

**Galena Mayor & Council Meeting
August 5, 2019 Minutes**

The Meeting was opened by Mayor John Carroll, Jr. at 7:00pm on Monday, August 5, 2019 with a moment of silence for the former Mayor and Council Member, Harry Pisapia, whom passed away August 4, 2019. The hall was dedicated to him in 2013 and now will be known as the Memorial Hall of Harry Pisapia.

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

Motions

Approval of Waste Water Treatment Plant RFP for Wash Down Pad: Two bids were received, first one at \$61,800.00 and second at \$45,430. **Council Member Duhamell moves to choose Lindstrom Excavating Contractor for wash pad at his quote of \$45,430.00, Council Member Bogdan seconds motion, all present are in favor. Motion carried.**

Approval of Waste Water Treatment Plant RFP for Fence: Received two bids, Lindstrom Excavating gave the options for chain link fence at \$20,000.00 or the option of two and a half post with seven-inch galvanized wire at \$12,000.00. Grasso is at \$9,170.00. **Council Member Piasecki moves to approve Grasso's bid at \$9,170.00 for the chain link fence, Council Member Merrell seconds motion, all present are in favor. Motion carried.**

Approval of Waste Water Treatment Plant RFP for Handrail: Received one bid from Lindstrom Excavating. Bid has option of handrail only and they included an additional item with sidewalk to run from blacktop to wash pad. **Council Member Merrell moves to approve Lindstrom Excavating Contractor to provide a handrail with a sidewalk, Council Member Piasecki seconds motion, all present are in favor. Motion carried.**

Approval of Ferguson Waterworks for the Water Meters on Change Order Items No. 1-107 Dogwood Dr for \$1,700.00, 2-104 East Cross Street for \$1,700.00, 3- 100 Cedarwood for \$1,700.00, 4-101 South Main Street for \$1,700.00 and 5-101 South Main Street for \$4,500.00 a total of \$9,600.00: **Council Member Duhamell motioned to approve Change Orders No. 1-5, Council Member Bogdan seconds motion, all present are in favor. Motion carried.** Change Order numbers 1-4 items for water meter locations with no curb stop in the amount \$1700.00. Change Order item No. 5 is for new service to Town Hall in the amount \$4500.00.

Approval of Appointment for an Alternate Position to the Planning and Zoning Committee: **Council Member Merrell motioned to approve Mike Bryant as an Alternate to the Planning and Zoning Committee, Council Member Duhamell second motion, all present were in favor. Motion carried.** Ed Macchione mentioned stepping down from Planning and Zoning Committee. The Mayor would like to transition this once the draft of the Land Use Ordinance is finished.

Treasurer's Report: June Expense Activity without Capital Expenditures is 100% of the Year before Audit Adjustments, General Fund is 78.62%, Sewer Fund is 105.33% and Water Fund is 99.24% of budget. June Bank balances: General Fund-\$399,064.39, Sewer Fund-\$564,525.68 and Water Fund-\$50,250.43, Totals \$1,013,840.50. **Council Member Duhamell motioned to accept Treasurer's report. Council Member Piasecki second motion, all present were in favor. Motion carried.** Charter required bond, Treasurer's Bond received and effective June 23, 2019 for four years. Audit will take place August 10, 2019.

Outstanding Bond, Church Meadows: **Council Member Duhamell motioned to allow and give the Mayor authority to negotiate with developer for the release of letter of credit for the amount which he feels is in the best interest of the town. Council Member Piasecki second motion. All present were in favor. Motion carried.**

Approval to move September meeting date from Monday, September 2, 2019 to Tuesday, September 3, 2019 due to the Labor Day Holiday: **Council Member Duhamell motioned to approve next Mayor and Council's meeting date to Tuesday, September 3, 2019. Council Member Bogdan second motion. All present were in favor. Motion carried.**

Approval of August 5, 2019 Audio Minutes: **Council Member Piasecki motioned to the approval of August 5, 2019, Audio Minutes; Council Member Bogdan, second motion. All present were in favor. Motion carried.**

Adjournment: **Council Member Duhamell motioned to adjourn the meeting; Council Member Bogdan second motion, all present were in favor. Motion Carried.** Meeting was adjourned at 9:27p.m

Recommendations/Comments:

Sheriff's Report, Lt. Harry Kettner for July, 11 non-criminal calls for service, 46 speed assignments yielded 34 citations, 78 warnings and including one DUI arrest. Special Galena Patrol 4-calls, half-hour foot patrol, 3 and a half-hours vehicle patrol. July 2019 starting grant amount at 4500.00 of Overtime Fund, \$157.18 used, leaving a balance of 4,342.82. Overtime assignments for commercial vehicles yielded with 18 inspections completed. Minutes from June 2019 Mayor and Council Meeting will be added to September's Agenda.

Presentation given by Zack Kelleher of ShoreRiver. This organization was formed and combined by Sassafra River Association, Chester River Association and Mid Shore River Keeper Conservancy along with staff, community partners, volunteers with 3500 members. Collecting scientific data using these parameters to monitor water temperatures, oxygen, nutrients and toxins to help our waterways, to inform, to educate, to reform and restore. The Sassafra was given a grade of B minus for 2018.

Mayor reads apology letters from juveniles that are doing 25 hours each of community service for the Town.

MES Water/Sewer Report: The Mayor reported the Water Treatment Plant had no violations for July. Total water daily flow 1,166,200 gallons. Average daily wastewater flow was 37,619 gallons. 17.09 tons of sludge removed to landfill for month of July. Power outage due to thunderstorm

where controls for the system at Tower 3 was offline. This should be covered under insurance claim. Maintenance is looking into prices. Wastewater Treatment Plant no violations total flow 978,000gal. Average daily flow 31,548 gal. MES added degreaser to Jarman pump station, changed oil and filters in the effluent blower units.

