

**March 2019 Minutes
Galena Mayor and Council Meeting**

The Meeting was called to order by Mayor, John Carroll, 7:00 p.m. on Monday, March 4, 2019.

Those in attendance were Mayor John Carroll, Council Members' Harry Pisapia, Jackie Duhamell, and Francis Bogdan. Also in attendance: Town Attorney, Tom Yeager; Clerk/Treasurer, Barbara Shaw, Town Facilities and Zoning Coordinator, Kathleen Billmire, Clerk, Pam McCoy and Kent County Sheriff Department, Lt. Harry Kettner, KCI Project Manager, Robert Ott. Not In Attendance, Council Member, Bert Piasecki.

Motions

Approval of December 3, 2018, Minutes: **Council Member Pisapia motioned to accept the December 3, 2018, Minutes as written; Council Member Bogdan second motion; All present were in favor. Motion carried.**

Approval of January 7, 2019, Minutes: **Council Member Bogdan motioned to accept the January 7, 2019, Minutes as written; Council Member Pisapia second motion; All present were in favor. Motion carried.**

Approval of 2018-01 W Water Meter Replacement Project: 2018-01 Waste Water Meter Replacement Project # 07161188-01: KCI Project Manager, Robert Ott bid recommendation Ferguson Waterworks Project start date April 1, 2019, ninety (90) day completion duration once notified of award. Robert Ott will provide Mayor and Council with spec sheets for antenna space approval from AT & T of wireless services. Treasurer, Barbara Shaw, pending USDA funding regarding sewer for billing purposes work orders need to be signed. Technology available for residences to monitor their on demand water usage by logging on customer portal. Mayor Carroll instructed KCI Engineer, Robert Ott to proceed with giving the contractor, Ferguson Waterworks award of notice to start April 1, 2019 and schedule preconstruction meeting to occur in last week of March. USDA monthly required progress meetings then final to be scheduled. **Council Member Duhamell motioned to accept the recommended lowest and most responsive bid recommendation and analysis by KCI, Robert Ott, Project Manager for the 2018-01 W Water Meter Replacement Project to be awarded to Ferguson Waterworks at quoted AMI Prices \$221,565.00 in addition that start date April 1, 2019; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Ordinance 2019-01 to Amend Town's Parking Regulations: **Mayor Carroll read Ordinance 2019-01 into the record.** Public hearing to be scheduled for next month meeting.

Ordinance 2019-02 to Amend Town's Property Maintenance: **Mayor Carroll read Ordinance 2019-02 into the record.** Public hearing to be scheduled for next month meeting.

Approval of Parks, Recreation and Tree Committee's change in meeting times from 7pm to 6pm: **Council Member Duhamell motioned to accept Parks, Rec and Tree Committee's from 7pm to 6pm until further notice; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Code Enforcement C1804 and C1805 of Keeping of Backyard Chickens (111 and 113 S. Main St.): **Planning and Zoning Text Amendment Recommendation for Art. V Dist. Regulations, Section 1, Item 1.3 Permitted Accessory Uses, #4-Allowing Chickens:** Planning and Zoning Coordinator, Kathy Billmire to contact property owners at 111 and 113 S. Main St to verify for the record how many chickens are in each flock. Approval of Motion to abate enforcement until June 30, 2019 with no further abatements; **Council Member Duhamell motioned to abate enforcement C1804 and C1805 of Keeping of Backyard Chickens (111 and 113 S. Main St.) until June 30, 2019 with no further abatements; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Approval of 2019 Constant Yield Tax Rate: Based on the report from the state of Maryland the difference is less than 1%, it is recommended to Council to use this rate for Real Property Tax for the Town. **Council Member Pisapia motioned to accept Approval of 2019 Constant Yield Tax Rate. Council Member Duhamell second motion; all present were in favor. Motion carried.**

Treasurer's Report: January Expense Activity without Capital Expenditures is 58.33% of the Year, General Fund is 43.12%, Sewer Fund is 59.52% and Water Fund is 60.27% of budget. January Bank balances: General Fund-\$420,694.97, Sewer Fund-\$536,216.74 and Water Fund-\$50,219.46. January Total \$1,007,131.17. Delinquent Accounts Water & Sewer \$16,176.58, 2/21/19-66 Late Notices, 3/14/19 Hang Tags, 3/21/19 Shut offs. Update 3/1/2019 Kent County Estate Sale Property 104 S. Main St. no payments accepted. **Council Member Pisapia motioned to accept January 2019 treasurer's report; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Approval of March 4, 2019, Audio Minutes. **Council Member Bogdan motioned to the approval of the March 4, 2019 Audio Minutes; Council Member Duhamell second motion, all present were in favor. Motion carried.**

Adjournment: **Council Member Bogdan motioned to adjourn the meeting; Council Member Pisapia second motion; all present were in favor. Motion Carried.** Meeting was adjourned at 8:49 p.m.

