

**Galena Mayor & Council Meeting
August 3, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:03 p.m. on Monday, August 3, 2020.

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

Motions:

Approval of June 1st Meeting, 2020 Minutes: **Council Member Piasecki motioned to approve the June 1st, 2020 Meeting minutes; Council Member Duhamell seconded those motions; all present were in favor. Motion carried.**

Approval of June 17th Public Hearing Minutes: **Council Member Duhamell motioned to approve the June 17th, 2020 Public Hearing minutes; Council Member Piasecki seconded those motions; all present were in favor. Motion carried.**

Approval of June 17th Special Meeting, 2020 Minutes: **Council Member Bogdan motioned to approve the June 17th Public Hearing and July 6th, 2020 Meeting minutes; Council Member Piasecki seconded those motion; all present were in favor. Motion carried.**

Approval of July 6th, 2020 Meeting Minutes: **Council Member Bogdan motioned to approve the June 17th Public Hearing and July 6th, 2020 Meeting minutes; Council Member Piasecki seconded those motion; all present were in favor. Motion carried.**

Approval of purchase of Kubota backhoe from Hooper Equipment: **Council Member Piasecki motioned to approve purchase of a Kubota backhoe from Hooper Equipment for the price of \$11, 116.00 of which the Town will pay \$2653.79; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of Treasurer's Report: **Revenue report for June** with 100% of Budget not including Capital, General Fund is 104.35% of budget, Sewer Fund is 90.81% of budget, and Water Fund is 100.73% of budget. **Expense Report for June** with 100% of budget, not including Capital, General Fund is 79.67%, Sewer Fund is 90.02% and Water Fund is 102.06% of budget. **June Bank balances:** General Fund \$468254.48; Sewer Fund \$632099.92; Water Fund \$50318.77 with a total balance of \$1150673.17. **Bank Registers for June** (PNC/Peoples Checking) **WWTP Project Funding:** Miscellaneous Invoices - \$88, 377. 83 (McCrone & Contingency Items). USDA Approval-24th-06Grant of \$63074.43 (\$61, 676.93-WWTP & \$1397.50-Meter) Submitted 7/20/2020and draw confirmation was received today. Funds should be in our account this week. KC 30% Grant of \$26700.90 will be submitted to KC for reimbursement. **Water Meter Project Funding:** Ferguson Water meter project invoice #5-\$26,604.05 with CO#5 (Decrease of \$2450.00). USDS Approval-Funding noted above. MDE-WSG 08.15 Grant Req.#?-\$26662.76 will be submitted to MDE for reimbursement

Council Member Piasecki motioned to approve the Treasurer's Report; Council Member Bogdan seconded the motion; all present were in favor. Motion carried.

Approval of September Meeting date change to Tuesday, September 7, 2020: **Council Member Duhamell motioned to hold the September meeting on Tuesday, September 8, 2020 at 7:00PM. Council Member Piasecki seconded the motion; all present were in favor. Motion carried.**

Approval of August 3, 2020, Audio Minutes: **Council Member Bogdan motioned to approve of the August 3, 2020, Audio Minutes. Council Member Duhamell seconded the motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Piasecki seconded the motion, all present were in favor.** Meeting was adjourned at 8:48 p.m.

Maintenance & Town Facilities:

Water/Sewer/Sludge Report: Warren reported on the Kent County's July 2020 Water & Wastewater Report as submitted. He also submitted a Work Report, Safety Inspection

Restroom Update: Bathroom project is still moving along. I had hoped to have all the major construction completed by the end of July. But due to the Covid-19 Virus we were shut down for several weeks that pushed the completion date back. I now hope to have all the major construction complete by the end of August. We do have an unexpected cost that will increase the total cost of the project. ADA compliant handrail for both sides of the ADA wheelchair ramp as well as a handrail for the area just outside of the bathroom door. Water and sewer lines have been hooked up to the bathroom. Interior and exterior painting completed on walls. Floor will be painted next. Epoxy paint will be used on floors with colored flakes. Then plumbing fixtures can be mounted after the floors are completed. Bob Lawson's Electric will be in this week to complete the electric installations. Once this is complete Carl's Keys will come in and power up the electric door locks. Easter Shore Structures will be here this coming week to install solar lights, roof vents, and changing table. There will be some miscellaneous items that he will be addressing. We will be bringing in some topsoil for the final grade. A flower bed will be constructed in the front of the porch using 6"x6" lumber.

