

**Galena Mayor & Council Meeting  
January 6, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:10 p.m. on Monday, January 6, 2020.

Those in attendance were Mayor John Carroll, Council Members' Frank Bogdan, Sarah Merrell, Albert Piasecki, Jack Duhamell. Also, in attendance: Town Facilitator Kathleen Billmire, Clerk Pamela McCoy, Treasurer Barbara Shaw, Town Attorney Tom Yeager, Kent County Sheriff Ofc. Kettner.

**Motions:**

Approval of December 2, 2019 Minutes: **Council Member Duhamell motioned to accept December 2, 2019 Minutes. Council Member Bogdan second motion, all present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report November 41.66 % of Budget not including Capital, General Fund is 47.89% of budget, Sewer Fund is 24.84% of budget, and Water Fund is 25.35% of budget. Expense Report for November 41.66% of budget, not including Capital, General Fund is 32.51%, Sewer Fund is 41.13% and Water Fund is 47.44% of budget. November Bank balances: General Fund \$506,258.21 Sewer Fund \$552,534.77 and Water Fund \$50,281.83 with a total balance of \$1,109,074.81. The Mayor interjected, that as we reach the next quarter, the closing out of WWTP, an adjustment to funds are to be made. Barbara explains that when the sewer project was started, the town's utility was one fund with water and sewer. Monies left in this project will be split into its own fund with a reimbursement into the town's general fund which is approximately \$104,000.00. Barbara continued to report the bank registers for November from PNC and Peoples Bank are available for the Mayor and Council to review. WWTP Project Funding: Miscellaneous invoices including 3 RFP's \$57,884.99 including some invoices from McCrone. USDA Approval 22<sup>nd</sup>-06 Grant totaling \$73,359.86 with request of breakdown (\$57,884.99 for WWTP and \$15,474.87 for Meter) on December 13, 2019 and received December 17, 2019. Kent County Grant for 3 RFP's was submitted and received in the amount of \$18,195.35. Ferguson Water meter project invoice no. 3 in the amount of \$29,739.75. USDA Approval as noted. MDE-WSG Grant: request no. 2 for \$19,918.28 submitted on December 16, 2019 and is pending. Correspondence from Matthew Marshall regarding change orders no. 1-3 whereas, MDE does not object to any of the change orders. However, the way budget is set up there was no contingency money left to pay for these CO's and as their policy they do not issue an approval letter. The way the budget has been redone, we increased amount that was to be paid through MDE. Total of \$135,000.00 for project. By lowering the amount of what USDA will cover and raising the construction work through Ferguson we are hoping it will balance out. As of now USDA will not be covering 50%. **Council Member Piasecki motioned to accept the approval of the Treasurer's Report. Council Member Duhamell second motion. All present were in favor. Motion carried.**

Approval of Sassafras Fireworks Donations: The Town of Galena will sponsor the Sassafras Fireworks committee with \$250.00 donation. **Council Member Piasecki motioned to accept amount of \$250.00 will be donated to the Sassafras Fireworks Committee whereas the Town of Galena will be represented as a sponsor Council Member Duhamell second motion. All present were in favor. Motion carried.**

Approval of Donation in the amount of \$50.00 will be donated to the local chapter 4-H: **Council Member Duhamell motioned to accept amount of \$50.00 to be donated to the local 4-H Chapter. Council Member Merrell second motion. All present were in favor. Motion carried.**

Approval of Holiday decorations: **Council Member Piasecki motioned to accept the purchase for the Town's holiday decoration of three light up snowflakes to add/replace onto light poles when holiday season arrives. Council Member Duhamell second motion. All present were in favor. Motion carried.**

Approval of January 6, 2020, Audio Minutes. **Council Member Piasecki motioned to accept the approval of the January 6, 2020, Audio Minutes. Council Member Bogdan second motion. All present were in favor.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Duhamell second motion, all present were in favor.** Meeting was adjourned at 8:54 p.m.