Comments/Recommendations

Special Galena Police Patrol: Lt. Harry Kettner reported the Kent County Sheriff's Office performed during February; 40 Speed Assignments, 68 Warnings, 49 Citations, with CMV Enforcement 12 Inspections, 2 warnings, 7 Citations, 1 criminal calls for service and 6 non-criminal calls for service. Special services were used in February of \$540.22, year to date \$3,164.01, balance of \$4,835.99. Commercial Vehicle Enforcement amount used in February \$1,941.42, year to date \$5,508.95, balance of \$9,491.0561. 3 hr. Foot Patrol, 9 hrs Vehicle Patrol, 11 Traffic Warnings, and 11 Traffic Citations.

Water/Sewer Report: The Mayor reported the Water Treatment Plant and the Wastewater Treatment Plant had no violations for March. Total average daily water flow was 35,243 gallons. Total average daily wastewater flow was 31,679 gallons. MES staff added degreaser to the Jarman pump station. Improvement in removing ammonia and MES continues to adjust according to manufacturer. MES staff is scheduling repair to post aeration pump #2 leak and not covered under warranty. MES quoted maintenance contract of the HACH probes. Review costs pending. No sludge was removed during March.

Mayor's Report:

'If I were Mayor' Presentation at Galena Elementary School, Mayor Carroll joined with Town Manager of Betterton to talk about mayor's, council's and town's staff's role and duties.

Trash/recyclable Contract expires 8/1/2019 working on numbers for rfp in March, voting will occur in July to include container at WWTP, Park, Town and other locations will review contract which possibly states free 96gal.

Grants, Events & Proclamations

WWTP Upgrade Update: leak with Pump 2, not covered under warranty, MES will repair.

3-RFP Wash Pad, the fence and railing construction issues have all been addressed

MDE: Stipulated Penalties & Amended Consent Order ACO-17-2418 update: Waiting on response.

AP Wireless: drawings submitted by NB+C, requested permit. Aecom will be contacted to review. Discrepancy found by Maintenance Manager, Warren Walters regarding access gate, determined additional gate needed upon our request.

DNR-Community PARKS & Playground-Restroom: Update-Frank Kamm was contacted waiting for second quote.

Community Legacy Grant/Façade Project: On Task

Delmarva Power: Streetlight Incentive:Phase II: 20 streetlights will be changed between May-June 2019.

MEA-MD Energy Adm-MD Smart Energy Communities Grant Program: Awarded, awaiting grant agreement.

DNR-Community Parks & Playground Grant- Walking Path: Agreements signed by Kent County Board of Education, Joseph Goats, have been forwarded to Carrie Llohsy that this project has been rescinded.

WWTP Progress Funding Update: Treasurer, Babara Shaw reported preparing finalization fund request for Bearing Construction for closing package Town Facilities and Zoning Coordinator, Kathleen Billmire reported: Planning and Zoning: No permits issued and no Use Permits were issued for the month of February. Code enforcements: C19-02 1/7/19 100 N. Main St, Ice Bin Signage-Violation; C19-02 1/11/19 102 N. Main St, Architectural Sealed Plans & Permit Fee-Violation. C19-03 2/15/19 109 Laura Ln, Boat & Trailer in driveway-Violation, C19-04 2/22/19 104 S. Main St. Inoperable Vehicle & untagged-Citation certified letter to realtor will be sent. C19-05 2/22/19 107 S. Main St. yard sale sign in yard-In Compliance. Sinkhole issue 116 Virginia Ave. will be addressed once weather breaks. Looking into road signs replaced.

Draft -Zoning Ordinance closer to completion with discussion of sub-division in March.

Galena Wastewater Collection System-McCrone (Trey Wilkins) No hook ups from Georgetown. Requested 60-day extension to completion date due to inclement weather, target date August 2019.

Planning and Zoning Text Amendment Recommendation for Art. V Dist. Regulations, Section 1, Item 1.3 Permitted Accessory Uses, #4-Allowing Chickens: Planning and Zoning Coordinator, Kathy Billmire to contact property owners at 111 and 113 S. Main St to verify for the record how many chickens is in each flock.

Town Election May 14, 2019; two council seats available, nominee deadline is April 15, 2019 , preparing advertisement for election.

William Graham of North Main Street expressed disapointment in Town Website source of information for residents, tourists and business. Expressed dismay no choice of service ramp to 301 bypass. The Town is aware changes are needed for Town website and is working towards obtaining another vendor to service our website and a proposal expected soon.

Respectfully submitted,

Pamela L. McCoy

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Clerk