COVID-19: Still making the Wellness calls to 14 residents here in Galena every Monday. All of the Residents are and have been very appreciative for the calls. The County does now have an enforcement officer. If someone has an issue regarding compliance with the Governor's Executive orders, they are to contact the Health Department and advise them and they will have the officer investigate and take action if needed.

New Generator – (Jarman Ave. Pump Station) Marino Industrial was here today to switch out the Generator at Jarman Avenue This will be tied into the communication system that they will be installing It will alert Kent County as well as the Town if there are any alarms that come in. This will be delivered via the Mission System at the WWTP.

Communication System for T-3, T-4, Jarman Ave. Pump Station: The communication equipment is being put together and tested at Marino Industrials shop. Once all the equipment has been configured and tested, they will be bringing it down for installation.

Contingency Equipment: The Town has received a new dump trailer, f-350 4x4 utility body pickup, a pole saw, weed eater, Ferris Mower, and will be getting a few more items whenever the equipment comes in. (Backhoe for Kubota Tractor, and a Tool Chest with Tools with Worktable for Maintenance Building #1. We had two quotes for the new Backhoe.

Burke Equipment from Bear, Delaware with a price of \$10,100.00

Hoover Equipment from Middletown, Delaware with a price of \$11,116.00

The difference between the two quotes is \$1,016.00. So if we apply the \$8462.21 (Contingency Funds), the Town will have to come up with \$1637.89 Burke Equipment or \$2653.79 from Hoover Equipment Company. I would like to recommend that the Town go with Hoover Equipment since Hoover is located just 10-15 minutes up the road. In the event we had to have work done on the equipment. Discussion ensued regarding costs of warranty, maintenance, travel, and time out of service for repairs if purchased from Burke Equipment. Town's Counsel, Mr. Yeager, clarified that just because it was the lowest bid, purchasing from Burke Equipment was not necessarily in the best interest of the Town as Mr. Walters justified in his request due to proximity and long-term costs.

Community Member Robin Dillon addressed the Mayor & Council regarding a recent grinder pump issue at her residence on Laura Lane. Mayor Carroll reviewed the agreement that was made with homeowners and explained the Town's responsibilities. Attorney Yeager reiterated.

Grants & Zoning:

Kathleen on **Town Hall Construction, AP Wireless, Georgetown Connections, Mueller System/WaterSmart, and the Comprehensive Plan** as submitted.

An update on **Grants** was given:

CARES – PPE: Request for reimbursement 07/15/2020 \$273.29 – Received 07/30/2020

Web Cam/Mic: Request for reimbursement 07/15/2020 \$284.90

DNR-Comfort Station: Request for reimbursement 07/16/2020 \$25,698.42
DHCD-115 S Main has begun Wheelchair Lift project. \$59,000.00 (est.),
125 N Main, 145 N Main, 212 Phelps not started
EV-Smart-Public Charging Station (Electric Cars)-Waiting for approval.
KMB-on hold due to COVID-19
MSEC-Waiting on quotes for solar system

Zoning – Permits & Code Enforcement Report as submitted. Kathleen discussed Tree Abutment. Addresses of concern were identified and the Mayor requested letters go out as Code Enforcement to the property owners. P&Z Workshop is still working on the Land Subdivision Ordinances.

A **Request to update Schedule Fees** was made. In the past year, three (3) new homes were built in Galena. The average home is 1700sq. ft. Each home had Water/Sewer & pits available but not water meters. Also, the Town has a new water meter system to manage the Town’s water. Mueller System: Administration can view water usage and receive leak alerts. WaterSmart: Residents can sign up online to view their water usage and receive leak alerts. Accufund: the ability to pay online.

