

Galena Mayor & Council Meeting  
December 7, 2020 Record of Motions/Minutes

The meeting was virtual and called to order by Mayor John Carroll at 7:08p.m. on Monday, December 7, 2020.

Those in attendance were Mayor: John Carroll, Council Members: Francis Bogdan, John Duhamell; Sarah Merrell, and Albert Piasecki. 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.

**Motions:**

Approval of November 2, 2020 Minutes **Council Member Bogdan motioned to approve the November 2, 2020 minutes; Council Member Piasecki seconded the motion; all present were in favor. Motion carried.**

Approval of Land Subdivision Ordinance 2020 Ordinance No. 2020-03 Design Guidelines. **Mayor Carroll motioned to approve the Land Subdivision Ordinance 2020 Ordinance No. 2020-03 Design Guidelines; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of the Amendment to repeal the Land Subdivision Ordinance 2020-03. **Mayor Carroll motioned to approve the Amendment to repeal the Land Subdivision Ordinance 2020-03; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of Town of Galena Municipal Public Water and/or Sewer **Allocation** and Connections Policy and Procedure. **Council Member Merrell motioned to approve Town of Galena Municipal Public Water and/or Sewer Allocation and Connections Policy and Procedure; Council Member Bogdan seconded the motion; all present were in favor. Motion carried.**

Approval of Request to apply - Kent County Arts Council (KCAC) \$1,000 to paint a mural on the Comfort Station (public restroom). **Council Member Merrell motioned to approve Request to apply - Kent County Arts Council (KCAC) \$1,000 to paint a mural on the Comfort Station (public restroom); Council Member Piasecki seconded the motion; all present were in favor. Motion carried.**

Approval of Request to apply - Comprehensive Flood Management Grant Program – Federal Emergency Management Agency provides a grant of 75% and the town covers the remaining 25%. The Town applies to MDE for 12.5%, half of the 25%. **More research needs to be completed to be brought to Council for action in January. No action taken.**

Approval of Attorney Rate Increase. **Council Member Piasecki motioned to approve Attorney Rate Increase; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of Consolidation of Attorney services. **Council Member Duhamell motioned to approve Consolidation of Attorney services; No second. No action taken.**

Approval of Treasurer's Report: Revenue Report-October 33.33% of Budget not including Capital, General Fund is 29.36% of budget, Sewer Fund is 31.06% of budget, and Water Fund is 23.05% of budget. Expense Report-October 33.33% of Budget not including Capital, General Fund is 24.76% of budget, Sewer Fund is 37.41% of budget, and Water Fund is 44.14% of budget. Bank Balances-October-Report attached General Fund-\$457,795.77, Sewer Fund-\$605,042.63, Water Fund-\$50,332.97, Total Balance on hand-\$1,113,171.37. Bank Registers-October (PNC/Peoples Checking)-Reports attached, WWTP Project Funding - KC 30% Grant of \$26,724.68 was submitted to KC for reimbursement on October 28th and received on November 30th. This was the final reimbursement for this project. Water Meter Replacement Project Funding - MDE-WSG 08.15 Grant Req.#4-\$26,662.76 was submitted to MDE on October 15th. Reimbursement was received on November 13th. This is the final reimbursement for this project. **Council Member Bogdan motioned to approve the Treasurer's Report; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of Annual Donations. **Council Member Piasecki motioned to approve Annual Donations-St. Dennis, Fireworks, and Lions Club.; Council Member Duhamell seconded the motion; all present were in favor. Motion carried.**

Approval of Christmas Bonus for Employees. **Council Member Bogdan motioned to approve the Christmas Bonus; Council Member Merrell seconded the motion; all present were in favor. Motion carried.**

Approval of December 7, 2020, Audio Minutes: **Council Member Bogdan motioned to approve of the December 7, 2020, Audio Minutes. Council Member Piasecki 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 9:12p.m.**

### **Reports as submitted**

#### **Maintenance & Town Facilities:**

Warren Walters reported on the Kent County's November 2020 Water & Wastewater Report as submitted. He also submitted a Work Report, and Safety Inspection. He shared a **Water & Sewer Line assessment update, Asset Management System, COVID-19 Update, Corrosion Control, AT&T/AP Wireless, and an update on the electronic sign for in front of Town Hall.**

#### **Grants & Zoning:**

Kathleen Billmire submitted documents on an Allocation Policy Procedure, Applications for Phases 1-3, Galena Comp Plan, Master Water Meter Alerts, a Request for Allocation and Schedule Fee. Also, an **Amendment to Repeal the Land Subdivision Ordinance 2020 (Introduced September 7, 2020), Land Subdivision Ordinance No. 2020-03 in December**

**2020, Allocation Policy of Water/Sewer hookup, and Request for 594 Mill LN for public Water hookup. She also reported on Comprehensive Plan, Georgetown Connections, and Zoning Schedule Fees.**

**Grants: CARES Act, CP&P Comfort Station, CP&P Walking Path, DHCD, KMB, MSEC-MEA, and Delmarva Power/EV Smart. Requests to apply for KCAC \$1000 for mural, and Comprehensive Flood Management Grant.**

**Park, Rec & Tree:**

**No meeting in December or January 2021.** KMB grant purchased solar panels/equipment for the Comfort Station and Pavilion.

**Treasurer:**

Barbara Shaw reported **Status of Delinquent W/W/Brf/Trash Customers, AP Wireless-AT&T Monthly Rent, Audit, Insurance/Info, Fire, Rescue and Ambulance Expenditures Request, Semi-Annual Anticipated Debt Survey from MD State Treasurer's Office, TOG/KC WWTP Year End Cost Share, Renewal Energy Pricing. Request for Approval for Donations FY20/21 and Christmas Bonus for Employees was made.**

Respectfully Submitted,

Audrey M. Erschen  
Clerk