

**Galena Mayor & Council Meeting
June 1, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:00 p.m. on Monday, June 1, 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; calling in by remote, Town Attorney, Tom Yeager; calling in by remote.

Motions:

Kent Co. WWTP Supervisor & Operator Contract Renewal: Kathleen reported the 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. Kathleen is proposing to renew their contract. **Member Merrell motioned to accept the contract renewal from Kent Co WTP/WWTP; Member Bogdan second motion. All present were in favor. Motion carried. Member Piasecki had to leave virtually and was not present for the vote.**

Approval of Treasurer's Report: Revenue report for April with 83.33% of Budget not including Capital, General Fund is 82.25% of budget, Sewer Fund is 72.92% of budget, and Water Fund is 75.08% of budget. Expense Report for April with 83.33% of budget, not including Capital, General Fund is 67.48%, Sewer Fund is 78.58% and Water Fund is 81.41% of budget. April Bank balances: General Fund \$424,955.86; Sewer Fund \$631,994.35; Water Fund \$50,242.52 with a total balance of \$1,107,260.57.

WWTP Project Funding: No funding update currently. Working with USDA on the possible contingency funds that will be available after all expenses are paid for both WWTP and Meter Project.

Water Meter Project Funding: Ferguson Waterworks invoice #4 pending submission. USDA Approval-funding noted above. MDE-WSG 08.15 Grant Req. #3 – of \$20,061.45 submitted on 4/25/20 – Rec'd \$20,062.00 on 06/01/20. **Council Member Duhamell motioned to approve of the Treasurer's Report; Council Member Merrell second motion; all present were in favor. Motion carried. Member Piasecki had to leave the virtually and was not present to vote.**

Approval of June 1, 2020, Audio & Video Minutes. **Council Member Bogdan motioned to approve of the June 1, 2020, Audio & Video Minutes. Council Member Duhamell second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Duhamell motioned to adjourn the meeting; Council Member Merrell second motion, all present were in favor.** Meeting was adjourned at 9:10 p.m.

Recommendations/Comments:

Minutes for March 2, 2020, April 6, 2020, and May 4, 2020 Regular Meeting will be approved in July.

Special Galena Police Patrol: Report was mailed in for the month of April with 0-Citations, 0-warnings. No Galena Patrols.

Introduce Ordinance 2020-02 Budget FY 20/21: Mayor read into the record. Treasurer Barbara stated the Highway User Tax is anticipating significant decreases in gasoline sales and vehicle titling due to COVID-19. The property tax rate be set at \$0.2350 per 100 of assessed value and the public utility tax rate be set at \$0.6000 per \$100 of assessed value.

Maintenance & Town Facilities:

Water/Sewer/Sludge Report- Warren reported on the Kent County's May 2020 Water & Wastewater Report. The Water facility with total flow was 1,245,000 gallons, average water daily flow 36,613 gallons with no violations. Wastewater Treatment Facility total wastewater flow 645,043 gallons with an average daily flow 20,808 gallons with no violations.

Restroom Update: The bathroom project has started again. Contractors has been contacted advising them that they can now proceed with construction. Weather permitting project should be completed by the end of July.

COVID-19 Update: The Mayor and Staff are working along with the Health Dept. to make sure that all our businesses are following all local Health Dept. Regulations as well as local codes and ordinances.

Tower Painting: The Tower painting is moving along. Tower #3 has been shut down for 7 days now and so far, no issues with water supply to residents. Tower #4 is holding 97,000 gallons of water while tower #3 is offline. Galena Fire Dept. and EOC has been made aware that we are operating off one tower and well. In this process we have found an underground control valve that is not working and will need to be repaired. Once the tower has been painted, we will have to wait 14 days or when paint is completely dry, then the paint will be tested for bacteria and any chemical off gassing. If the test passes, then Tower #3 can be put back into service. The pressure sensor that was relocated by Marion Industrial seems to be working well.

Kent County Water & Wastewater Division found that a thermostat has gone bad in the sample Refrigeration Unit at the Effluent station at the WWTP. The Contractor notified and the thermostat has been replaced and the unit is in working order as of Friday May 29th.

Bob Lawson's electric will be installing a new breaker for the transfer switch and generator at Tower #4 sometime this week.

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

Kathleen would like to give huge thank you to the Kent County IT crew. They advised us on what application and hardware to use, helped in setting up the software and camera equipment for this Livestream event to be possible.

