

**Town of Galena  
Mayor & Council Meeting  
Monday, April 5, 2021  
7 PM Meeting  
Record of Motions/Minutes**

The meeting was called to order by Mayor John Carroll at 7:11p.m. on Monday, April 5, 2021.

Those in attendance were Mayor: John Carroll, Council Members: Francis Bogdan, John Duhamell; Sarah Merrell, in person, and Albert Piasecki via Teams. Also, in attendance: Grants & Zoning Coordinator: Kathleen Billmire, Maintenance & Facilities Coordinator: Warren Walters, Treasurer & HR Coordinator: Barbara Shaw, Town Attorney: Tom Yeager, and Clerk: Audrey Erschen.

**Motions:**

Approval of March 1, 2021, Mayor & Council Meeting Record of Motions/Minutes **Council Member Bogdan motioned to approve the March 1, 2021 Record of Motions/Minutes; Council Member Merrell seconded the motion; all present were in favor. Motion carried.**

**Mayor Carroll read into the record the Fair Housing Month Proclamation.**

**Mayor Carroll read into the record the Arbor Day Proclamation.**

**Approval of Treasurer's Report:** Revenue Report-February-Report attached 41.66% of Budget not including Capital, General Fund is 77.08% of budget, Sewer Fund is 52.95% of budget, and Water Fund is 49.23% of budget. Expense Report-February-Report attached 41.66% of Budget not including Capital, General Fund is 53.75% of budget, Sewer Fund is 70.07% of budget, and Water Fund is 72.19% of budget. Bank Balances-February-Report attached General Fund-\$546,494.70, Sewer Fund-\$631,337.89, Water Fund-\$50,346.06, Total Balance on hand-\$1,228,178.65. Bank Registers-February (PNC Checking)-Reports attached. **Council Member Merrell motioned to approve the Treasurer's Report; Council Member Bogdan seconded the motion; all present were in favor. Motion carried.**

Approval of the 2021 Constant Yield Tax Rate Certification of \$0.2355. **Council Member Merrell motioned to approve the 2021 Constant Yield Tax Rate Certification of \$0.2355. Council Member Duhamell seconded the motion. All present were in favor. Motion carried.**

Approval of April 5, 2021, Audio Minutes: **Council Member Bogdan motioned to approve of the March 1, 2021, Audio Minutes. Council Member Duhamell seconded the motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Duhamell motioned to adjourn the meeting; Council Member Bogdan seconded the motion; all present were in favor.** Meeting was adjourned at 8:53 p.m.

## **Reports as submitted**

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

Warren Walters reported on the Kent County's February 2021 Water & Wastewater Report as submitted. He also submitted a Sludge Report, Work Report, and Maintenance Overview. He shared updates on, Covid-19, Electronic Sign, Asset Assessment Study, and information from a meeting with State Highway Administration regarding storm water runoff.

### **Grants & Zoning:**

Kathleen Billmire reported on the Comprehensive Plan 2021 being signed and submitted a timeline for monthly progress. Planning & Zoning meeting April 26, 2021 in person. Annual Report for Calendar Year 2020, sent to Maryland Department of Planning, David Dahlstrom. There were zero permits issued.

Documents submitted were Zoning & Grants Report, Zoning & Grants Daily Log, Permits & Code Enforcement, signed Comprehensive Plan Proposal, Comprehensive Plan Timeline, Water Meter Alerts, General Code Estimate, EV Charging Station, and Clean Up Green Up Galena flyer. Monthly updates were given on Code Enforcement, Permits, Mueller System/WaterSmart, Georgetown Connections.

Discussion ensued regarding the upcoming WaterSmart renewal. Registration increased from 58 to 78 over the last few months. May meeting agenda will include discussion and action on WaterSmart.

Eastern Shore Regional GIS Cooperative reached out and we have access. It has been shared with the Mayor and Maintenance. Allows for in house usage, including QR Codes with all information that is available that is a free service. They also scan site maps, etc. as well at no charge.

