

**Galena Mayor & Council Meeting
May 4, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, May 4, 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 Minutes: **Council Member Bogdan motioned to approve the February 3, 2020 minutes; Council Member Merrell second motion; all present were in favor. Motion carried.**

Approval of March 2, 2020 Close Session Minutes: **Council Member Duhamell motioned to approve the Close Session Minutes of March 2, 2020 meeting; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report for March with 75.00% of Budget not including Capital, General Fund is 80.04% of budget, Sewer Fund is 73.03% of budget, and Water Fund is 75.08% of budget. Expense Report for January with 75.00% of budget, not including Capital, General Fund is 67.40%, Sewer Fund is 72.67% and Water Fund is 75.89% of budget. January Bank balances: General Fund \$468,282.18; Sewer Fund \$628,628.06; Water Fund \$50,306.22 with a total balance of \$1,147,217.46.

WWTP Project Funding: USDA Approval-23rd – 06 Grant of \$19,239.64 (#313.74-WWTP & \$18,925.90-Meter) Submitted 3/27/20 and was received on April 27th. Also the Town received a waiver given us until July 31, 2020 to complete the projects.

Water Meter Project Funding: Ferguson Water meter project invoice #5 pending submission. USDA Approval-funding noted above. MDE-WSG 08.15 Grant Req. #3 – of \$20,061.45 submitted on 4/25/20 – pending. **Council Member Duhamell motioned to approve of the Treasurer's Report; Council Member Merrell second motion; all present were in favor. Motion carried.**

Approval of May 4, 2020, Audio Minutes. **Council Member Bogdan motioned to approve of the May 4, 2020, Audio Minutes. Council Member Merrell second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Merrell second motion, all present were in favor.** Meeting was adjourned at 8:59 p.m.

Recommendations/Comments:

Minutes for March 2, 2020, and April 6, 2020 Regular Meeting will be approved in June.

Special Galena Police Patrol: No report

Maintenance & Town Facilities:

Water/Sewer/Sludge Report- Warren reported on the Kent County's April 2020 Water & Wastewater Report. The Water facility with total flow was 1,107,000 gallons, average water daily flow 35,710 gallons with no violations. Wastewater Treatment Facility total wastewater flow 698,712 gallons with an average daily flow 22,539 gallons with no violations. The well communication system failed at the end of the month. Division staff continue to operate well #3 manually once a day. Marino Industrial will be installing the new Radio System for Towers 3 & 4. Quotes for monitoring system is all tied into one. Corrosion Control-Kent Webster is scheduled to start painting this week.

Equipment Cost Contingency Funds: Warren reported the town has received 3 quotes from each vendor for equipment for the Waste Water Plant. The total cost will be \$68,687.02. Waiting for the funds.

Restroom Update: Mayor advised the restroom project should be restarting this month.

COVID-19 Update/Cares Funding: Warren is meeting daily with Kent County on updates on COVID-19. Cares Act Funding committee is asking all counties to create a wish list for their Town Hall. The following items for the Town Hall are; 1) request for a Vestibule between the Town Hall and Administration Office – the Town will coordinate with Mike Moulds. 2) A request for a new phone system for the Administration Office and Town Hall – Town will coordinate with Shelley Heller/ThinkBig. 3) IT equipment – the Town will coordinate with Kent County IT. 4) PPE/Sanitation supplies to be reimbursed through the Health Dept. 5) If temporary help is needed. (Staffing needs) Still waiting on approval. North Shore Restoration gave the Town a quote to decontaminating the Town Hall.

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

AP Wireless Contract (Tower #3): The contract between the Town and AP Wireless was signed on April 9, 2020, by the Mayor John Carroll. The signed contract and the Zoning Permit #2019-02 dated March 4, 2019 (this permit was extended) was sent via email to AP Wireless for their signature. On April 10, 2020, a check from AP Wireless for the permit fees of engineering, inspection, attorney, and administration fees totaling \$4,773.35 was received and a signed contract by AP Wireless was also received via email. Due to the COVID-19, the project is on hold until restrictions have been lifted. Tower #3 – In November 2019, Tower 33 was scheduled to be painted, but the weather did not cooperate and was put on hold. Now due to COVID-19, painting has been put on hold, but Warren has been in communication with Corrosion Control in scheduling time once the restrictions have been lifted and before the installation of AP Wireless equipment goes on the tower.