**Recommendations/Comments:**

**Special Galena Police Patrol:** Ofc Kettner reported for the month of December 2019, 6 non-criminal calls for service and zero criminal complaints. Escort of boat for Jim's Marine to Georgetown Yacht Basin. 41- speed assignments, 61 warnings and 23

citations issued. Commercial Motor Vehicles Assignments with 9-inspections, 4-warnings and 1-citations with one out of service driver. No money for town's overtime budget was used therefore year to date is \$2,167.39 leaving a balance of \$2,332.61.

### **Water/Sewer/Sludge Report**

The Mayor was pleased to report that Kent County Water & Wastewater took over operations on Dec. 1, 2019 and received a much more detailed report than last operators for the month of December. The Water facility with total flow was 1,073,200 gallons, average water daily flow 30,167 gallons with no violations. Wastewater Treatment Facility total wastewater flow 1,061,179 gallons with an average daily flow 34,232 gallons. On New Year's Eve it was discovered 300 gallons of sewage overflow from wash pad drains. Overflow was cleaned and reported to MDE as required by NPDES permit. The exact cause not determined and under investigation. Mayor and Maintenance Coordinator determined in the headworks building where grease built up possibly due from previous operator not properly maintaining. They will monitor and believe with regular maintenance this should not be an issue. There were no violations. Staff performed sampling and testing for the Safe Drinking Water Act and samples and testing for our permit requirements. Operators bypassed denitrification filters due to heavy buildup of solids caused by improper operations and reported to MDE as required. They are working to backwash filters. Installed drain piping on the ultraviolet disinfection units to facilitate routine cleaning. Reprogrammed alarm units to coexist with new staff. No sludge for the month of December. Mayor noted significant reduction in chemical usage as adjustments were made to reduce energy consumption and chemical usage to balance system.

### **Reports/Grants/Projects**

Kathleen Billmire, Town Facilitator reported on the update for the **Water and Wastewater Treatment Plant**, Bearing Construction reimbursed the town on December 16, 2019 in the amount of \$1,250.00 for the September 2018 penalty the town received from MDE. Notification was sent to Harry Hunsicker at MDE that Greg Swartz of Kent County Division of Water and Wastewater has been assigned as superintendent for the town's facility.

**Georgetown Collection:** There have been eight (8) residential sewer hook ups established in December. Mayor would like notification sent to the county before Kitty Knight House or Georgetown Yacht Basin hook up, requiring an inspection of grease traps to be made since we do not want any issues with grease spilling into our system. Council Member Bogdan asks how many hook ups are expected. The Mayor stated there are 55 on site septic's that will be connected. All residents have received their notices from the County and were given nine (9) months to comply to hook into system. Kathleen will update Mayor and Council when more hookups have been added.

**MDE/USA Grant KCI/Ferguson:** The work for change orders #1 through #5 have been scheduled the week of January 5<sup>th</sup> starting on Dogwood Drive moving to Cedarwood and then West Cross Street. On Wednesday, a meter pit and meter will be installed at Town Hall. Town Attorney, Tom Yeager has completed reviewing revisions regarding Public Information Act to the contract for the **Water Meter Project** and Mayor is ready to sign. Kathleen will send contract and schedule a kickoff meeting for customer portal.

**Kent County IT:** will be installing firewall along with meeting scheduled to update town's website.

**Comprehensive Plan:** Kathleen reported this is still under review.

**DHCD Façade Grant FY19 & FY20:** Applications for FY2021 will be available on the town's website in February. Submitted Minor Modification Form to allow us to expand our boundaries. A meeting will be held at end of January to determine if permission has been extended on boundaries of the Town and awaiting outcome on decision in February.

**Keeping Maryland Beautiful Grant:** FY2019 ending with final reports completed at end of this month. Kathleen will be notified in March if FY20 is awarded.

**MSEC-MEA Smart Energy Grant FY2019-** The lights in Town hall and office have been replaced with energy efficient LED's. Reimbursement of approximately \$14,000.00 will follow once invoice submitted.

