

**Galena Mayor & Council Meeting  
February 2019 Minutes**

The Meeting was called to order by Mayor John Carroll at 7:01 PM p.m. on Monday, February 4, 2019.

Those in attendance were Mayor, John Carroll, Council Members' Harry Pisapia, Jackie Duhamell and Frank Bogdan. Also in attendance, Town Attorney, Tom Yeager, Treasurer, Barbara Shaw, Town Facilities and Zoning Coordinator, Kathie Billmire, Clerk, Pam McCoy, and Kent County Sheriff Department, Sheriff John Price. Not present were Council Member Bert Piasecki.

**Motions**

Approval of the December 3, 2018, Closed Session Minutes: Council Member Bogdan **motioned to accept closed session minutes as written, Council Member Pisapia second motion, all present were in favor. Motion carried.**

Approval of Town clerk's part-time position for 90 day probation period for new employee, Pamela McCoy. **Council Member, Duhamell motioned to accept. Council Member, Bogdan second motion, all present were in favor. Motion carried.**

Draft Text Amendment Update-Art V Dist. Regulations, Section 1, Item 1.3 Permitted Accessory Uses, and #4-Allowing Chickens: Kathie Billmire, TFZC, stated items added were highlighted in yellow. Section Permit Fees-Permit Fees shall be set by resolution. Accessory buildings are subject to current permit fees and regulations. Section Restrictions for Keeping Backyard Chickens-terminology changed from 'No chickens are permitted on a lot of ½ acre to 1 acre' to "No more than 5(five) chickens on a lot of half acre to one acre" and "No more than six (6) chickens are permitted on a lot of 1 acre or more", to "No more than eight (8) chickens are permitted on a lot of 1 acre or more." Section Conditions of License, # 3 License expires every year for new or renewal, and rental properties must have landowner permission and signature. #4-Remove verbiage "In any six month period, three (3) or more violations of any ordinance regulating the Keeping of backyard chickens." Mayor and Council directed Kathie, TFZC, to update draft text amendment and email Council for approval before sending to Zoning. **Council Member Duhamell motioned after terminology is corrected, reviewed by Mayor and Council and is deemed correct, it then can be sent to the Zoning Commission for their review, Council Member Pisapia second motion; all present were in favor. Motion carried.**

Resolution No. 2019-01 MEA-MSEC Energy Efficiency Grant: **Council Member Duhamell motioned to adopt and Council Member Bogdan second motion; All present were in favor. Motion carried.**

Resolution No. 2019-02 MEA-Renewable Energy Grant: **Council Member Duhamell motioned to adopt and Council Member Bogdan second motion; All present were in favor. Motion carried.**

Release of Joint Agreement-Galena Elementary Walking Path: Tom Yeager, Town Attorney drafted a letter for Mutual Release of Maintenance Agreement & Mutual Release of Joint-Use Agreement. **Council Member, Bogdan motioned to forward letter to the KC Board of Education, Council Member, Pisapia, second motion, all present were in favor. Motion carried.**

Thomas Yeager's Legal Assistant Hourly Rate Increase to \$85.00 Effective 1/1/19: **Council Member, Pisapia motioned to accept attorney's legal assistant rate increase, Council Member Bogdan second; all present in favor. Motion carried.**

Treasurer's Report: December Expense Activity without Capital Expenditures is 50% of the Year, General Fund is 38.37%, Sewer Fund is 51.63% and Water Fund is 43.81% of budget. December Bank balances: General Fund-\$423,370.49, Sewer Fund-\$539,371.7 and Water Fund-\$50,213.06. **Council Member, Duhamell motioned to accept December 2018 treasurer's report, Council Member, Bogdan second motion; all present were in favor. Motion carried.**

One-Time W/S Credit Request-Kimberly Payne, 421 Jarmin Avenue: Due to a leak, that has been repaired, resident is requesting a one time credit of \$2,025.25 for the 4th qtr (Oct-Dec), and if needed, 1st qtr (Jan-Mar). **Council Member, Duhamell motioned to the approval of the credit. Council Member, Pisapia second motion, all present are in favor. Motion carried.**

Approval of February 4, 2019 Audio Minutes: **Council Member, Bogdan motioned to the approval of February 4, 2019, Audio Minutes; Council Member, Duhamell second motion. All present were in favor. Motion Carried.**

Adjournment: **Council Member, Pisapia motioned to adjourn the meeting; Council Member, Duhamell second motion; all present were in favor. Motion Carried.** Meeting was adjourned at 8:50p.m.

**Recommendations/Comments:**

**Special Galena Police Patrol:** Sheriff John F. Price advised that special services were used in January of \$174.92 leaving a balance of \$5,376.21. .5 hr. Foot Patrol, 3.5 hrs Vehicle Patrol, 6 Traffic Warnings, and 7 Traffic Citations.

