

**Galena Mayor & Council Meeting
December 2, 2019 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:01 p.m. on Monday, December 2, 2019.

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 Sgt. Lodge.

Motions:

Approval of November 4, 2019 Minutes: **Council Member Bogdan motioned to accept November 4, 2019 Minutes. Council Member Duhamell second motion, all present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report October 33.33 % of Budget not including Capital, General Fund is 31.24% of budget, Sewer Fund is 24.71% of budget, and Water Fund is 25.25% of budget. Expense Report for October 33.33% of budget, not including Capital, 26.67% General Fund is 19.18%, Sewer Fund is 31.30% and Water Fund is 37.86% of budget. October Bank balances: General Fund \$415,467.34 Sewer Fund \$605,988.84 and Water Fund \$50,275.84 with a total balance of \$1,071,732.02. The bank registers for October from PNC and Peoples Bank are available for the Mayor and Council to review. WWTP Project Funding: no pending fund request from USDA or Kent County. Water Meter Replacement Project Funding: Town received \$29,739.75 from Ferguson, this does not include change orders. An invoice request will be submitted to Ferguson. USDA approval is pending. MDE-WSG 88.15 project has no pending fund request at this time however, a request will be submitted this week. Budget and change orders for Ferguson-revised budget and change orders were submitted to MDE. MDE approved revised budget and change orders are pending. USDA approved both. MDE will do the work and hope for approval. **Council Member Duhamell motioned to accept the approval of the Treasurer's Report. Council Member Piasecki second motion. All present were in favor. Motion carried.**

Approval of Donations FY19/20: St. Dennis Church will receive \$150.00, KC Library (Galena Branch) will receive \$2,500.00, Georgetown Fireworks will receive \$100.00 and Galena Lions will receive \$125.00. **Council Member Duhamell motioned to accept amounts of donations for the FY 19/20 for each organization with the exception to withhold \$200.00 that was intended for the KC Marching Band which shall be kept as a surplus of \$200.00 in the budget and reserved for miscellaneous donations. Council Member Piasecki second motion. All present were in favor. Motion carried.** Mayor and Council will discuss in July 2020 meeting to schedule date for Christmas Parade, to consider a band for the tree lighting event and choose whom may receive the reserved donation amount of \$200.00.

Approval of Christmas Bonus for employees: **Council Member Piasecki motioned to accept that full time and part-time employees shall receive 1% of their annual salary as a Christmas Bonus which has been budgeted; Council Member Duhamell second motion. All present were in favor. Motion carried.**

Approval of December 2, 2019, Audio Minutes. **Council Member Piasecki motioned to accept the approval of the December 2, 2019, 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 9:03 p.m.

Recommendations/Comments:

Special Galena Police Patrol: Sgt. Lodge reported for the month of November 2019, 12 non-criminal calls for service and one criminal complaint of assault which was cleared since neither party wanted to press charges. No town overtime was used. 47- speed assignments, 86 warnings and 27 citations issued. Commercial Motor Vehicles Assignments with 9-inspections, 7-warnings and 0-citations. Sgt Lodge explained that all calls are public information and can be available from the Sheriff's Department. Sgt Lodge assured Mayor and Council coverage for the Town of Galena's Christmas Parade. Commercial Motor Vehicle Statistics is recorded for the Kent County Sheriff's Office only, this does not include DOT or Maryland State Highway statistics. Council Member Merrell was interested in the operation and procedures of virtual weigh station. Sgt. Lodge informed Mayor and Council that patrols monitor potential violations from a web-based site from their computer which shows speed and picture of vehicle. Patrols operate in a safe area located outside of town limits when stopping any vehicles.

Water/Sewer/Sludge Report

The Mayor reported for the month of November no violations at Water Treatment Facility and total flow was 1,073,300 gallons, average water daily flow 35,777 gallons. Wastewater Treatment Facility there were no violations. Total wastewater flow 578,000 gallons with an average daily flow 19,267 gallons. MES staff changed oil in the conveyor belt of the sludge press unit and greased bearings. Oil was changed in bar screen unit and blower units and bearings. 4.68 tons of sludge removed for the month of November to landfill. November 30, 2019 was the last day for MES, Kent County Department of Public Works will take over operations.

Reports/Grants/Projects

Kathleen Billmire, Town Facilitator reported **Kent County Water & Wastewater Operators:** As of December 1, 2019, Kent County Department of Public Works, Division of Water and Wastewater Service has taken over operations at the WWTP. In preparation to oversee facility, Maintenance Coordinator Warren Walters, gave a tour to Chief of Operations, Greg Swartz and his operators, Ron Roark and Jeremy Montooth. The County has a vested interest in maintaining daily operations of the Wastewater Treatment facility since they are local and shared costs for treating sludge is involved. The Mayor and Council feel confident in the ability of the new Supervisor and his crew of operators in the daily maintenance at the Waste Water Treatment Plant. Kent County Department of Public Works became a helpful resource of information and support which lead to the Town's initiative to release MES of their duties thus lead to the decision with the new contract with Kent County. We can expect a final report from MES. Kent County will provide daily routine maintenance of operations to the WWTP and will notify the Town of any breakdowns to receive authorization for any repairs needed as stated in contract.

