

**Galena Mayor & Council Meeting
March 2, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, March 2, 2020.

Those in attendance were Mayor John Carroll, Council Members' Jack Duhamell, Frank Bogdan, Albert Piasecki, and Sarah Merrell. Also, in attendance: Town Facilities & Zoning Coordinator, Kathleen Billmire; Treasurer & HR Coordinator, Barbara Shaw; Maintenance, Warren Walters; Town Attorney, Tom Yeager; and KC Sheriff Office, Lt. Kettner.

Motions:

Recommendation of the Zoning Ordinance and Zoning District Map 2020: With must discussion, the Council requested to add the adoption of the Kent County Erosion Settlement and Stormwater management policy to Ordinance 2020-01 Town of Galena Zoning Ordinance and Zoning District Map 2020. **Council Member Jack Duhamell motioned to Introduce Ordinance 2020-01 Town of Galena Zoning Ordinance and Zoning District Map 2020, as well adopting the Kent County Erosion Settlement and Stormwater Management policy to the Ordinance 2020-01, Council Member Albert Piasecki second motion; all present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report for January with 58.33% of Budget not including Capital, General Fund is 57.24% of budget, Sewer Fund is 49.19% of budget, and Water Fund is 50.86% of budget. Expense Report for January with 58.33% of budget, not including Capital, General Fund is 46.50%, Sewer Fund is 50.80% and Water Fund is 62.85% of budget. January Bank balances: General Fund \$628,637.87; Sewer Fund \$628,637.87; Water Fund \$50,294.85 with a total balance of \$1,086,750.62.

WWTP Project Funding: No Fund request currently.

Water Meter Project Funding: Ferguson Water meter project invoice #4 is pending along with CO#4 (Decrease of \$498.00). MDE-WSG 08.15 Grant Req. No funding requested currently. **Council Member Piasecki motioned to approve of the Treasurer's Report; Council Member Duhamell second motion; all present were in favor. Motion carried.**

State of Maryland 2020 Constant Yield Tax Rate: as of July1, 2020 the new constant yield tax rate will be 0.2350 per \$100. **Council Member Bogdan motioned to approve 2020 Constant Yield Rate of 0.2350; Council Member Duhamell second motion. All present were in favor. Motion carried.**

Close Session-Personnel Matters: **Council Member Piasecki motioned to suspend Regular meeting to go into closed session; Council Member Merrell second motion. All present were in favor. Motion carried at 8:35 pm. Open Regular Meeting 9:14.**

Promotions Titles: During the closed session it was suggested Warren Walters be given the title of Maintenance & Facilities Coordinator. **Council Member Duhamell motioned to approve Warren Walters new title to Maintenance & Facilities Coordinator; Council Member Bogdan second motion. All present were in favor. Motion carried.** Also changing the title of Kathleen Billmire to Grants & Zoning Coordinator. **Council Member Duhamell motion to approve Kathleen Billmire new title to Grants & Zoning Coordinator; Council Member Bogdan second motion. All present were in favor. Motion carried.**

Approval of March 2, 2020, Audio Minutes. **Council Member Merrell motioned to approve of the March 2, 2020, Audio Minutes. Council Member Piasecki second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Merrell motioned to adjourn the meeting; Council Member Piasecki second motion, all present were in favor.** Meeting was adjourned at 9:16 p.m.

Recommendations/Comments:

Special Galena Police Patrol: Lt. Kettner reported that special services were used in February of \$182.84 leaving a balance of \$1,879.77 0.5 hrs. Foot Patrol, 3.5 hrs. Vehicle Patrol, 4 Warnings, and 4 Citations.

Water/Sewer/Sludge Report-The Mayor reported on the Kent County's February 2020 Water & Wastewater Report. The Water facility with total flow was 998,000 gallons, average water daily flow 34,414 gallons with no violations. Wastewater Treatment Facility total wastewater flow 581,000 gallons with an average daily flow 20,034 gallons with no violations. **Reports/Grants/Projects-**Kathleen Billmire, Town Facilitator & Zoning Coordinator reported:

WWTP-Fats, Oils, & Grease (FOG). 14 businesses were selected on awareness and information on FOG in our sewer lines. This is because of the issues we have been having at the WWTP. In the future, we will need to check businesses with grease traps to ensure they have installed and routinely disposing the grease properly and not down the drain.

