

**Town of Galena  
Mayor & Council Meeting  
Monday, May 3, 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 and Sarah Merrell. 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 April 5, 2021, Mayor & Council Meeting Record of Motions/Minutes **Council Member Bogdan motioned to approve the April 5, 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. Monthly updates were given on Mueller System/WaterSmart, Georgetown Connections, and Grants Overview.

**Park, Rec & Tree:**

**Meeting May 17, 2021 at 6:00PM.**

**Mayor's/Council Report:**

Mayor Carroll discussed the WaterSmart Renewal

**Treasurer:**

06 Status of Delinquent Accounts-W/S/Brf/Trash-Delinquent account total, as of today, is \$6,003.36 that is due from 2nd, 3rd, and 4th quarter billing periods. Report attached. 1st quarter billing is due May 10th. Late notices with penalty fees will be mailed that week. The donation from the OUMC of \$600.00 was applied to a business.

AP Wireless-AT&T Monthly Rent-We are now receiving our rent share in a timely manner from AP Wireless. We received March and April's share last month and received May's share today.

System for Award Management (SAM) Registration Submission-The town must have an active registration in SAM to do business with the Federal Government. Registration was submitted on April 29th and I received notification on April 30th that our account is active for another year. This information was sent to USDA, so they are aware that we are in compliance.

HUR-Certification of Use FY21/22-This is usually received in April. Left message today with Bernese Gray, MDOT. She will reach out to District 2 of SHA for information pertaining to this and get back to me. This is required by recipients to certify to SHA that distributions received will be used in compliance with all applicable laws. This must be completed to received distributions of revenues.

LGIT-Loss Control Credit Survey Submission/Policy Renewal-The Loss Control Credit is due by May 15th before renewal of new insurance policies. Then I will submit our policy renewal in June.

06 Introduce Ordinance 2021-02, Budget FY21/22-Report attached.

Water/Sewer Rate Review

**Meeting/Events:**

Town of Galena Election Day May 11, 2021, 9:00AM-6:00PM

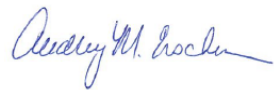
Park & Tree Meeting May 17, 2021, 6:00PM

COG Meeting, May 19, 2021, 12:00PM

Planning & Zoning Meeting May 24, 2021, 6:00PM

**Good of the Town:** Non-Profit advertising on the sign send to Town Clerk

Respectfully Submitted,

A handwritten signature in blue ink that reads "Audrey M. Erschen". The signature is written in a cursive style with a long horizontal flourish at the end.

Audrey M. Erschen

Clerk

06/07/2021