

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

The Meeting was called to order by Mayor John Carroll, 7:06 p.m. on Monday, July 6, 2020.

Those in attendance were Mayor John Carroll, Council Members' Jack Duhamell, Frank Bogdan, and Sarah Merrell; also, in attendance: Town Attorney, Tom Yeager, Maintenance & Facilities Coordinator, Warren Walters; Treasurer & HR Coordinator, Barbara Shaw; Grants & Zoning Coordinator, Kathleen Billmire. Not present was Council Member Bert Piasecki.

Motions:
Approval of March 2nd, April 6th and May 4th, 2020 Minutes: **Council Member Duhamell motioned to approve the March 2nd, April 6th and May 4th, 2020 minutes; Council Member Merrell second motion; all present were in favor. Motion carried.**

Chesapeake Bay Trust Grant: Mayor advised the council of a grant opportunity with the Sassafras River Keepers with Chesapeake Bay Trust. It will be for the restroom in the park to help with water run off that could end up in the river. **Council Member Merrell motioned the approval to pursue the grant; Council member Duhamell second motion; all present were in favor. Motion carried.**

Appointment of Council Member for Planning and Zoning: Council Member Merrell advised that she will remain on the Planning and Zoning Committee for another nine (9) month term. **Mayor Carroll motioned to accept Council Member Merrell to the Planning and Zoning Committee; Council Member Duhamell second motion; All present were in favor. Motion carried.**

Approval of Treasurer's Report: Revenue report for May with 91.66% of Budget not including Capital, General Fund is 96.4% of budget, Sewer Fund is 79.6% of budget, and Water Fund is 76.15% of budget. Expense Report for May with 91.66% of budget, not including Capital, General Fund is 71.82%, Sewer Fund is 82.71% and Water Fund is 98.29% of budget. May Bank balances: General Fund \$501,243.34; Sewer Fund \$632,044.54; Water Fund \$50,246.52 with a total balance of \$1,183,602.24.

WWTP Project Funding: There is no pending funds currently. Working with USDA on items to purchase with the contingency funds.

Water Meter Project Funding: Ferguson Water meter project invoice #5 pending submission. Change orders from both Ferguson and KCI have been finalized and KCI is working on the substantial completion documents. USDA Approval-funding noted above under WWTP Project. MDE-WSG 08.15 Grant Req. - There is no fund request currently. **Council Member Duhamell motioned to approve the Treasurer's Report; Council Member Bogdan second motion; all present were in favor. Motion carried.**

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

Adjournment: **Council Member Merrell motioned to adjourn the meeting; Council Member Bogdan second motion, all present were in favor.** Meeting was adjourned at 8:43 p.m.

Recommendations/Comments:

Minutes for June 1st, June 17th, 2020, and Public Hearing minutes for June 17th, will be approved in August.

Special Galena Police Patrol: Mayor reported for both May and June that there were no special patrols either month. Cost for service to date is \$2,620.23 with a balance of \$1,879.77.

Maintenance & Town Facilities:

