

**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, April 17, 2024**

**Call to Order**

The Meeting was called to order at 6:00 p.m. by Commissioner President Colby B. Phippin. Commissioners Amelia A. Handy, David L. Hooper, Chester M. Sebald, and Kenneth L. Pick were present. 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 Hooper. The vote was unanimous and the Chair voted Aye.

**Minutes**

The Minutes of the March 20, 2024 meeting were reviewed. A Motion was made by Commissioner Sebald to approve the Minutes. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

The Minutes of the March 27, 2024 meeting were reviewed. A Motion was made by Commissioner Sebald to approve the Minutes. Commissioner Pick seconded the Motion. The vote was unanimous and the Chair voted Aye.

**Building Permits**

Building Permit #1343 was for Sarah and Nicholas Allen at 111 East Lillian Street for the demolition of a shed. After some discussion, a Motion was made by Commissioner Hooper to approve the permit. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

Building Permit #1344 was for Shepherds, LLC at 113 East Church Street to construct a new home. The setbacks were correct and the roof pitch was within the code. A Motion was made by Commissioner Hooper to approve the permit. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

**Police Report**

Lieutenant John Alessandrini of the Sheriff's Department gave the Police Report. He spoke about the problems in the 21830 zip code. There was a disorderly suspect who had been arrested several times in February. He also said that a truck had been shot on Old Railroad Road and it may have been a hunter who shot it. They have the projectile and the case is still ongoing, but they do not believe that it was malicious in nature.

**Treasure's Report**

Town Clerk, Melinda J. Stafford, first discussed the Façade Fund. She said that the deadline to spend the funds is June 30, 2024, but that she had filed for an extension to June 30, 2025. As to the ARPA Fund, John O'Connor will be present at the first Commissioners' Meeting in May. She advised that we need to collect all the receipts from all projects that used ARPA funds. She also talked about the upcoming Budget year and that Amy Brant will be at the next meeting and we need to set dates for the various meetings/workshops and the Budget Hearing. Commissioner Hooper made a Motion to advertise the Trash Collection RFP and for sealed bids to be submitted by May 13, 2024. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye. Then Commissioner Handy made a Motion to approve the checks. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

**Old Business**

1. Follow up on Chestnut St Pump.

Jimmie Jones of the Public Works Department talked about getting a new pump for the Chestnut Street Pumping Station. The cost would be \$34,887 for the pump from Smith & Loveless, Inc. Commissioner President Phippin recommended looking into getting a grant for it and that we could ask John O'Connor about it when he is next here. Jimmie advised that when the new pump is installed, they will rebuild the current one and keep it as a spare. Commissioner Sebald made a Motion to get the pump and to pay for it with ARPA funds. Commissioner Hooper seconded the Motion. The vote was unanimous and the Chair voted Aye.

2. Follow up on 208 Public Works Building Roof.

The following bids were opened regarding the 208 Public Works Building roof repair:

1. Spicer Brothers - \$20,000, with a Lifetime Warranty and GAF Timberland Architectural Shingles.

2. Mallard Exteriors - \$21,250 plus \$3,500 for 50 year shingles.

3. Mike Houck Construction - \$23,075 for 30 year shingles.

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### 4. Art Twilley Construction - \$25,900

Issues were brought up about what type of shingles Spicer Brothers would use, how to work around the air conditioning unit that is on the roof, and how much would it cost to get rid of the unit. The rooftop air conditioning unit is not currently used. After some discussion, Commissioner Sebald made a Motion to go with the Spicer Brothers bid, to pay it with ARPA funds, and to not start the work until after the rooftop air conditioning unit is removed. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

### 3. Lawn Care Quotes.

Commissioner President Phippin advised that the RFP submission deadline had come for the landscaping contract for Town Hall, and that we only received one bid. He presented a bid from Shades of Green bid to do the lawn care for the Town Hall. The bid was for \$2,328 annually, payable in monthly payments of \$194. After some discussion a Motion was made by Commissioner Hooper to approve the bid for a one (1) year term. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

### 4. Code enforcement officer applications.

There were three (3) applications for the position of Code Enforcement Officer: Patrick Adkins, John Parsons, and Troy Gravenor. After some discussion, the general consensus was to re-post the ad for 3 weeks, and that we post in on Indeed.

