

**Galena Mayor & Council Meeting
February 3, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, February 3, 2020.

Those in attendance were Mayor John Carroll, Council Members' Jack Duhamell Frank Bogdan and Sarah Merrell. Also, in attendance: Town Facilities & Zoning Coordinator, Kathleen Billmire; Treasurer & HR Coordinator, Barbara Shaw; Clerk, Pamela McCoy; Town Attorney, Tom Yeager; and KC Sheriff Office, Lt. Kettner. Not in attendance was Council Member Albert Piasecki.

Motions:

Approval of January 6, 2020 Written Minutes: **Council Member Merrell motioned to accept January 6, 2020 Minutes; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Speed Signs: Council Member Merrell asked Lt. Kettner, KC Sheriff's Office, if having the speed sign data, would it help with enforcement of speeders? Lt. Kettner responded the Sheriff's Office tries to enforce during heavy traffic flow and it may vary as to times depending on manpower. Merrell explained the intent to purchase speed signs to assist Sheriff Department to ensue violators during peak times and helpful to drivers making them more aware of speed. The Mayor introduced Mayor of Betterton, Don Sutton, to speak about the speed radar signs they have in town. Mayor Sutton explained the benefits of having the signs, the data they collect and that you can produce a report to share with the Sheriff's office. He stated that it is a benefit to the safety of the town. Council Member Merrell's recommended the TC400, extra brackets and posts will be needed for installation. Approximate cost is \$4,000.00 for everything. **Mayor motioned budget of up to \$4,000.00 to purchase everything for the speed sign; Council Merrell will present to council a bid with the best possible cost before the sign is purchased; Council Member Duhamell second motioned; all present were in favor. Motioned carried.** The Mayor instructed Council Member Merrell to coordinate with Warren of speed sign placements once we have them and give an update next month.

Approval of Treasurer's Report: Revenue report for December with 50% of Budget not including Capital, General Fund is 52.119% of budget, Sewer Fund is 49.16% of budget, and Water Fund is 50.86% of budget. Expense Report for December with 50% of budget, not including Capital, General Fund is 39.97%, Sewer Fund is 50% and Water Fund is 59.07% of budget. December Bank balances: General Fund \$460,545.78; Sewer Fund \$610,594.75; Water Fund \$50,288.44 with a total balance of \$1,121,428.97.

WWTP Project Funding: No Fund request currently.

Water Meter Project Funding: Ferguson Water meter project invoice #4 is pending (need Accufund's invoice and count of unused materials). MDE-WSG 08.15 Grant Req. #2 of \$19,918.28 submitted on December 16 and was received January 14. **Council Member Duhamell motioned to approve of the Treasurer's Report; Council Member Merrell second motion; all present were in favor. Motion carried.**

Annual MML Golf Tournament-Town's Sponsorship \$100.00: Council Member Duhamell motioned to be a sponsor for \$100.00; Council Member Merrell second motion; all present were in favor. Motion carried.

Close Session-Employee Matters: Mayor advises that it is for staff reviews/employee re-structuring. It has been over a year since the re-staffing. **Council Member Duhamell motioned to close regular meeting at 8:37 p.m.; Council Member Bogdan second motioned; all present were in favor. Motion carried.** Regular meeting was reopened at 9:01 p.m. Mayor reported that the council discussed employee reviews.

Approval of February 3, 2020, Audio Minutes. **Council Member Bogdan motioned to approve of the February 3, 2020, Audio Minutes. Council Member Duhamell second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Duhamell motioned to adjourn the meeting; Council Member Bogdan second motion, all present were in favor.** Meeting was adjourned at 9:03 p.m.

Recommendations/Comments:

Special Galena Police Patrol: Lt. Kettner reported that special services were used in January of \$270.00 leaving a balance of \$2,062.61. 3 hrs. Foot Patrol, 2 hrs. Vehicle Patrol, 0 Warnings, and 0 Citations.

Water/Sewer/Sludge Report-The Mayor reported on the Kent County's January 2020 Water & Wastewater Report. The Water facility with total flow was 1,089,000 gallons, average water daily flow 29,645 gallons with no violations. Wastewater Treatment Facility total wastewater flow 632,498 gallons with an average daily flow 20,403 gallons. A noncompliance was reported for exceedance of the pounds of total nitrogen set in the NPDES permit. The exceedance occurred during 2019 before Kent County Division of Water and Wastewater assumed operation and maintenance of the Town's facilities. Kent County staff performed the following activities at the Water and Wastewater Facilities: Sampling and testing required by the Safe Drinking Water Act; Sampling and testing required by the NPDES permit; Made process adjustments to reduce energy consumption and chemical usage; Performed necessary preventive maintenance; Restocked chemicals and lab testing supplies; Drained and cleaned accumulated sludge from the post aeration basin; Tested wastewater plant emergency alarms; Continued washing accumulated sludge from the denitrification filters; Submitted year end reports to MDE as required by NPDES and sludge utilization permits; Purchased replacement ultraviolet disinfection lamps. Existing lamps are past due for replacement; and Managed digester and sludge removal as necessary.