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 will allow AP Wireless to install cell phone antennas and other equipment on & below Tower #3. This Permit is #2019-02 and MDIA will be inspecting the project. The Town will receive \$1,500.00 per month in revenue from AP Wireless. This project is on hold until Tower #3 has been renovated. In November of 2019, the renovation was put on hold to the weather. Now that some of the COVID-19 restrictions have been lifted and the weather is cooperating, Corrosion Controls is now on-site and maintenance on the Tower has begun. This will take about 3 weeks to complete. Notices were sent out in advance to property owners on this project and NO Parking signs were placed around the fence.

1st Amendment to WWTP MOU Agreement with Kent County: On May 29,2020, Mayor John Carroll signed the 1st Amendment to Wastewater Treatment Agreement between the Town of Galena and County Commissioners of Kent County. This agreement was sent to Mike Moulds via email and the original was sent by mail. This item will be on the County Commissioners agenda on Tuesday, June 9, 2020.

Georgetown Collection- 1 residential sewer hookups were established this month. Total hookups 24 out of 56. Kent County has extended the deadline hookup date to August 2020.

Water Meter Replacement/ Mueller System – Mi.Net. - A total of 324 water meters were installed. For the month of May: 26 alerts. July will mark the beginning of one (1) year of water usage for most of our residents and businesses.

Water Smart – Customer Portal – The WaterSmart Portal ties into our new water meter system that was installed in May-June 2019. Residents & businesses can now log into WaterSmart. The Software is in English and Spanish. Our residents can view their water usage, set up a notification on water alerts, and pay online provided they sent back their survey with their current information.

WaterSmart Contract Update: On January 6, 2020, The Town signed a one (1) year contract with WaterSmart (Jan. 2, 2020 -Jan.1, 2021) that provided access to the WaterSmart system, training, support, and our residents and businesses can use this service for one (1) year. Because of the COVID-19, the staff was not able to get the training completed in a timely manner. We have asked for an extension of six (6) months to the contract and WaterSmart agreed to the six (6) month extension. A revision of this contract needs to be drawn up stating the of the extension with an ending time of July 1, 2021, per Nick Trowbridge of WaterSmart. Our Town Attorney will compose a contract addendum for the changes.

CARES Act Application and Certification Agreement: The Town of Galena has applied and submitted a CARES Act application, Certification Agreement on May 29, 2020. Waiting on approval from the County Commissioners.

Town of Galena Zoning Ordinance 2020-01: A Public Hearing has been set for Wednesday, June 17, 2020, at 6 pm at the Town Hall. This will be a Virtual Meeting and the information for live streaming is on our website. The Draft of the Zoning Ordinance can also be viewed on our website.

Comprehensive Plan: still on hold.

DNR Community Parks & Playground: In May Kathleen submitted of \$20,582.85 of invoices for reimbursement from the work that has been completed. Kathleen advised the park rules signs need to be updated.

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. 115 S Main, 104 S Main, 162 N Main, 120 E Cross St., are interested and waiting on their application to be submitted. The deadline is June 16, 2020.

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

Keeping Maryland Beautiful Update: FY2020- Due to the COVID-19 & unable to partner with Galena Elementary School Students this spring and fall, the Park & Tree Committee have decided to change plans on making Galena Greener. 1) Purchasing dining table and chairs for Galena Pizzeria and Jefas and 2) Upgrade our trash containers to eliminate rain running in the containers.

MEA-MSEC Smart Energy: Kathleen has submitted the Bob Lawson Electrical Services invoice for reimbursement of \$13,043.00, Town has been reimbursed.

MEA-MSEC-Smart Energy: Award of \$38,000.00 for solar panels for the Town Hall has been approved. Next step getting quotes from vendors and then submit for approval.

Park, Rec & Tree Committee: Chairman Justinian reported the Park & Tree Committee has \$4,500, to beautify our Town. There will be a meeting on Monday, June 15, 2020 at 6pm and will be held outside.

Mayor's Report: Mayor John has concerns on Virtual voting. After much discussion each Council Member will state their vote and the Council Member who is on Virtually will state their vote. Will have a Charter Amendments later to address the changes that need to be change.

GVFC-BRF possible Credit- Barbara inquired with the Comptroller's Office regarding a credit for paid BRF from the BVFC. It was sent to their Taxpayer Accounting section. Received credit status on May 29th and the amount approved for credit is \$450.00 due to statute of limitations. The Town will be receiving a letter within the next 7 to 10 business days. Will advise when funds are received.

Good for Town:

Chicken Fees: Justinian Despense, 110 N. Main St., Galena, Md 21635, Mr. Despense is requesting 50% fee reduction due to COVID-19, income has decreased, or you might be unemployed. This will be discussed at later date.

Respectfully Submitted,



Barbara A. Shaw
Treasurer