### 5. Election results.

Commissioner President Phippin read the election results aloud.

### 6. Street sweeping.

Commissioner President Phippin said that the RFPs for sweeping the streets are due back on May 16, 2024. He said that a Town resident notified him that D&J Sweeping would charge \$2,900 per quarter to sweep all of the streets, except Main Street and Lillian Street (because they are State Roads) once and an additional \$700 to dispose of the debris, not including anything in the storm drains.

### 7. Route 50 sign.

Commissioner Sebald said that he had gotten some paperwork on the Welcome to Hebron sign and the next steps were to see if the State will approve it. He will follow up with the State since he now has the contact information.

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### New Business

1. New Store in Town.

Commissioner Sebald said that the Town will be getting a new store called Collector's Chaos owned by Ken Abrams. The store will have 25 spaces for different vendors.

2. Clyde Church's FMLA.

Commissioner President Phippin reviewed the Closed Meeting discussion concerning Clyde's FMLA options. Commissioner Hooper made a Motion for Clyde to use his sick leave, personal leave, and vacation leave. Commissioner Sebald seconded the Motion. The vote was unanimous and the Chair voted Aye.

3. (Originally 1.) Annual Hebron Fireworks Donations.

There was a discussion concerning the Commissioners annual donation to the Hebron Volunteer Fire Department. Commissioner Sebald made a Motion to donate \$1,000 for the fireworks Commissioner Pick seconded the Motion. The vote was unanimous and the Chair voted Aye.

4. (Originally 2.) Donation request from Westside Intermediate School.

The Commissioners reviewed the request from Westside Intermediate School for funds to help defray the costs of student's traveling and participating in Destination Imagination. Commissioner Hooper made a Motion to donate \$1,000. Commissioner Handy seconded the Motion. The vote was unanimous and the Chair voted Aye.

5. Commissioner Handy said that she wanted to thank Commissioner President Phippin and Commissioner Hooper for their years of service to the Town as Commissioners. She noted that it was their last meeting. All present noted their thanks and appreciation for the service of both Commissioners.

### Public Comment

1. Commissioner Sebald inquired as to where we were with fines through the Code Enforcement Officer. He was advised that the Pruitts had been served with a Notice and that things are now taking a different path due to the resignation of the current Code Enforcement Officer.

2. Commissioner Sebald advised that he wanted to check with other garages for costs of doing work for the Town's vehicles and about the Town Employees doing the work.

3. Commissioner Sebald said that the leadership at the Train Depot has changed and that now Zack Jones is the president.

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4. Ernie Carbaugh said that on April 27<sup>th</sup> there will be a cornhole tournament at the Depot and that on May 11<sup>th</sup> there will be a car show.
5. Commissioner Handy said that there will be a Town wide yard sale on May 4<sup>th</sup> as well as a Community Clean Up Day on May 11<sup>th</sup>. Dumpsters will be available for residents at the Water Tower.
6. Bill Zittle, President of the Chapel Branch HOA, asked about street repairs. Commissioner President Phippin said that a request for bids will have to be put out because prices were higher than what could be done without a bidding.
7. Bill Zittle asked about the sidewalk on Main Street. Commissioner Hooper advised that State Roads told him that they would put in a sidewalk, but they would not repair it. Commissioner President Phippin said that encroachment on the sidewalk by grass or the like is the homeowner's responsibility and not the Town's responsibility. Town Attorney Steve Cox was tasked with giving the Chapel Branch HOA a letter advising of who is responsible for repairing the sidewalk and who is responsible for clearing off the encroachment.

### 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 7:42 p.m.

Respectfully Submitted,



Kenneth L. Pick, Secretary<sup>1</sup>

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<sup>1</sup> Commissioner Pick was elected to be the Secretary of the Commissioners of Hebron at their Regular Meeting on May 1, 2024. His election was prior to the approval of these Minutes in that Meeting.