

**Galena Mayor & Council Meeting  
September 8, 2020 Minutes**

The Meeting was called to order by Mayor John Carroll, 7:03 p.m. on Tuesday, September 8, 2020.

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

**Motions:**

Approval of August 3, 2020 Meeting: **Council Member Bogdan motioned to approve the August 3, 2020 minutes; Council Member Duhamell seconded those motions; all present were in favor, with Council Member Merrell abstaining. Motion carried.**

Approval of Treasurer's Report: **Revenue report for July** with 8.33% of Budget not including Capital, General Fund is 2.49% of budget, Sewer Fund is 6.31% of budget, and Water Fund is .18% of budget. **Expense Report for July** with 8.33% of budget, not including Capital, General Fund is 6.6%, Sewer Fund is 10.44% and Water Fund is 9.84% of budget. **July Bank balances:** General Fund \$390,199.71; Sewer Fund \$565,211.72; Water Fund \$50,322.96 with a total balance of \$1,005,734.39. **Bank Registers for July** (PNC/Peoples Checking) **WWTP Project Funding:** USDA Approval-25<sup>th</sup>-06 Grant will be submitted once all invoices for equipment purchased have been paid. This should be the final submission to USDA that will clear off balances the balances. KC 30% Grant of \$26,700.90 will be submitted to KC for reimbursement pending invoices for equipment purchased with USDA's contingency funds. **Water Meter Project Funding:** Ferguson Water meter project invoice #5-\$26,604.05 with CO#5 (Decrease of \$2450.00). USDA Approval-Funding noted above. MDE-WSG 08.15 Grant Req.#-\$26,662.76 will be submitted to MDE for reimbursement, pending USDA signing of final pay app from Ferguson.

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

Approval of September 8, 2020, Audio Minutes: **Council Member Bogdan motioned to approve of the September 8, 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 Duhamell seconded the motion, all present were in favor.** Meeting was adjourned at 8:38 p.m.

**Reports as submitted**

**Maintenance & Town Facilities:**

**Water/Sewer/Sludge Report:** Warren reported on the Kent County's August 2020 Water & Wastewater Report as submitted. He also submitted a Work Report, Safety Inspection. He shared a **Restroom Update, COVID-19 Update, and information on the New Generator and New Communications Equipment for Tower #3, 4, Jarman Ave. pump Station, and the WWTP.**

**Grants & Zoning:**

Kathleen Billmire submitted Contracts, Grants, and Zoning-Code Enforcement and Permits

Highlights

**Town Hall: Construction, Office Furniture, Wireless Microphones for Council Chamber, KCIT Site Work Visit, and ThinkBig Phone System.**

**Town of Galena: AP Wireless, Georgetown Connections, Mueller System/WaterSmart/VertexOne.**

**Planning and Zoning: Zoning Schedule Fees on hold, Comprehensive Plan, Text Amendment from Planning Commissioners; Land Subdivision Ordinance & Road Standard Illustrations; Minor Subdivision Application.**

**Grants: CARES Act, CP&P Restroom, Council Members Volunteers, CP&P Walking Path, DHCD, KMB, MSEC-MEA, Delmarva Power/EV Smart.**

**Park, Rec. & Tree Committee meeting:** Monday, September 21, 2020, 6:00 PM

**Mayor/ Council Report:** Mayor Carroll shared information regarding new computer equipment/technology, user agreements and acceptable use policies. Attorney Yeager will follow up.

**Treasurer:**

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

**BRF Removal from Accounts:** Per KC, identified residents have passed the August 7<sup>th</sup> connection date and are being billed the full residential rate and the BRF will be billed for the full quarter..

**Status of Delinquent Accounts – W/W/Brf/Trash:** Totals are \$23,482.63, due August 29th. Business property owners were contacted to try and receive payment on their tenants. 2<sup>nd</sup> quarter statements were mailed July 29<sup>th</sup> and are due August 29<sup>th</sup>.

**Insurance Claim-LGIT** A claim for damage from the storm on August 12<sup>th</sup> was submitted. The town will be reimbursed \$6,145.00 which is less our \$250.00 deductible.

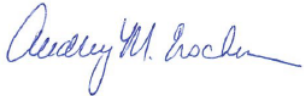
Bond for Treasurer-Liberty Mutual Renewal, Chesapeake Employee Workman Comp Audit.

**Audit Prep:** Amy I. Brandt, Accountant, will be here on September 10 for audit prep and Auditors will be here September 16<sup>th</sup>-18<sup>th</sup>.

**Highway user Revenue Report-FY2020** is due the end of September pending information from the state to complete.

**Deferral of Social Security Tax Withholdings**

Respectfully Submitted,



Audrey M. Erschen  
Clerk