Reports/Grants/Projects-Kathleen Billmire, Town Facilitator & Zoning Coordinator reported:

WWTP-We are all very pleased with the Kent County Operators managing the WTP.

Georgetown Collection-4 residential sewer hookups were established in January 2020.

MDE/USDA Grant & KCI/Ferguson/Muller/WaterSmart-Change Orders for the water meters are complete. January 21, staff had a kickoff meeting with WaterSmart reps. This training is to prepare for the Customer Portal system of the water meters. Barbara has been transferring data sample files of residential, consumption, billing, payments etc. to make sure the format of these files will work with their system. Barbara and I are scheduled to have weekly meetings until this is completed.

Kent Co IT-Firewall for the Town Hall was installed January 15, 2020. Discussion of revising the website has continued.

Comprehensive Plan-The RFP is still under review by the Mayor & David Dahlstrom.

DHCD Facade Grant FY19/FY20-One (1) project is still in process. All reimbursements for FY19 are now complete. Applications for the FY2021 will be available on the website in March. DHCD will be hosting a workshop on February 20th in Chestertown and to hear of a new replacement window that town residents could use. 2019 Minor Modification Form was submitted for the extension of the boundaries of the Town and waiting for hearing on the decision in February.

Keeping Maryland Beautiful FY19/FY20-FY19 will be completed this month. FY20 award notification by March.

MSEC-MEA Smart Energy FY19/FY20-The installation of the LEDs in the Town Hall, Office, Garage, and Well Houses are now complete. An application for FY20 was submitted in December for solar panels for the Town Hall.

DNR, Community Park/Restroom-Quotes have been submitted and reviewed. We are currently working on scheduling of the contractors.

Planning Commission Update-On January 27th, the Planning Commission had a Public Hearing for public comments on the proposed Zoning Ordinance. This meeting had a very low turnout with only two (2) residents addressing their recommendations. At the regular meeting, the Planning Commission discussed the comments and made some modifications. The Zoning Ordinance is available on the website for your review and the Planning Commission will be submitting the recommendation of the Zoning Ordinance to Mayor and Council on Monday, March 2, 2020. Next, the Planning Commission will be revising the Land Subdivision Ordinance 1997.

January Zoning-4 Permits were issued, 5 Code Enforcements were issued and 1 is not in compliance: Neighborhood dispute, A resident called in two (2) complaints: 1) two (2) bushes have been sprayed with a chemical on the ground killing them & their mailbox has been smashed. The Sherriff Dept has been called on the complaints.

AP Wireless: Attorney Yeager reported that AT&T requested more information for the town and a few questions, which was taking care of. Mayor reported that the town is still waiting for information from our IT regarding locations of antennas, so there are no interferences.

Kent County Audit/1st Amendment to WWTP Agreement with KC: Mayor reported that our attorney drafted a letter to the county regarding the amendment, adding in capital reserves to be 70%/30% split and revising the payment schedule. Mayor stated that now Kathie and I will finalize it and then present it to Mike Moulds for him to bring to the Commissioners. Barbara asked if we will refund the county for FY18/19 or keep it as a credit? Attorney reviewed the MOU and it advised that a credit would be issued on the surplus. His opinion to the town to have Barbara and Pat Merrell, based on accounting purposes, figure out what would be best. Barbara advised that she would speak to our auditor since the funds were for FY18/19.

Park, Rec and Tree Committee next meeting on Tuesday, February 18, 2020 at 6pm. There is no meeting for January.

Mayor's/Council Reports-Mayor met with Mr & Mrs. Piasecki, Church Meadows, today and they signed the bond release agreement and we credit our check.

Accufund Web Hosting Contract/Software-Barbara reported that Accufund upgraded software has been installed. There are a few issues with users' security permission. Accufund could not address the issues in January due to year end tasks. Hopefully, this will be resolved in February. Still pending completion of Card-X application for online payments. W2's should have been received, if not please let me know.

Donations FY19/20-Georgetown Fireworks Revised to \$250.00. Update, this donation was already given for FY19/20 in July 2019.

KC Real Estate Tax Sale-There are no eligible properties in Galena for this year.

Annual GVFC Grant-Barbara requested the grant request letter from the GVFC. Council Member Duhamell advised that he make sure the I receive it.

Respectfully Submitted,



Barbara A. Shaw
Treasurer