We have water & sewer connection fees in place at \$6,000.00 each, we do not have fees for water meter, pits, or Mueller’, or WaterSmart’s annual maintenance fee. WaterSmart annual fee is estimated at \$7500.00. Should the Town like to continue with WaterSmart, the yearly additional cost for each resident would be \$23.15, or \$5.79 per quarter per resident. Kathleen is not sure of the yearly fees for Accufund so has to look into those. In addition to those costs, there are administrative costs of 10-11 hours per residential home.

1. Residential – Installation of Water Meter & Pit
 - a. Permit, Review & Inspection of property
 - b. Utility Markings & Recordings
 - c. Owner is responsible for purchasing equipment (water meter)
 - d. Contacting Plumber and Inspections
 - e. Entering data into Mueller & AccuFund Systems
 - f. Commissioning water meter
 - g. Final inspections

2. Residential - Driveways & Aprons

With the new homes that were built we do not have fees for Driveway & Aprons. Please note this is not our Zoning Ordinance, the P&Z is currently working on updating the Land Subdivision which included road standards – driveways & aprons.

- a. Site Plan, Review, & Inspections of property
- b. Engineering Review, Traffic Management
- c. Utility Markings & Recordings

Examples:

Driveway & Apron Single Pipe	\$180.00
Driveway & Apron Single Pipe End Sections	\$225.00
Driveway & Apron Single Pipe Headwalls	\$330.00

Resolution 2020-01 Schedule Fees was given to the Mayor & Council. Current Fee Schedule is not commensurate with the actual costs to the Town. Mayor asked Council to look at the fee schedule submitted prior to making a resolution. As for new fees, ordinances need to be looked at for language prior to implementing fees. Discussion continued around water/sewer fees, developer fees, etc. for new construction, demolition, additions, and major renovations. Consideration was also discussed regarding COVID-19 impacts. Kathleen will take the information back to P&Z and bring it back to Mayor & Council at a later date. Tabled discussion before a vote until next month.

Park, Rec. & Tree Committee meeting: Monday, August 17, 2020, 6:00 PM

Mayor/ Council Report: Mayor Carroll shared information regarding the Revised Executive Order 07/29/2020 and the impact on Park Rental. Discussion ensued. The Mayor will write an Executive Order Amendment to include only Town Residents can apply for rentals, responsible social distancing, masks, and group size of 50 with an effective date.

Treasurer:

Barbara reported **Revenue and Expense Report, Bank Balances and Registers, WWTP Project Funding and Water Meter Replacement Project Funding-MDE – June 2020** as submitted.

BRF Removal from Accounts: From July 3, 2020 until present there have been none.

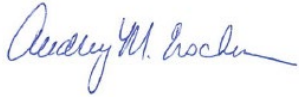
Status of Delinquent Accounts – W/W/Brf/Trash: Totals are \$1,633.62, due May 15th. Business property owners were contacted to try and receive payment on their tenants. 2nd quarter statements were mailed July 29th and are due August 29th.

Insurance Update: LGIT will now be providing their new and free Deadly Weapon Insurance program effective 07/01/2020. This program also includes loss control resources at <https://deadlyweaponsprotection.com/>. Registration was required and was completed on July 30th. This will provide support to insureds before, during, and after an “active shooter” event. The program has expanded to cover more than just gun related events to include knives, bombs, cars, and other specifically named weapons. Additionally, the program responds before a claim has been made to provide insureds 24/7 assistance immediately upon the recognition of a circumstance or emerging concern along with risk management information.

On 07/31/2020, the Ford 350, BRI-MAR Dump Trailer and Ferris Mower were added to our vehicle and mobile equipment policies.

Audit Prep: Amy I. Brandt, Accountant, will be here on August 26 for audit prep.

Respectfully Submitted,



Audrey M. Erschen
Clerk