Georgetown Collection-2 residential sewer hookups were established in February 2020. To date – 16 out of 55 are completed.

MDE/USDA Grant WSG 08.15 Water Meter Replacement/ KCI/Ferguson- Warren and Kathleen continue to monitor and call residents on alerts if we have a contact number to reach them. In January: 14 alerts (10 leaks / 1 no flow / 1 unable to read) February: 17 alerts (14 leaks / 3 no flows). Total of water meters – 322

Water Smart – Customer Portal - Barbara and Kathleen continue to have bi-weekly meetings with WaterSmart and supplying data. This online feature will be a cost saving for our residents and businesses to receive alerts and view water consumption in real time.

Accufund –Presentation of Accufund’s pay portal overview. John, Barbara, and Kathleen reviewed the pay portal in how it works in customers viewpoint and the ease of how they would pay their water bill online.

Kent Co IT-Firewall was installed in the Town Hall - prevention of unauthorize access to or from our network site. Soundcloud for the Audio Minutes and all computer equipment is in working order.

Release of Bond – Church Meadows – Irrevocable Letter of Credit #101 Church Meadows LLC Lots 8-15, Section 2 (Michal & Shannon Piasecki). A letter of credit was signed by Mayor Carroll and Michael Piasecki & Shannon Piasecki on February 12, 2020, the signed letter was sent to First Shore Federal to request the releasing funds of \$10,000.00.

Kent County Commissioners Agreement – to provide for the setting aside of funds for short- and long-term capital reserves. Letter was emailed out to Mike Moulds on February 19th and February 20th the agreement was also sent. Mike forward the proposal to the finance department for review. Waiting on approval.

Comprehensive Plan-The RFP is on hold.

Code Enforcement: Warnings have been sent about parking on the sidewalks on Main St. and Birchwood Ln. As well as parking on the grass and a motorcycle parked on the sidewalk on Laura Ln.

DHCD Facade Grant FY19/FY20- (\$50,000) 80% / 20% funding + 5% admin fee: Still working on one (1) project – 125 N. Main (23 windows). On Thursday, March 5th, Secretary Ken Holt will be visiting our town in hopes to resolve the MHT restrictions to our town. According to a survey that was taken in 2000, a number of contributing commercial and residential structures date from the 1910’s and 1950. There are 125 major resources lying on Main Street, Cross Street, Phelps Ave., Seminary Lane. Of the 125 resources, 76 contribute to the potential district; 49 do not contribute that are in the Galena Historical District.

Keeping Maryland Beautiful FY19/FY20-FY19 Clean Up and Green Up (\$4000) is now complete. FY20 Clean Up and Green Up - (\$5000) 100% funded. Waiting on approval of Award – due March 2020.

MSEC-MEA Smart Energy FY19/FY20- FY19 Smart Energy (\$25,000) 80% /20% funding, waiting on reimbursement (\$10,434.40) on the update of LED lighting & fixtures in Town Hall, garage, and well houses (towers 3 & 4). Total cost: \$13,043.00. FY20 - - Smart Energy (\$50,000) 80% / 20% funding: waiting on approval of Award – Due in June 2020.

DNR, Community Park/Restroom- (\$58,000) Balance \$50,874.16. 100 % funding, the blueprints of the public restroom have been approved and stamped. Mayor John, Warren Kathleen went through the bids and selected the best fit and price for the project. A pre-construction meeting has been set for March 4 at the Town Hall.

AP Wireless: Attorney Yeager reported a revision to contract was sent to AP Wireless to expand the number of days from 15 to 60.

Park, Rec & Tree Committee: Next meeting will be Monday, March 16, 2020 6:00 pm.

Mayor’s/Council Reports- MMA Conference Update: Mayor reported there was a discussion of the tax differentials in the Towns. The Highway User Revenue the towns receive 80%, 15% goes to the County for Roads. There is Sun Set Taxes will be deleted in 2024. Mayors have sent letters in support to remove the Sun Set Clause.

Safe Route to School: Council Member Merrell reported there is an application for grant money 80%/20% to help purchase speed signs. Application is not available until April.

Accufund Web Hosting Contract/Software-Barbara reported she will be meeting with Accufund on February 18, 2020 about a few issues with users’ security permission.

Respectfully Submitted,



Barbara A. Shaw
Treasurer & HR Coordinator