**DNR-Community Park-Restroom:** Kathleen reported, that Maintenance Coordinator, Warren Walters has been working hard to receive quotes. Quotes have been reviewed by Mayor Carroll, Kathleen and Warren. Each component has been broken down with several bids with next step to conduct interviews with contractors. Kathleen is waiting for final plans to be submitted by Rebecca Mann as final plans need to be stamped.

**Planning Commission Update:** The Planning Commission has met several times and held workshops to complete a draft of the Zoning Ordinance. Final review of draft will be reviewed with David Dahlstrom. The draft of the zoning ordinance will be advertised on website and Facebook. Postcards will be mailed to residents and businesses notifying them they can review a copy of draft. Kent county IT will be asked to add a link to website for residents to review since document is more than 120 pages. The Planning Commission will hold a Public hearing on Monday, January 27, 2020 at 6:00pm for public comments.

Kathleen reported to Mayor and Council she has issued 25 permits and 2 Use permits and 32 Code Enforcements for the year ending 2019. Kathleen has come across a zoning issue of new tenant who intends to open a Barber Shop at the Lot known as 111 North Main (Formerly known as Nana's Nitch). Efforts from tenant to obtain an address from the Post Office to receive his business license giving an assigned address to be known as 111-D. Confusion arose to where and how the Post Office designates addresses which is known to them as a 'Case'. Treasurer Shaw wants consistency in assigning addresses for billing purposes necessary to account for EDU's since this is the first time this building will hold 2 businesses which means separate EDU's. It has been decided this business address will be known as 111-D. Barbara can note within her system that the front address is 111-A and the back location of building is known as 111-D where the Barber Shop is to be located. For future references it is the desire of the town to reach out and work with the Post Office when a new address is needed to be assigned and to be helpful for 911 response calls.

**Church Meadows-Update:** The Mayor talked with the Piasecki's and arranged a meeting for check exchange and sign off.

**AP Wireless:** Attorney Yeager reported last correspondence was Nov 25<sup>th</sup> when Ap Wireless and NB+C agreed. AT & T requested frequencies and locations of town's hot spots. Kathleen has complied with their request and will forward Attorney Yeager a copy of the email and follow up with AT & T.

**Park, Rec and Tree Committee** next meeting on Tuesday, February 18, 2020 at 6pm. There is no meeting for January, however they are gathering to hand out eco products.

**Mayor's/Council Reports:** Warren will take down Christmas lights on Wednesday. This needs to be done before the end of the month as the town will report submitted by 31st to Delmarva. Council Member Duhamell thanks the Town and everyone who helped with the Christmas Parade. The GVFC has been decided on the second Saturday in December for next year's parade it will be December 12, 2020. And letters will go out in search for a band or music to be played. The GVFC will send a thank you letter for allowing members to enjoy the parade from Sassy River Market's porch.

Council Member Merrell introduced speed signs. The model TC400 design at a cost of \$2,895 with no shipping fee does not need more than one man to assemble within minutes and has an 11-inch screen. This comes with 2 batteries that last 5-7 days, an extra battery costs \$300. Software program works using Wi-Fi at a cost of \$275.00 per sign and accessed by using another device to load information of data collected. For mounting, four posts at the cost of \$100.00 bought at Tractor Supply with brackets at \$150.00. Extra brackets will be needed if the intent is to use at all four streets at the corners of the town. Permit requires location of sign and can be put anywhere. The estimate total will be approximately \$3,720.00 and does come equipped with an anti-theft device. Discussion ensued comparing neighboring towns with traffic signs in Betterton and Chestertown. Some are solar powered and stationary that can be trailered to hitch. Council Member Merrell's main purpose is to collect data, to inform the Sheriff's office for quality time spent patrolling. Attorney Yeager points out that speed signs can catch those who consistently drive in excess of speed at the same time. Placement will determine effectiveness. Mayor believes subjected speeders are not your daily local traffickers, mostly out of town drivers who are not as mindful as local traffic when driving through town. Attorney Yeager believes signs create awareness and efforts to go speed limit would save embarrassment. Council Member Merrell notices speeders in this area are typically seasonal during summer months. When considering speed signs, Attorney Yeager asked if it is worth spending this amount of money to collect data and know when speeders come through town. Council Member Duhamell is not opposed to speed cameras, however, is not in favor at this time because of cost. Council Member Piasecki, being a police officer for Chestertown, added knowledgeable input and commented Chestertown places their speed camera to wherever the complaints are made. The Mayor is in favor of speed camera; however, cost is the issue. Mayor asked Council Member Merrell to prepare and gather more information for next meeting. Council Member Merrell will make the following inquiries about discounts or financing for town and seek organizations or towns willing to share costs. She will collect comparison quotes from other vendors and will list four suggested locations for the proposed speed signs. Mayor and council will consider voting once all facts and information has been received.