Water/Sewer/Sludge Report: Warren reported on the Kent County's June 2020 Water & Wastewater Report. Total sludge removal was 4.70 tons. Tower 3 has been painted. It was filled back up and water has been tested. No Bacteria was detected in sample. VOC testing completed and MDE made recommendations. Tower 3 is being brought back on line this date. Tower 3 has now had Fiber Optic Cable bored underground to the Metal Cabinet inside the fence around the tower. Kent County IT. will run this cable up to top of tower and broadcast a beam to the playground / tower 4. This will give us the ability to have our security camera's installed and be able to monitor the outside of bathroom and pavilion. The electrical components in the generator at the Jarman Ave. Pump station has gone bad and they do not make that generator any longer. So, we cannot get replacement parts. Have obtained 3 quotes for a new 10 kw propane fired generator. Contractors bid on Kohler and one bid was for a 10-kw propane fired Generac Generator. I do not recommend purchasing a Generac due to the problems we have had with the warranty issues for Generac. We have given approval to Marino Industrial to order and install a Kohler 10 kw, propane fired generator. It will take approx. 4-6 weeks to have shipped in and installed. Have contacted Sharp Energy to see what their policy is on the installation of the new generator. They stated that we could install new generator and hook up the propane line. They had no problems with this. They said that if we have any problems to give them a call. This purchase price for this generator is \$4,990.00 the other bid that was submitted for the 10 kw Kohler propane fired generator was for \$5,100.00. GFI breaker will be replaced for the Sampler at the Effluent weir. When the tech was here to fix the Sampler a couple of weeks ago, he stated that he thought that this GFI receptacle was the cause of the problem with the sampler. This will be changed out this week. On 7/4/20 the town was advised that there was a problem with the Decanter in one of the SBR's. The SBR had to be shut down and the County will be trying to identify problem. We should be ok with running with only 1 SBR/decanter in operation, as long as we don't get a huge rainfall or an abnormally large flow of sewage to the plant. Will advise when more information comes available.

Restroom Update: Bathroom project is moving along very well at this time. Framing company, Bob Lawson's Electric, as well as Ward's Plumbing have all completed their rough ins, and have called for inspections. Once inspections have been completed, we will move to the finishing segment of construction. Carl's Keys has already been on location and the bathroom door has been wired and can be hooked into the electrical panel. At that point we can set a timer for the door to automatically unlock and lock. Mr. Esche will return to finish ceiling and countertop. Lawson's Electric will return and run feed wiring from main panel in shop at Tower #4 to the bathroom. Install main panel in utility room of bathroom and label all wiring. Ward plumbing will be in to run sewer line and water line to and from Bathroom. Once these things are completed, we can paint the inside and outside of bathroom. Would like to use some type of Epoxy paint so it would be easier to clean up in the event someone decides to paint something on the walls. If anyone knows of anything any better on the market, please let me know.

COVID-19 Update/Cares Funding: Mayor and staff have continued to work on the changes that will be made here in the office to protect both the public and the employee's that use this facility. We have had a contractor come in and look at the office and give the Town and County an estimate on cost for changes. This will be brought before the County Commissioners this week.

Grants & Zoning:

Kathie reported that zoning has started reviewing the Land Subdivision Ordinance, the Comprehensive Plan needs to be reviewed and prepared for an RFP and there is no update on the grants.

Fee Schedule for Backyard Chickens: At the last Mayor & Council meeting a public comment from 212 Phelps Avenue would like the Backyard Chicken fee/license to be reduced by 50%. Mayor asked Kathie to prepare a Fee Schedule Resolution and includes any other fees to update and the council will review next month.

WWTP O&M Supervisory Agreement Renewal: Signed on June 9, 2020, Kent County Public Works Operators maintain the WWTP for the town.

WaterSmart Software: Amendment to Contract signed June 4, 2020 (extended contract time from Jan 2, 2020 -Jan 1, 2021, to Jan 2, 2020 to July 1, 2021). Kathie reported that we are still waiting for the amended contract from our Attorney, Tom Yeager. Tom replied stating that he was not sure what needs to be done and asked that the contract be sent to him again and he will take care of it.

AP Wireless: Antennas and equipment will be installed at Tower 3 starting in July. This is revenue for the Town. The delay was due to COVID-19 and the restoration of Tower #3 needed to be done.

Restroom: The goal is to be completed end of July. Painting the building (looking for volunteers), landscaping (looking for volunteers), in Aug/Sept-possibly a dedication and celebration at the community park. Contact vendors (food trucks), music-need outdoor speakers, gazebos/tents, and bring your own chairs.

Mi.Net Muller System: 324 water meters installed. 29 alerts for July. 133 for the year. Warren and Kathie are still contacting residents and businesses when we receive water alerts. Our challenge is getting the current information so that we can contact residents on possible water leaks. This system helps us keep track of the Town's water usage in real time and saves residents money on their water bill.