Kent Co. WWTP Supervisor & Operator Contract Renewal: This contract is up for renewal on June 30, 2020. According to Mike Moulds, director of Public Works, the contract for July 1, 2020 – June 30, 2021, will stay the same and the county will not raise the rate on this contract.
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.

Georgetown Collection- 23 residential sewer hookups were established 56. Kent County has extended the deadline hookup date to August 2020. Waiting for OSDS – Onsite Disposal Septic System Quarterly Report from John Beskid, KC Health Dept. so that I can send our quarterly report to MDE.

Water Meter Replacement/ Mueller System – Mi.Net. - A total of 324 water meters were installed. For the month of April: 29 alerts (24 possible large leaks / 5 no flow). Two (2) new meters were commissioned in April: 110 Laura Ln & 121 Dogwood Dr.

Water Smart – Customer Portal - 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 97 Yes, and 71 No's but want to be contacted on alerts and 6 OPT-OUT, no response – 150 = 324 meters.

Draft of the Zoning Ordinance: Due to the COVID -19, the review of the Zoning Ordinance has been on hold. Depending on when the restrictions will be lifted, we will schedule a Public Hearing for the Draft of the Zoning Ordinance possible mid-June.

Comprehensive Plan: still on hold.

DNR Community Parks & Playground – Comfort Station/Public Restroom update – To date, the Town has paid invoices from engineering, architect, inspections, and contractors for a total of \$20,582.85. In May Kathleen will be submitting the paid invoices to the Land Acquisition & Planning – DNR for reimbursement. This grant is 100% funded, up to \$58,000.

DHCD Facade Grant: FY19 – the current balance award is \$23,747.39, FY20 - \$55,000 3 applicants were submitted, 1) 114 n. Main, 2) 132 N. Main 3) 145 N. Main. 114 N. Main has withdrawn their application & the Town returned all fees to the resident.

DHCD Residential & Business Applications FY2021: Applications are now available at the Town Office or online. DHCD still determining the timeline & funding availability.

DHCD, MHT, & TOG – Meeting March 5th at the Town Hall, Secretary Ken Holt, Mary Kendall – DHCD, Mellissa Archer – MHT met with the Mayor, Warren, & Kathleen to discuss the limitations Galena has with DHCD grants.

Keeping Maryland Beautiful Update: We were awarded the FY20 grant of \$4,500. Due to the Covid – 19, the Park & Tree Committee did not meet in April. However, the Mayor did purchase flowers for the planters the Town has & found some large planters to place throughout the town.

MEA-MSEC Smart Energy: Kathleen will submit the Bob Lawson Electrical Services invoice for reimbursement of \$13,043.00 80% minus 20% (\$2,608.60) a total of \$10,434.40. This was for changing out the light fixtures and LEDs in Town Hall, Office, Garage & well houses.

MEA-MSEC-Smart Energy: Award for solar panels for the Town Hall has been approved. Next step is bids.

Town Attorney:

Amendment to WWTP MOU Agreement with Kent County: Tom went over the agreement, will print out, sign and send to Kent County.

Signing Authorization – 3rd Councilperson: Signatures have been updated with PNC Bank. Council Member Bogdan has been added.

Budget FY20/21 Emergency Ordinance No. 2020-02 Will be introduced June 1st and requesting to have a Public Hearing/Special M&C Meeting, Wednesday, June 17th at 6pm.

Proclamations: May Mental Health Awareness – The Mayor read into record May Mental Health Awareness.

Respectfully Submitted,



Barbara A. Shaw
Treasurer