Treasurer Shaw reported on status for W/S/Brf/Trash statements with delinquent amount of \$467.85. With 22 hang tags went out on December 12, 2019 and 1-shut off on December 19, 2020 that unoccupied property is still shut off. Expected to complete fourth quarter billing by January 15, 2020. Working on procedures for new meters to commission along with new construction. Software

cloud based Accufund having no issues at this time, waiting to consult with as to what residents can do and have access to. Pending application for Card-X for accepting credit card payments.

**Kent County Audit:** Depreciation was brought to our attention from the auditor's report. Concerned we were not recapturing and setting aside incumbered funds. Agreed upon to create fund for purpose to set aside expected expenses accrued for operational expense once warranties have expired and replacement of equipment for breakdowns or updates is needed and to cover town's 70-30 percent when time arrives when needed. The town has addressed and started to incorporate this in our budget for the WWTP as MDE required by doing rate study with a short-term reserve set in the amount of \$5700 and capitol reserve funding set aside in the amount of \$22,000. Council Member Duhamell's question was addressed by Attorney Yeager stating that there is no known insurance policy or bond and most likely cost prohibited, however the town has a 3-year warranty in place which has been scaled back every year and we are on our last year. Treasurer, Shaw is concerned with County is hitting our main and lines with the tying into our pump stations. Attorney Yeager will hold off on drafting revised letter to include changing the time frame of prepayment and amendment of MOU until due we consult with accountant since we do not want to issue a credit back to county prematurely when initiating funding. The town will consult with accountant Karen Dojer to find a wise/safe number for the amount to add to capitol reserve covering our 70-30 percent for town's shared costs for future since we may be met with limited resources provided no grants available when needed. Then discussion needed with Mike Moulds to have an agreement with county to set aside funding for shared costs when time come for future expenses.

Treasurer Shaw concludes her report by informing that there are eight (8) Georgetown hookups with two (2) are already on our system. The County is charging for the Bay Restoration fees for those residents and this fee has been removed from their accounts.

**Meeting/Event Schedule:**

COG Meeting held at Molly's. ESAM dinner on 21<sup>st</sup> of January at Fisherman's Inn.

The next MMA meeting is scheduled for February 6<sup>th</sup> & 7<sup>th</sup> in Annapolis.

If I were mayor essay presentation, the Mayor will visit Gales and Faith Christian School with the Administrator of Betterton in February.

Annual Appreciation dinner is scheduled for February 29<sup>th</sup> at the Fish Whistle at 6pm, invitations will be emailed out in January.

MML summer conference scheduled for June 28<sup>th</sup> through July 1<sup>st</sup>, the Mayor is on the Planning Committee and meet this Saturday in Annapolis and will inform us of any updates. Attorney Yeager asked the town to make reservation on behalf of him for the summer conference.

**For the Good of the Town:**

The Office will be closed on January 20, 2020 in observation of Martin Luther King Day.

Council Member Duhamell extends invitation to Mayor and Council Members for the GVFC banquet, the Mayor has sent his response.

Council Member Duhamell asked if planning to meet and review water and sewer rates. The Mayor suggested workshop in March, prior to budget to review MD Rural Water rate study by AECOM.

Respectfully Submitted,

*Pamela L. McCoy*

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