Council Member Sarah Merrell presented findings from research on radar signs. Received a quote of \$275.00 for first year of data collection. Radarsign.com TC400 model with video lasting six minutes can be viewed. More time and research if we will need a server. Other towns who have their own police force may share between municipalities. Galena would have to ask and work with Kent County Sheriff.

Zoning Coordinator, Kathleen Billmire reported homeowner of 115 Cedarwood Drive intended to add a second driveway. He did not contact Miss Utility which is necessary by law. A stop work order has been put in place by the town of Galena until an updated site plan can be submitted, and inspection completed. Homeowner has been compliant. Galena does not have nor adopted an official entrance permit regarding right of way however, it still needs to follow safety, drainage and storm water management guidelines. The town has asked for this to be on file for future reference since there is no basis for a permit issued and therefore no grounds for a violation. The state highway has governed guidelines and application for a permit when adding an entrance or driveway. There can be a basis for a private action from a neighbor to reinforce if caveat is through deed restrictions. Neighbors from 101 Boxwood Lane, Ginger Camp made comments to the Mayor and Council. The Town has assured this property owner that the drainage issue and settlement will be addressed and followed. The Town Attorney, Tom Yeager makes clear that zoning ordinance requirements can be changed with amendments however it does not affect the existing properties which are in place, in other words you cannot go back and change any existing made after the fact. The Mayor wants to officially put on the record that each property owner should know where their property lines are. The town cannot dictate property line disputes between parties, whereas this becomes a civil dispute and a matter for the courts.

Andy Krastel, 115 Cedarwood, addressed the Mayor and Council to clarify his site plan of his additional driveway of 8 feet wide and runs 80 feet back and is 6 feet away from the property line. The Mayor asked that the deed be transferred into the property owners name before any additional permits are issued since it is still in deceased/estate's name. It was suggested the friendly and neighborly thing to do would be to add a hedgerow or screening to obscure the camper visually. The homeowner stated that Miss Utility was a misunderstanding. The Mayor strongly suggest Mr. Krastel maintain his culverts. Mayor reminded homeowner of ordinance which requires any unauthorized work performance that damages sidewalk or public right of ways will be at homeowners' expense.

Zoning Coordinator, Kathleen Billmire with a power point presentation of Mi.Net, the online meter system that monitors consumption. There has been a total of 318 water meters installed in the Town of Galena. The water monitoring system started reading and collecting data in May 2019. Galena Volunteer Fire Company was used as an example showing their water flow. The system alerted us with a large spike in usage, flow was continuous and did not zero out in flow indication possibly due to a leak. GVFD was notified and it was found to be a toilet. One leaking toilet was using 300 gallons of water per hour. This demonstration reflected check usage by hour to hour, daily and or monthly. The Town is looking into and weighing options for residents to view and monitor themselves. This program records and maintains information where we can add notes to each account and each alert.

William Graham, 145 North Main St. addressed the committee regarding water usage. Mayor commented we are looking at cost efficient and need at least six months of data collection at which time a rate study can be done for free by MD Rural Water Council. Zoning Coordinator, Kathleen Billmire added 5 meters need special workorders to be installed, with accounting software issues and competitive bids to maintain water system then the project will be complete.

WWTP/MES McCrone-Galena Wastewater Collection System: WWTP has an extended 3 yr. warranty. On July 16, a walkthrough taken by Zoning Coordinator, Kathleen, Warren in Maintenance and Ryan Rangel from McCrone, Project manager for second year warranty with a 2-million-dollar cap which means next year the cap will be one million. Upon the walkthrough, many issues have been discovered. We are working with Bearing Construction to fix such problems under contract, examples on list are heater in blower room, non-portable water hydrants and garage door on Maintenance #2.

Wastewater Collection System McCrone Update to Georgetown completion date is set for September 24, 2019. Residents shall receive a letter from Kent County soon instructing them for hook up.

Trash Service Update: Republic Service's last pick up is August 29, 2019. They will be picking up their containers on Saturday, August 31, 2019. Eastern Shore Environmental will deliver new containers on August 30, 2019 and pick up days has will be on Wednesdays. Town extended Republic Services for one month until Eastern Shore Environmental, LLC can produce Certificate of Liability Insurance proof of Workman's Compensation.

DHCD Grant – Façade Improvement FY2018 & Fy2019 Update Town Hall is looking forward to receiving new energy efficient windows and doors. 100 S. Main St., Oh, So Sweet is being painted.

Keeping Maryland Beautiful Grant Update-Ordered canvas bags toward green projects, with \$1200 left with mini grant the town is looking forward to working with businesses by ordering alternative products to replace plastic. This may allow a softer transition with new Maryland law regarding Styrofoam. Council Member, Frank Bogdan reads report from Parks and Tree committee Justinian Dispenza. Park and Tree Committee meets August 19, 2019.

AP Wireless and AT & T Agreement: Attorney, Tom Yeager will to defer and confirm with Chris with concern structural analysis with loading.

Kent County Public Works Agreement: Attorney, Tom Yeager will review and make edits and will be ready to present next months meeting before the County Commissioners.

On August 14, 2019 the Mayor, Kathleen Billmire and Barbara Shaw will attend a Planning Training Course presented by Md Association of Counties in Ocean City.

National Night Out is Tuesday, August 6, 2019.

William Graham, North Main Street, asks to receive an Agenda in advance. The Town is working on adding our webpage, however this will be a tentative agenda. Cannot retrieve updated minutes or audio recorded minutes from the website. Again, we ask for patience as this is a work in progress as we work this Kent County IT Department.

Respectfully submitted,

Pamela L. McCoy

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Clerk