

**Galena Mayor & Council Meeting
October 8, 2019 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, October 8, 2019.

Those in attendance were Mayor John Carroll, Council Members' Francis Bogdan and Sarah Merrell. Also, in attendance: Town Attorney Tom Yeager; Treasurer Barbara Shaw, Clerk Pamela McCoy and Kent County Sheriff, Sgt. Lodge. Not present, Council Members' Jackie Duhamell and Bert Piasecki and Zoning Coordinator Kathleen Billmire.

Motions:

Approval of September 3, 2019 Minutes: **Council Member Bogdan motioned to accept September 3, 2019 Minutes. Council Member Merrell second motion, all present were in favor. Motion carried.**

Approval of appointment Council Member Sarah Merrell to the Planning and Zoning committee for the next nine (9) months. **Council Member Bogdan motioned to accept Council Member Sarah Merrell to the Planning and Zoning Committee; Mayor Carroll second motion; All present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report August 16.66 % of Budget, General Fund is 6.89% of budget, Sewer Fund is .18% of budget, and Water Fund is 12% of budget. Expense Report for August General Fund is 13.00%, Sewer Fund is 14.36% and Water Fund is 16.67% of budget. August Bank balances: General Fund-\$408,858.25, Sewer Fund-\$618,524.37 and Water Fund-\$50,263.02 with a total balance of \$1,077,645.64. WWTP Project Funding-no pending fund request from USDA or KCI. Water Meter Project Fund we have no pending invoices from Ferguson, waiting on KCI. MDE-WSG 08.15 requested invoice #1 on August 2, 2019, we received \$69,270.00 on September 19, 2019. MDE advised they will not cover equipment such as accounting program-Accufund. Funding issues were discussed with KCI's engineers' Ryan Flickinger and Aaron Whitenight in a conference call. Adjustments were added to equipment budget to include programs and were not accepted or covered. Robert Ott is no longer engineer for this project. Treasurer, Barbara Shaw is reaching out to USDA to cover costs, where she made and sent a spreadsheet based on her calculations of budget. KCI did not put full amount in which we were billed and did not have invoices included which USDA has already covered the cost including Accufund. Change order numbers need fixing with Ferguson. Treasurer, Barbara Shaw will seek coverage once fixed and finalized. Reported status of W/S/BRF/Trh there are two delinquent accounts in the amount of \$2,007.65. 22-hang tags on Sept. 19th with 2 shut offs on Sept. 26th. As of today, one shut-off with one NSF letter sent to property owner with deadline to pay by Oct.11th. **Council Member Merrell motioned to accept the approval of the treasurer's Report. Council Member Bogdan second motion; All present were in favor. Motion carried.**

Approval of October 7, 2019, Audio Minutes. **Council Member Bogdan motioned to the approval of the October 7, 2019, Audio Minutes. Council Member Merrell second motion. All present were in favor.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Merrell second motion, all present were in favor.** Meeting was adjourned at 8:34 p.m.

Recommendations/Comments:

Special Galena Police Patrol: Sgt. Lodge reported for the month of September 2019, 13 calls for service with no criminal complaints, from 49-traffic enforcement assignments, 78 warnings and 30 citations issued. 17 hours of special overtime used comes out to \$774.45 for the month of September 2019. 3 commercial vehicle inspections which lead to 2 warnings and 1 citation. The Kent County Sheriff's Office conducts security patrols at Galena Elementary School and the Bank several times in a day. The Town of Galena has been assigned Deputies on foot to patrol for the night of Halloween for Trick or Treaters. It has been brought to the attention that there is no designated speed limit sign labeled 40mph when traveling South out of Town. Sgt. Lodge addressed the council regarding enforcement. Speed limit signs shall be addressed to the State Highway Administration. The Mayor plans to attend SHA meeting to bring up topic.

Mayor Carroll's intentions are for the draft Land Use Ordinance be completed before changing or moving members on any committees.

Water/Sewer/Sludge Report

The Mayor reported for the month of September no violations at Water Treatment Facility and total flow was 1,162,800-gal, average water daily flow- 37,510 gal. MES staff flushed hydrants. Last month's August report was not received. WWTP ammonia violation possibly a lab error. Testing and further lab results showed that there is no indication of a problem. Total wastewater flow 708,710 gallons with an average daily flow-23,620 gallon. 10.14 tons of sludge removed for the month of September to landfill. MDE, Michele Burroughs came out for inspections and found violations. One violation is the effluent flowmeter was not recording flows leaving the facility. It has been replaced with a used spare until new one arrives. From the Mayor's visit and observation to facility, he noted that the sludge is wet and does not have a 'cake batter' consistency. Sludge conveyor was not working so no processing can take place. Mayor and Council noted that trips to landfill delivering sludge has not been budgeted for as many times as Maintenance Coordinator, Warren Walters has been removing, this is based on the proposed estimate from MES. Barbara Shaw points out that the proposed estimated number of trips to landfill have gone over budget. It can take months for a final report to be received to reflect any penalties.

Walking Bridge in Gateway Park repair estimate is \$4500.00 for removing bridge and replacing it with asphalt. Some asphalt will be used to fill in patches at town office and tower IV. Treasurer, Barbara Shaw will need a break down since black top path can be used towards Highway User Fund since considered a foot path.

Grants/Projects/Reports

Mayor Carroll gave Town Facilities Report; New trash service with Eastern Shore Environmental, LLC began pick up last month.