Georgetown Collection: added three (3) new hookups to our Wastewater Treatment Facility. Notification from Kent County allows preparation of added flow and Treasurer, Barbara Shaw will remove the Bay Restoration Fee from statements of these residents whom will now pay through the County. The additional hook ups and extra flow added by the county shall help activate the breakdown of sludge during colder months within SVR basins.

Bearing Construction: A certified letter was prepared by Town Attorney Tom Yeager and sent to James Merrell, President of Bearing Construction and the project manager Jason Yoder regarding payment for reimbursement of September 2018 penalty at WWTP. Tom will follow up with post office to see if a return receipt was received and if by email. If a timely response is not received by Bearing Construction, then the town's intention will be notifying bond company to act on bond.

MDE/USA Grant WSE 08.15 Water Meter Replacement-KCI/Ferguson Waterworks/Mueller: With weather permitting Al Boulden & Son will begin final phase on December 9th to replace meter yolks and pit curb box and stops. This is the result of a change order with locations including the Town Hall with total cost \$7,219.00.

Kent County IT: MOU has been signed and is complete. The Town will receive remote desk top support, hardware support and website support from Kent County IT. A recent development of Malware virus was discovered. The Kent County IT team scanned all office computers. All audio minutes were saved and found not compromised. Containment of virus was to the audio server since September 30, 2019. Town did not receive any notice of Malware virus detection from former IT vendor. This occurred while in transition from former IT vendor over to Kent County IT. Kent County IT has scheduled to update and switch out Barbara's computer for Wednesday, December 4, 2019.

Comprehensive Plan: RFP updated and awaiting David Dahlstrom's review.

DHCD Façade Grant 2019/2020: Kathleen Billmire, Town Facilitator is working with applicant of 125 N. Main and the MD Historical District on the requested 23 replacement windows. The Town of Galena has been selected for the DHCD Façade Grant FY2020 in the amount of \$55,000.00. Applications will soon be available in the office and online. Kathleen submitted a Sustainable Community Modification for a boundary modification. This means that if approved, all residents for the Town of Galena will be able to apply for the Façade Grant.

Keeping Maryland Beautiful Grant: FY2019 project will be complete once final report is submitted in January. FY 2020 application has been submitted and town will receive notice of award in March 2020.

MSEC-MEA Smart Energy Grant FY2019- During the month of December the light fixtures will be changed out to LED's at the town office, garage and well houses by Bob Lawson. Council Member Piasecki asked about the replacement of LED streetlights. Kathleen explained that this was a grant from Delmarva that was of no cost to the town where Delmarva would replace 20 streetlights belonging to the town every year. The completion of this project is expected by the spring of 2020 where all of Galena's street lights will be changed to energy efficient LED lights.

MSEC-MEA Smart Energy Grant FY2020- Kathleen will apply in December. Now that the town is recognized and known as Existing Communities the amount increased to \$50,000.00. Solar panels and hvac will be the intended updates used for this source. A quote has been submitted to AL Boulden.

Community Park Grant-Public Restroom: Construction can begin once AECOM and MDIA signs off on plans.

DNR-Gateway Park: The wooden bridge has been removed and replaced with a paved walkway. Paving at Tower No.4 and patched parking lot at town hall. The work was done by Danny McHenry.

Zoning update: A meeting is scheduled this week with Planning Commission Committee Member, Bud Felty, Kathleen and David Dahlstrom to resolve and clear unanswered questions. A workshop is scheduled for Sat. Jan. 4, 2020 to finalize a draft and will be advertised. Intent is to finalize draft before Planning and Zoning Meeting, January 27, 2020, whereas a public hearing will be scheduled and advertised.

DBA Church Meadows LLC & MSP: Tom drafted a simple agreement and release letter to the Piasecki's that the town will not hold them accountable to install sidewalks and we will notify the bank to release the irrevocable letter of credit when payment of \$7500.00 to the town is received. The Mayor agrees to contact the Piasecki's to have all parties sign. Once signed and monies exchanged, the Town will send letter to the bank.

AP Wireless: Tom reported a conference call took place whereas language to agreement was changed with explanations. All parties received emailed copy of changes. AP Wireless responded in agreement. NB+ C responded with a thank you for completion of contract. Awaiting response from AT& T's counsel to accept changes. The town expressed its importance of the tower's main function and use is to provide water to town's residents and cannot interrupt its use for the contractual obligation for a cell phone carrier. The town believes it is being reasonable with changes and will benefit from the revenue and residents will benefit by receiving cell phone services.