WaterSmart: 41 Registered with 108 visits. Still trying to encourage residents and businesses to log into the system to view their water usage and receive water alerts. This is a free service to our customers until June 30, 2021. A Mayor & Council public hearing will be held in the spring of 2021 to determine if we will continue with this system and what charge will be applied, if any.

KC IT/ThinkBig: Underground boring for connectivity for Tower #3 to Jarman Pump Station, Town Hall, Tower #4, and WWTP completed on June 30.

CARES (Coronavirus Aid, Relief, and Economic Security): KC Commissioners will be holding a meeting in July to vote on our Proposed Expenditures for the Administration Office and Council Chambers. If approved, the Town Hall will be under construction installing a vestibule, electronic door and 3 interior doors, new phone system, installing and moving electrical outlets.

Georgetown Sewer Hookup through Kent County Public Works: 34 out of 56. 13 connections from April-June 2020, 13 connections from January-March 2020, 8 connections from October-December 2019. The deadline for completion is Aug 2020. OSDS (Onsite Septic Disposal Quarterly Report)-waiting for confirmation from Health Dept. Report to MDE will be sent out in July.

NG-911 Readiness: July 1st, attended an online workshop by DATAMARK to understand addressing processes, workflow, and tools/technology as it pertains to the support of the county's public safety organizations.

Cracked Town Sidewalks: In March, a discussion was had on cracked and uneven sidewalks in Dogwood Village. Rev. Hays (resident) volunteered his time and provided the information on the sidewalks. There was much decision between the council and attorney as to who is responsible for the repairs to the sidewalks as stated in our charter/code and the Comprehensive plan. The Mayor advised that all sidewalks in town should be evaluated and the worsts one should be addressed first. The town does have Highway User Revenue and is hoping these funds can be used for this. The treasurer will investigate this for town. Everyone agrees that the town should maintain the sidewalks but have concerns that once repaired, the same issues will arise due to the vehicles parking and riding over them. Both Council Member Merrell and Maintenance & Facilities Coordinator, Warren, will investigate companies that will evaluate our sidewalks and how the town should move forward on this issue.

MML Virtual Conference: The Mayor, Council Member Merrell and Attorney all reported that overall, the virtual workshops were good but not the same as if you were there. Mayor advised that he is the President of MMA and MML is looking to do the fall Conference and possible the MMA Conference virtually too.

Treasurer:

Letter of Credit-Haggerty: Barbara asked the Attorney, Tom Yeager, if he was able to look into the Line of Credit of \$14,625.00 from George Haggerty with PNC Bank that expires August 2, 2020. He advised that this must be old and that the bank would not have the logistics on it. Mayor advised that he would reach out to Mr. Haggerty

GVFC-BRF Credit: A credit of \$450.00 has been issued to the sewer portion of the GVFC utility charges on June 30th. A letter will be enclosed with their next quarterly statement regarding their credit.

BRF Removal from Accounts: Between December 11, 2019-July 2, 2020 the BRF has been removed from 11 accounts. The county will now be charging this fee to the residents thru their tax bill.

Status of Delinquent Accounts-W/S/Brf/Trash: No delinquents accounts currently. As of today, \$4,758.13 is due. On June 15th, a payment reminder notice was sent to unpaid accounts, requesting payment by June 30th. With the next utility statement going out this month an additional note will be sent to all unpaid accounts asking them to pay the previous quarters charges. Advising them that once the COVID-19 comes to an end, penalties will be reinstated.

LGIT Renewal: Completed on June 24th and have received our FY2021 Initial Issue Package on July 1st. LGIT's new insurer for inspections is Hartford Steam Boiler (HSB). This information was passed on to Warren Walters, Facilities Coordinator, for any future inspections for equipment.

Respectfully Submitted,



Barbara A. Shaw
Treasurer & HR Coordinator