MEA Smart Energy Grant-While planning to replace the streetlights in Dogwood Village, it has been discovered that Delmarva owns the streetlights. Therefore, it is planned for next year for Delmarva to update and replace lights with LED's with 25 lights at a time in Dogwood Village. With this grant we intend to replace all the lights in Town Hall to energy efficient lights and for both well houses. And looking into the use of funds leftover for efficient heating and air-conditioning at town hall. Applying for further funding in November for possibly solar in areas of the town such as waste water treatment plant.

Community Park Grant-Public Restroom; Meeting with designer is scheduled. Bathroom location moved slightly to accommodate plumbing connection and draining issue. The door to the restroom will face the entrance to the park. Some trees and bushes will be removed. Plans to remove existing flagpole and replace with a larger one that is in the work yard.

Kent County Operator Agreement Tom Yeager, Town Attorney reviewed revisions made from Kent County. He advised and gave recommendations as to the reference to fiscal year is fine and can be prorated. Specific street names were removed where we can consult our engineer and have them manage what is considered our distribution systems. It is not necessary for county representative to give monthly report at town meeting. The Mayor would like for operator to provide an annual report, unless an emergency. Fixed salary to operate plants, hours over and beyond normal day operations will be given hourly rates for special services. Kent County covers the overhead. Coverage for their normal daytime hours for their employee. This simplifies our budgeting purposes. Tom suggests clarifying Maintenance Coordinator's position and role. This role being a conduit of reporting of any issues, notification to Town, and working with engineers in relation to warrantee items and contractors. Final draft will be presented to Commissioners and hopeful it will come back accepted.

MDE Grant WSG 08.15 Water Meter Replacement/KCI/Ferguson change order #5 Town's Meter Pit, paying portion was part of original contract and need that backed out of change order and waiting on plumber/contractor to schedule. Water meters are being monitored daily.

Kent County IT sound cloud set up; Treasurer, Barbara Shaw will have her computer switched out as soon as billing is resolved.

AP Wireless the Town of Galena is giving AP wireless the rights to lease the tower to cell phone carrier, AT&T. Update given by Town Attorney, Tom Yeager as he reviewed contract. His concern is the protection for Town regarding water tower and tower operations with loading and overloading. He wants input from Chris Rogers. Corrosion control notice to be changed 60-90-day notice unless an emergency where public health warrants it to be done immediately. Tom will forward with his revisions. Lease adjustments drawn up if additions are made to the tower to generate more revenue for the town. Tom Yeager will make revisions & Email Mayor and Chris Rogers. Town Attorney explained this will protect town's assets and do what is best to benefit our town.

DHCD Façade Grant: Notification at end of this month if we have grant finding, awarding funding comes during winter months.

Keeping MD Beautiful Grant: Application for this grant will be submitted by Zoning Coordinator, Kathleen Billmire in October and notice of approval sometime in November for FY 2020.

Treasurer, Barbara Shaw reported she is following up on an executed copy of contract from Accufund that has been signed since September 11, 2019. Invoice received from Republic Services for dumpster at waste water treatment plant which has been removed and termination fee to get out of contract was paid. Water break invoice Bramble (county work) connection of service line/agreement from Mike Moulds, KC Director. Grass cutting charges for WWTP will be credited, town will receive invoice for all future services. Grass cutting will be requested by Warren Waters, town's Maintenance Coordinator. Highway User Revenue Report completed September 20, 2019 with funds available in the amount of \$56,074. Must be used within ten (10) years. This does not include FY2020 budget revenue.

Church Meadows Outstanding Bank Bond-Email sent to Shannon Piasecki on Sept.18th requesting a letter relinquishing bond and paying the town \$7500.00 as agreed with the Mayor with no response to this date.

Chesapeake Employee Workman Comp Audit-completed. Auditors are preparing our audit. Accountant will complete the MD&A report. Auditors must submit audit by Oct. 31st.

For the Good of the Town:

MML Fall Conference will be Oct. 13th-15th at the Hyatt Regency Golf Resort in Cambridge.

COG Meeting takes place on October 16th, 12:00pm at Rock Hall. Mayor Carroll is President this year. Workshops will be held with discussion of hot topics like emergency funding for crisis situations and Planning and Zoning issues.

Maryland Planning Commission Association 2019 Annual Conference, November 6th and 7th in Aberdeen, Zoning Coordinator, Kathleen Billmire will attend.

Mayor Carroll introduced and passed, Proclamation: Energy Efficiency Days 2019. Mayor Carroll declared the 5th day of October and November 2019 as energy efficient days, together the residents of the Town of Galena, Maryland can continue to contribute to our sustainability efforts by learning more about energy efficiency and practicing smarter energy use in their daily lives.

Mayor and Council congratulates Treasurer, Barbara Shaw on graduating from the Academy of Excellence.

Office will be closed on Monday, October 14, 2019 for Columbus Day. Veteran's Day Ceremony is November 11, 2019 at 9:15am at Galena Cemetery. Trick or Treating will be on October 31, 2019 from 5:30pm to 8:30pm. Reminder to residents to leave porch light on to receive trick or treaters. Daylight Savings Time is November 3, 2019. Clocks fall back one (1) hour.

The Mayor announced for any Council Members who know of anyone interested in joining a committee for the county to contact commissioners and apply online to their vacancies for their Boards and Committees.

Update to Georgetown Collection: Pump Station complete with electrical and air testing done and will be online next month.

Council Member Sarah Merrell gave us update on portable speed sign. By using a radar detector, she determined the average speed was between 38mph and 42mph in a 25mph zone. She researched a sign that is moveable with a 12-inch screen which will need SHA approval if attached to existing street signs with brackets. It was suggested to collect data and ask Sheriff to patrol at peak times. Council Member Merrell will contact Zoning Coordinator with cost and data for sign presentation.

Respectfully submitted,

Pamela L. McCoy

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Clerk