

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

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, April 6, 2020. Mayor stated this is a Public Meeting but closed to public due to Covid 19 and social distancing. The audio minutes will be available on the website.

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

Motions:

Approval of February 3, 2020 Close Session Minutes: **Council Member Duhamell motioned to approve the Close Session Minutes of February 3, 2020 meeting; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report for February with 66.66% of Budget not including Capital, General Fund is 75.56% of budget, Sewer Fund is 49.35% of budget, and Water Fund is 51.00% of budget. Expense Report for January with 66.66% of budget, not including Capital, General Fund is 57.00%, Sewer Fund is 63.32% and Water Fund is 69.78% of budget. January Bank balances: General Fund \$507,828.13; Sewer Fund \$628,672.71; Water Fund \$50,300.64 with a total balance of \$1,186,801.48.

WWTP Project Funding: USDA Approval-23rd – 06 Grant of \$19,239.64 (#313.74-WWTP & \$18,925.90-Meter) Submitted 3/27/20 Pending. Water Meter Project Funding: Ferguson Water meter project invoice #4 \$37,851.80 with CO#4 (Decrease of \$498.00). USDA Approval-funding noted above. CO#4 has been approved 4/3/20. MDE-WSG 08.15 Grant Req. No funding requested currently. **Council Member Merrell motioned to approve of the Treasurer's Report; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Scade Radio System: Council Member Duhamell motioned to move forward with purchasing a new Scade Radio System; Council Member Bogdan second motion. All present were in favor. Motion carried

AP Wireless: Attorney Yeager has reviewed the contract with AP Wireless, and agrees with the contract. **Council Member Duhamell motioned to accept the AP Wireless Agreement; Council Member Bogdan second motion. All present were in favor. Motion carried.**
Amendment to WWTP MOU Agreement w/KC: Attorney Yeager recommended to the change of payment from 30 days to December 15th. **Council Member Merrell motioned to except the Mayor to sign the Amendment to WWTP MOU Agreement; Council Member Duhamell second motion. All present were in favor. Motion carried.**

Additional Signing Authorization 3rd Council Member: The Mayor suggested to add a third Council Member to sign papers and checks in case of an emergency. Council Member Bogdan volunteered. **Member Merrell motioned to accept Council Member Bogdan to be added as the 3rd Council Member to be able to sign papers and checks; Council Member Duhamell second motion. All present were in favor. Motion carried.**

Approval of April 6, 2020, Audio Minutes. **Council Member Bogdan motioned to approve of the April 6, 2020, Audio Minutes. Council Member Duhamell second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Duhamell second motion, all present were in favor.** Meeting was adjourned at 8:47 p.m.

Recommendations/Comments:

Minutes for February 3, 2020, March 2 Closed Session and Regular Meeting will be approved in May.

Special Galena Police Patrol: No report

Maintenance & Town Facilities:

Water/Sewer/Sludge Report- Warren reported on the Kent County's March 2020 Water & Wastewater Report. The Water facility with total flow was 1,080,000 gallons, average water daily flow 34,839 gallons with no violations. Wastewater Treatment Facility total wastewater flow 628,550 gallons with an average daily flow 20,276 gallons with no violations. Warren stated the Town is having issues Scada System which is the Towers Radio System the communications between the towers keeps locking up and causing overflows with flooding. Warren recommends purchasing a new system which will cost \$17,615.00 from Marino Industrial.

Covid – 19 – Mayor reported the staff had a meeting on procedures to put in place for the town office. The Mayor has been receiving calls on what the business needs to do. Like to see the businesses put markers on the floors for distancing, limiting only 10 people in the business at a time. Warren typed up a Covid 19 Suggested Operating Procedures.

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

Water Meter project: Total Water meters – 323. Out of the three (3) new construction sites two (2) meters are online now. 110 Laura Ln will be the last new construction to come online. In March there were 16 alerts – 15 were large leaks, and 1 was a no flow (resident is out of town).

Water Smart – Customer Portal - Barbara and Kathleen continue to have weekly conference meeting calls in setting up the Customer Portal. This will allow businesses and residents to go online to view their water usage, receive alerts, and pay online. On March 21, a survey was sent out to all residents and businesses asking if they would want to use this free service or not. To date we have received 72 Yes, and 59 No's but want to be contacted on alerts. 192 residents have not responded.

WWTP: Kent County Operator Contract Renewal will be due June 30, 2020.

Georgetown Collection- 8 residential sewer hookups were established as of this quarter. Quarterly review (Jan-Mar 2020) Onsite Septic Disposal System was sent to Kent Co. Health Department. Waiting on confirmation from Kent Co. Health Department to send quarterly report to MDE.

Comprehensive Plan: Still on hold.

Zoning Ordinance: Public Hearing is on hold. Would like the Council to continue to review the Zoning Ordinance so that you will be prepared to discuss.

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

DHCD Facade Grant: FY19 \$50,000 – 1 applicant on hold with \$23,000 leftover. FY20 - \$50,000 3 applicants have applied, 1 cannot be reached and 1 has decided to withdraw. We will be returning a check to the applicant of \$446.21 that was required at the time application was submitted. Kathleen will be sending out information for residents/businesses to apply for FY20 and the application for FY21 will be available online this week on our website. A quarterly report (Jan-Mar) has been submitted to DCHD. No reimbursements were requested.

Keeping Maryland Beautiful Update: We were awarded the FY20 grant of \$4,500. Due to the Covid – 19, the Park & Tree Committee will be making a few adjustments to the original plan. The due date in completing this grant is February 28, 2021. There will be no Park & Tree Committee this month. However, the Park & Tree Committee will add flowers to the plants as they become available.

MEA-MSEC Energy Grant: FY19 \$25,000: Kathleen will be requesting a reimbursement for \$13,043.00 in changing out the LED lighting and fixtures in the Town Hall, office, garage and well houses by the end of this week. FY20 – we are still waiting to hear if we will receive this award.

DNR Community Park- Warren and Kathleen met with the contractors, made sure all the paperwork was in order and had a pre-construction meeting on March 4th. On Monday, March 16th ground was broken for the Public Restroom at the Community Park. Unfortunately, we had to stop the project due to COVID -19, once the stay at home is lifted, we will continue.

Subdivision Ordinance review: is on hold.

Proclamations: The Mayor read into record Proclamations for Arbor Day and Fair Housing Month.

Respectfully Submitted,



Barbara A. Shaw
Treasurer