**MES Water/Sewer Report:** The Mayor reported on the Water Treatment Plant that there were no violations for January. Total average daily flow 35,897 gallons. The new Liquid Chlorine switchover is fully functional at both well houses. The gas cylinders have been picked up by the manufacturer. AECOM is scheduled to inspect both sites this coming Friday. The Wastewater Treatment Plant had no violations for this month. Total average daily wastewater flow was 28,807 gallons. MES staff added degreaser to the Jarman pump station. Explanation of SBR tank 2 has had difficulty removing ammonia this past month. MES staff added the nitrifying bacteria to the tanks to help with cold weather a few weeks ago. MES has contacted the manufacturer, with their recommendations, we added sludge from tank 1 to tank 2. This was an attempt since tank 1 is operating normally we could add sludge from it to help lower ammonia levels, the other recommendation was to change some programming and go to 3.5 decants per day instead of 4 decants. The manufacturer stated it may take a few weeks to see if helpful. MES staff also grabbed some influent samples and sent to lab to see if

any toxins were entering the facility. Those results pending. MES Report Submitted to MDE through July to December total withdrawal of 7,347,000 gallons of water. Sludge to landfill 3.50 tons. WWTP upgrade needs Wash Pad for requirement to be constructed once weather breaks where old blower building. Covers on outfall pipe to protect animals by recommendation Michelle Burroughs, MDE.

**Town Facilities & Zoning Report:**

**WWTP Update:** Kathie, TFCZ reports Heater in Head Works bldg fixed. Contingency: Wash pad, railing and fence is needed and dump truck, trailer & misc. hand tools (weed eater, chain saw and tree trimming pole)

**MDE Stipulated Penalties & Amended Consent Order ACO-17-2418 update:** A certified letter was sent and waiting on their reply. Which would be put towards the town and better our waterways instead of going to Baltimore City Projects.

**AP WIRELESS Survey-** AECOM's for removal of 9 and adding 6; Tower 3 NB + C left by prior tenant. Tom Yeager suggests the prior tenant should be responsible to remove at their expense. Submitted building permits and drawings.

**Grants, Events & Proclamations**

Galena Water Meter Replacement-KCI-Bids due to Town 2/8/19. Council would like time to review prior to meeting and suggested a representative from KCI be present at next town meeting. Mayor and Council will review and vote on at next Meeting 3/4/19.

**Recognitions:**

Plant City USA application submitted Dec 27, 2018. Town of Galena 29-year Anniversary.

Community Parks and Playground: Restrooms. Mayor and Council will bypass.

Park, Rec & Tree Committee Meeting: meet monthly working on project with elementary school recycle. Submitted Grant \$5000.00 to revitalize town. We will know by March 20th if grant is approved. Next meeting is Wednesday, February 20, 2019 at 6:00pm.

Council Member, Pisapia expresses trails need to be addressed, fix and maintain asphalt and lights. Mayor suggest Warren to bid to repair asphalt, possibly ask State or County for extra asphalt from their repairs.

**MD HDCD-Community Legacy Award (Facade & Strategic Demolition):** DHCD-FY2020, working with David Dolstrom to expand to newer community to include Dogwood Village and Laura Lane.

**Delmarva Power-Streetlight Incentive:** Phase 1. Jan. 22-25, 20 streetlights were changed to LEDs on Phelps Ave. and Jarman Ave., and E. Cross St. Phase 2. May/June 20 20 more streetlights will begin on N. Main & W. Cross St. They will replace the arm, head, and bulb of the streetlights that Delmarva owns free of charge to the town.

**Maryland Smart EnergyFY2019-2** LEDs in Dogwood Village and Town Hall Office lights inside will be replaced, asked for \$20,000 and they gave us \$25,000.00

**Mayor's Report:** Visit from Comptroller, Peter Frantrow and our Congressman, Andy Harris on Friday, Feb 1, 2019 gave proclamations to veterinary and Cross Street Market.

Big issue federal communications commission of small cell technology, we need to adopt design standards for P & Z to pass; Tom Yeager states Shock clock issue with time, sharing design cells with us.

Kenny Coleman, representing United Methodist Church, addresses Mayor and Council, asking for permission if permit to rally is needed to assemble a public demonstration. Not a parade permit. Mayor and Council determine a permit is not necessary if signs are held up by individuals on private property and/or do not impede right of way of town sidewalks which becomes safety issue. Town requests that rally remains respectful and peaceful with regard to notice to Town prior to assembly date.

IT meeting with Kent County for bid, possibly switching all Town's Services (Website, Audio Servicer, Email etc) from Tidewater.

Water Tower #4 had not pressure. It was discovered on Sunday, February 3rd, that the pipe was frozen. It is slowly thawing with torpedo heaters.

Kent County's Waste Water Collection Project needs several town manholes to connect to our system. In locating the manholes, the Town, could not find one, another one was scoped by Boulden, and the last one was found underneath Hemlock Court paving. Getting prices to bring up to level with risers. KC Waste Water Collection System-still no hookups, in progress set for next meeting Feb. 19, 2019.

Sink hole in parking lot at Virginia Ave. Covered with plate and cones, will be repaired when weather breaks.

The town received 5 applications for part-time maintenance worker, Mayor to consult with Warren to set up interviews.

Mayor will be attending meeting in Cecilton, February 13, 2019 at 10:00am with DelDot regarding truck traffic.

December 3, 2018 minutes and January 7, 2019 regular and closed session minutes still pending for approval.

Survey of street signs to be updated. Tom Yeager, Town attorney to draft ordinance.

Draft Ordinance regarding fire hydrants, foliage and maintenance for review purposes and open for discussion. Council Member Duhamell suggests three (3) feet circumference free of accumulation of weed, landscaping and structures such as fences within property maintenance ordinance for public safety issue and not in parking code per Tom Yeager, adds property owner's responsibility. Kathie, TFCZ suggests snow to be cleared. Council Member, Duhamell says fire department to clear in Good Samaritan faith, resolve and revisit -MFPA Fire Code.

Respectfully submitted,

*Pamela L. McCoy*

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Clerk