility poles. He was told that it was the responsibility of the owner of the pole, which would be either Delmarva Power or Verizon. He said that there were about seven (7) poles in Town in need of attention.
6. Commissioner Sebald said that there was a pole that did need attention. Mindy said that she would contact John Petito of Delmarva Power about it.
7. Burton Hatton asked if the TV stations had been contacted about the internet reception. Commissioner Sebald said that he is waiting to hear from both stations and he had sent an email to Verizon and had not heard back from them.
8. Ruth Via asked if her money from the ARPA funds for the tarp for her roof could be obtained soon because of the weather and the pending rain. Commissioner Sebald said that as soon as the application was submitted and a licensed and insured contractor could be found, the check could be cut.
9. Commissioner Sebald said that if the Easter Parade could not be done this weekend, then it would be next weekend. Commissioner Pick asked if the street closure was possible next weekend and Mindy said that it was all arranged.

## Commissioners Regular Meeting Minutes of March 20, 2024

10. Clyde said that the fire and police only had five (5) people, but needed twelve (12) to tend to the street closing. Hence they needed five (5) volunteers for this Saturday. Commissioner President Phippin asked Mindy to call the Sheriff's Office and see if they could provide any help.

11. Ernie Carbaugh brought up that several trees have fallen into Rewastico Creek that is adjacent to Town Owned property, outside of Town Limits, on W Church St behind the Lions Club. Clyde said that he would move the tree that is right up against the pipe so to free space for the water to move.

12. Town Attorney Steve Cox advised that he had been helping out two (2) people who had some ties to the Town. First, he assisted Dean Roe, of Chesapeake Waste, with the Estate of his late wife, Joan Roe. It was a small estate and was opened and closed in a single day. Second, he had been assisting Bill Zittle and the Chapel Branch HOA with collecting some HOA dues. No one made any objection about the Town Attorney making such assistance.

### Adjournment

A Motion was made by Commissioner Handy and seconded by Commissioner Sebald to adjourn the meeting. The Motion was passed unanimously and the Chair voted Aye. The meeting was adjourned at 7:58 p.m.

Respectfully Submitted,



Amelia A. Handy, Secretary