

June 2019 Minutes  
Galena Mayor and Council Meeting

The Meeting was called to order by Mayor, John Carroll, 7:13 p.m. on Monday, June 3, 2019.

Those in attendance were Mayor John Carroll, Council Members' Harry Pisapia, Jackie Duhamell, Albert Piasecki and Francis Bogdan. Also in attendance: Town Attorney, Tom Yeager; Treasurer, Barbara Shaw; Town Facilities and Zoning Coordinator, Kathleen Billmire; Clerk, Pam McCoy and Kent County Sheriff Department, Sheriff Price.

**Motions**

Approval of Public Hearing May 6, 2019, Minutes: **Council Member Duhamell motioned to accept the May 6, 2019 Public Hearing minutes as written, Council Member Pisapia second motion, all present were in favor. Motion carried.**

Approval of the May 6, 2019, Minutes: **Council Member Duhamell motioned to accept May 6, 2019 minutes as written, Council Member Pisapia second motion, all present were in favor. Motion carried.**

Approval of MES Operations & Maintenance Est. FY 19/20 Budget: **Council Member Bert Piasecki motioned to move forward with the contract with MES with the added amendments for the town to be able to opt out within 30 days with written notice and the preventative maintenance clause. Council Member Duhamell second motion; all present were in favor. Motion carried.**

Approval/Reject Ordinance No. 2019-04; Budget FY 19/20: **Council Member Pisapia motioned to accept Ordinance No. 2019-04, Budget FY 19/20, Council Member Bogdan second motion; all present were in favor. Motion carried.**

Treasurer's Report: April Expense General Fund is 83.33% before Capital, General Fund is at 66.66%. Sewer Fund is 85.22% budget Water Fund is 83.52% of budget. April Bank balances: General Fund-ending balance \$357,185.23, Sewer Fund-\$536,412.97, Water Fund-\$50,237.83, combined total of \$943,836.03. WWTP Bearing Construction pay request \$27,843.19 with \$22,843.20 MDE ineligible cost. USDA Approval goes directly into account was received 5/16/19. Submitted 6/3/19 to KC 30% Grant. MDE Request-BNR \$2,283.25 submitted 7/16/18 pending. MDE-Grant Request-BNR \$1,204.50 and ENR \$1,294.00 will be submitted this week after signature from engineer. Bearings Pay Request # 28 & #29 are the last pay request and both have been submitted on 12/21/18 and 5/13/19. **Council Member Piasecki motioned to accept April 2019 treasurer's report; Council Member Bogdan second motion; all present were in favor. Motion carried.** Treasurer, Barbara Shaw reported First Quarter 74 Delinquent notices sent 5/15/2019, hang tags 6/13/2019 amount of delinquencies \$12, 520.70 whereas two properties at tax sale with slight balance due. David Bramble invoiced for water break on Maplewood invoice over 30days due.

Certification of Election Results read into the record by Pam McCoy, Clerk: The following is the official results of the election held on May 14, 2019; Total ballots is 17, Total Votes Casts is 27; the breakdown is as follows for Council's seats: John W. Duhamell. Jr. with 15, Sarah Merrell with 11 and write-in Bud Felty with one. This information is to be forwarded to the Clerk of Court of Kent County at 103 N. Cross Street, Chestertown, MD 21620. The town became aware that Charter does not allow for write-ins. It has been decided that Charter amendments need to be added regarding elections process. Suggested if positions available run uncontested and qualified candidates there will be no need to hold election.

Close Regular Meeting/Closed Session- Legal Advice on Town Committees: At 8:33 p.m. **Council Member Pisapia motioned to close the regular meeting, Council Piasecki second motion; all present were in favor. Motion carried.** Mayor Carroll re-opened meeting at 9:11 p.m. and reported that council discussed Town Committees.

Approval of June 3, 2019, Audio Minutes. **Council Member Pisapia motioned to the approval of the June 3, 2019, Audio Minutes; Council Member Bogdan second motion; all present were in favor. Motion carried.**

Adjournment: **Council Member Piasecki motioned to adjourn the meeting; Council Member Bogdan second motion; all present were in favor. Motion Carried.** Meeting was adjourned at 9:12 p.m.

**Recommendations/Comments:**

**Special Galena Police Patrol:** Sheriff Price reported for the month of May, no criminal complaints, 9 non-criminal calls for service, 4 calls for service, 5.5 hour- foot patrol, 12.5 hours vehicle patrol, 47 speed assignments, 90 traffic warnings, 46 traffic citations, 1 DWI arrest, 8 traffic warnings, 9 traffic citations, 18 man/hours, \$708.13 Overtime cost for the month of May. Year to date \$4,450.06, balance of \$3,549.94. CMV Enforcement reported for the month of May 16 inspections, 5 warnings and 3 citations. Commercial Vehicle enforcement year to date \$10,011.05 overtime balance of \$4,988.95. The town will contact State Highway Administration to inquire signage for pedestrian's safety at St. Dennis Church. Three (3) youth boys involved in malicious destruction of town property have been ordered to twenty-five hours of community service within our town.

**Water/Sewer MES Report:** The Mayor reported the Water Treatment Plant and the Wastewater Treatment Plant had no violations for May. Total average daily water flow was 40,770 gallons. Total average daily wastewater flow was 30,000 gallons. MES staff added degreaser to the Jarman pump station. Hach probes installed in the sbr tanks were cleaned and calibrated by a local rep. Chemical dosages were adjusted to the temperature changes. Hach probes is manufactured by specific company for special equipment used at plant, this is not under warranty and instructed by MES this is yearly maintenance at approximately \$9,000.00. The issue at The **WWTP/Calibration** became another reason to search for new operator for our plant. When talking to a local operator, informed this could be done at a cost of approximately \$900.00.