Park, Rec and Tree Committee will meet again on Tuesday, February 18, 2020 at 6pm. Council Member Merrell spoke with Richard Baker of the MD Transportation about portable speed signs to track data. She found no restrictions to where signs need to be placed. It would be the town's responsibility if a wooden post or metal perforated post is needed to secure and hold sign in place. She is unsure of a permit fee and may result that fees are waived since it is between intergovernmental agencies. The application asks for intended locations for sign. It is unclear the time period for the permit. The Mayor suggests for Merrell to create a pricing plan showing comparison costs of signs with a list of suggested locations for the next meeting. Discussion followed about fundraising when Kathleen brought up the cost of the sign and how to pay for one. Tom mentioned a town can rely on donations and can receive monies bequeathed in a will, however, it can be complicated to earmark and strongly suggests for the town not to solicit funds. He is not opposed to group collection through 'Being Kind' contribution. Meaning a nonprofit organization solicits funds and donates to the town. The Town has received donations in the past which have been earmarked and used towards certain events.

Treasurer, Barbara Shaw reported status of delinquent W/S/Brf/Trash is in the amount of \$13,980.64. With 67- late notices went out Nov. 20th and Shut offs will be Dec 18th. As of today, one property is shut off. Barbara continued that Mueller's Integration with Accufund has been completed. Accufund Web Hosting Contract and Software installation complete. Office staff will be added once user security permission issues are resolved. All Office staff and Council members shall receive login access to Accufund. Roles and permission will be limited to read only to Council members and available only when office staff is not logged in. This is a cloud-based accounting program for billing. Backup will be done remotely by Accufund. Barbara's new computer and antivirus protection will be completed soon by Kent County IT. This month, Barbara will be preparing an activity report with the audit to be reviewed by attorney before sending to KC for the WWTP. This activity report will be a breakdown of expenditures to help show depreciation amount. It will differentiate monies spent on maintenance and operation and to show administration costs with amount collected. Tom will review MOU to see how this due date of payment can be changed. An adjusted payment schedule is needed and agreed to since it poses a challenge for the treasurer when reconciling. After receiving a letter notifying us that PNC Bank changed the town's account from a business checking account to a PNC business checking plus account, Barbara followed up and is satisfied this would be the best type of account for the town's needs. This change will take place between January 16th and the 23rd. This account does not accrue interest, a minimum balance is required, and a service charge is taken since they provide scanned copy images of cancelled checks for our accounting and auditing needs. The annual debt report was submitted with no anticipated debt. Workman's comp audit is based on payroll which a credit has been received.

Through the concerns of resident, William Graham, Main Street, the following topics were discussed. With the support from Kent County IT our website will be updated (with the agenda and minutes). Mayor and Council ask our residents to be patient as this will be done voluntarily as a shared resource. For up to date information on the town can be found through social media-Facebook.

Progress is being made collecting data with Mueller's meter MiNet program to determine if portals for residents to view their own water usage will be beneficial to the town and its residents. If initiated, fees will be assessed and passed onto consumer. Consumers can look forward to paying their utility bill online for a service charge amount to be decided by the town.

Resident asked if water solution could be solved by adding a meter to well when gardening. Sarah suggested rain barrel collection is eco-friendly. In Tom's opinion for a resident having a separate meter installed on a private well not flowing into the sewer creates issues for the town.

Sarah was led to research requirements when replacing windows which led her to inquire about energy code with the Division of Labor. Tom explained we are not bound by the energy code meaning we do not have to enforce but we have adopted therefore we need to be uniformed in our procedures. He suggests an amendment to our ordinance if we do not agree with international code and find it implacable to our town, we can amend by exempting home built prior to the adoption date of the code.

Reason for this code is to encourage conservation and practice energy efficiency. It's there to hold a uniform practice in place when changing the structural integrity and alterations to building. Copies of the building code can be found at the library and at the county. Enforcement of building code can be difficult; however, the town makes it easy to apply for an affordable permit which does become revenue for the town. A problem the town is trying to resolve for an applicant whom applied for the façade grant, whom met opposition receiving state funds because the building code states once a window comes out, it changes the structural integrity and needs to be replaced with an updated energy efficiency new windows whereas the Historical Trust wants the window restored therefore violating the code.

Meeting/Event Schedule:

Mayor Carroll and Council Member Merrell informed Barbara they will be attending the ESAM dinner on Jan 21st at the Fisherman's Inn at 6pm for her to make the necessary arrangements for registration. The next MMA meeting is scheduled for February 6th & 7th in Annapolis. Mayor Carroll will provide dates to his availability to visit GALES in February 2020 for the 'If I were Mayor' contest. Annual Appreciation dinner is scheduled for February 29th at the Fish Whistle at 6pm, invitations will go out in January. The next COG meeting will be in January 2020. Barbara will be sending out an email about MML summer conference that is scheduled for June 28th through July first.

For the Good of the Town:

Mayor Carroll attended The Jefa's Mexican Restaurant as they celebrated their one-year anniversary in business. He presented them with a citation recognizing them in their accomplishment. A donation was received from Dorothy Abel and her sister Helen Allen that was applied towards refreshments at Town's Annual Veteran's Day Ceremony. Mayor Carroll visited Helen Allen and presented a citation whom recently celebrated her 100th birthday. Town Office is closed Dec. 24th & 25th and Dec. 31st & Jan. 1st in lieu of holidays.

Respectfully submitted,

Pamela L. McCoy

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Clerk