General Code estimate received on March 11<sup>th</sup> of between \$8340 and \$9140 to codify. Water Allocation at 594 Mill Lane phase II signed and paid for and site plan signed by Kent County is on file.

**Grants:** The Town was awarded two grants in March: \$3000 Forever Maryland Keep Maryland Beautiful and \$35,000 DHCD Façade Grant.

Clean Up and Green Up Galena meet at Town Hall April 6<sup>th</sup> to work on project. This is an ongoing project. Electric Charging Station will be installed this month.

### **Park, Rec & Tree:**

**Meeting April 19, 2021 at 6:00PM.**

Earth Day April 22<sup>nd</sup>.

### **Mayor's/Council Report:**

Mayor Carroll discussed the upcoming repairs being made on the sidewalks that have been prioritized as most critical. Appointment of Council member for Planning and Zoning Commission was discussed. All staff members will attend the MML Conference as well as Mr. Yeager. Mayor and Staff met with Shore Scan and received a follow up proposal for scanning the Town of Galena documents to the cloud to reduce paper and storage. Evaluating whether the recent federal funds can be used for Shore Scan. Mayor Carroll shared information regarding Arbor Day, then moved into a discussion regarding the Dogwood Festival/Galena Family Day. We would like to plan an event in the park sometime between 4<sup>th</sup> of July and Labor Day. The park is evolving entrance, landscaping,

and other updates. Kent county parks shared information on funding that was awarded for parks throughout the county.

**Treasurer:**

2021 Constant Yield Tax Rate .2355-Lasts years rate was .2350. Once approved, new tax rate will be effective July 1, 2021 and the Department of Assessments and Taxation must be notified within 15 days. [Reports attached.](#)

Status of Delinquent Accounts-W/S/Brf/Trash-Delinquent account total, as of today, is \$10,676.58 that is due from 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter billing periods. **Report attached.** 4th quarter billing was due February 13<sup>th</sup>. Payment reminder notices were emailed to 17 property owners and 5 postcards were mailed to property owners on March 17<sup>th</sup>. On March 18<sup>th</sup>, letters were sent to 14 property owners who owe more than 1 quarter advising that penalties/shut-off fees will be resuming. 1st quarter statements will go out on or before April 9<sup>th</sup>. The town received a donation from the OUMC of \$600.00 for any resident and/or business in hardship.

AP Wireless-AT&T Monthly Rent-Our attorney, Tom Yeager, emailed a letter to Ms. Howard, AP Wireless, on March 5<sup>th</sup>, regarding our rent share and receiving it in a timelier manner. Ms. Howard responded that she has requested her team to make an exception to their process and pay the town on the first of the month regardless of payment from the tenant (AT&T) being applied or not. This may cause an adjustment payment here or there down the line because of rent increases or other variables. This should take effect in April.

FY21/22 LGIT Insurance Virtual Renewal Workshop-March 31<sup>st</sup>-Overall rate increase is about 7% due from major storms this past year.

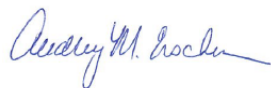
Budget Preparation for FY21/22

**Meeting/Events:**

- a. Fair Housing Month, April 2021
- b. Certificate of Nomination due April 12, 2021, 3:30PM
- c. COG Meeting, April 21, 2021, 12:00PM
- d. Arbor Day in Galena, April 25, 2021, 2:00PM Galena Community Park
- e. Town of Galena Election Day May 11, 2021 9:00AM-6:00PM

**Good of the Town:** Road to Galena, a film, will be filmed in our area over the next month. We were featured in the MML magazine which is posted on the bulletin board in the vestibule. Electronic sign parameters will be forthcoming. Clerk shared information regarding documents for future meetings being posted in the cloud.

Respectfully Submitted,



Audrey M. Erschen  
Clerk  
05/03/2021