Treasurer, Barbara Shaw is checking on mileage per diem .97 rate which is questionable, possibly since in Delaware. 15.12 tons Sludge was removed during May. Kathleen Billmire, Zoning Coordinator reported Kent County Public Work presents a cost effective proposal for Water and Wastewater Plants Operator. Agreed to move forward with MES as current operator. Town will seek a contract (MOU) with County. This contract has been determined an inter-governmental agreement as professional services with an exception in procurement therefore no need to advertise or put out for bid.

#### **Town Facilities & Zoning Coordinator's Report**

**WWTP/McCrone 3 RFPs-Co#5:** Wastewater treatment plant estimates for new wash down pad \$12,500.00-\$17,500.00, fence \$7500.00-\$10,000.00 and handrail estimated amount \$6000.00-\$8000.00 advertised in MD Marketplace expectation opening day June 20, 2019.

**Galena Wastewater Collection System-McCrone:** Date of completion is set for end of July. Property owners have nine (9) months to a year to connect to Galena's waste plant. The Manhole on Hemlock Court completed by Danny McHenry at \$3500. 70/30 split to cover cost with Treasurer is to send invoice of 30%. Bramble-waterline break on May 8<sup>th</sup> at 205 and 206 Lee Avenue. Bramble repaired line and charged the town \$3681.65. The area is part of Kent County. The town will pay the contractor then challenge the County with a 70/30 split.

**Smart Water Meter/KCI/Ferguson/Mueller:** Mueller Systems Master Agreement Contract was signed on May 21, 2019. Ferguson Waterworks arrived on site with JEI Jonah Electronics installed antenna on Tower 3 and wired collector in cabinet beneath. On May 22<sup>nd</sup> and 23<sup>rd</sup> 54 new water meters were installed on North and South Main Street. All installed meters currently working and being monitored by Ferguson. USDA approved Eric Dutrow of MD Rural Water Association to inspect installation of water meters at no cost to town. Ferguson returns June 10<sup>th</sup> through June 21<sup>st</sup> installing residential meters. Town is working with Accufund and County IT helping to develop portal for residents to pay water bill online.

**KC IT:** Galena signed agreement with Kent County IT Department on May 16, 2019. This provides IT support, computers, upgrading equipment, Microsoft license, website and training. On 5/28/2019 staff's emails were migrated over to KC IT environment. Upgrading equipment. Total cost to town is \$1,148.76 savings \$650.00 per year. Town of the Galena is the first town government within the County to initiate pilot for merging IT services.

**AP Wireless/AT&T:** Current AP Wireless agreement states landlord is sole owner with AP Wireless known as the owner of the tower. This issue brought concern when contract received from Michael Miley. Town Attorney, Tom Yeager would like to see the following provisions addressed, giving the Town of Galena some control over tenants who gain tower space since it is determined the Town of Galena is the landlord and the sole owner of the tower. Lease describes whole parcel of land the tower sits on, Town of Galena would not reasonably withhold consent with giving AP Wireless storage space. Clarification to rights given whereas not to impede usage such as adding the subject of corrosion control for maintenance to be maintained. That the town receive written notification if temporary tower was to be built or relocation. The current addendum is implacable and only applied if mortgage was held on property which needs to be stricken. And strongly suggests town become an additional insurer. It has been determined the lease provides 2% increase per year. Tom Yeager, Town Attorney will forward email to Chris Rogers with draft changes to AP wireless attorney.

**MDE/SEP Proposal and stipulated Penalties SP-19-2578:** Have not received any information as to their acceptance of town's offer to pay the 75% toward SEP project.

**Ordinance 2019-03-Keeping of Backyard Chickens:** Added additional clause for non-conforming use. All signed, except for Council Member Piasecki whom was not present at last meeting.

Park, Rec and Tree Committee: there was no meeting in May. Next meeting at Town Hall set for July 15, 2019 at 6:00pm.

Facade Improvement FY2019 Grant: 100 S. Main and 136 N. Main to be reimbursements approved by DHCD. Applications from 4 residents submitted for approval FY2020.

Grant Keeping MD Beautiful: Park and Tree's facelift to town is almost 90% complete. Flowers for the summer and greens will be planted for fall and winter months.

Grant-DNR-Community Restroom will be on hold until other projects are completed.

No permits issued for the month of May.

Planning and Zoning Committee will meet in July to prepare recommendations to Mayor and Council for update to draft Zoning Ordinance. Help received from David Dahlstrom reformatting Zoning Ordinance. Suggested by Tom Yeager, attorney that it may be good practice for Planning and Zoning to hold public hearing for community input, however is not required.

#### **Mayor's Report/For the Good of the Town:**

**WWTP Ribbon Cutting** was held on May 31, 2019 with effort from staff and great turnout from all who worked and helped in making a successful upgrade complete. Huge accomplishment for a little town when we have one of only the nine within the state.

This was Council Member Harry Pisapia's last Mayor and Council Meeting. The people and the Town are thankful for his service and wish him all the best. Banner City Application is completed and submitted. Last COG Meeting was held until September. MML Conference, dinner and parade of flags discussed.

Respectfully submitted,

*Pamela L. McCoy*

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Clerk