TOWN OF GALENA

Mayor & Council Meeting

Meeting Minutes

Monday, October 5, 2026 | 7:00 PM

ATTENDANCE

Present

- Tyler J. Carpenter – Mayor (presiding)
- Sarah Merrell – Council Member
- John Carroll – Council Member
- Cheryl Richwine – Council Member
- Jack Duhamell – Council Member
- Marisa Pisapia – Town Administrator
- Mike Gibson – Maintenance
- Sue Bisbee – Town Clerk
- Kevin Best – Town Attorney

Also Present

- Kent County Sheriff's Office – Captain Kettner
- Tom Dietz – Delmarva Energy Capital

CALL TO ORDER

Mayor Carpenter called the meeting to order at 7:00 PM and led the Pledge of Allegiance. Roll call was taken as reflected above.

APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Council Member Carroll to approve the record of motions/minutes from the September Meeting and seconded by Council Member Merrell; all present were in favor, motion carried.

PUBLIC HEARING

The regular meeting was suspended at 7:02 PM and a public hearing was opened on three (3) Ordinances.

1. Ordinance 2026-08: Commercial Dumpster Regulation

This ordinance regulates the use, maintenance, servicing, and sanitation of commercial dumpsters to prevent unsanitary conditions, pests, litter, odors, leakage, noise, and other nuisances. It authorizes enforcement, administrative abatement, and penalties, and is not a zoning matter. The ordinance arose from complaints about unattended dumpsters and pest problems, and it clarifies coordination with haulers and the responsibilities of property owners where applicable.

A motion to adopt Ordinance 2026-08 was made by Council Member Merrell and seconded by Council Member Duhamell; all present were in favor, motion carried.

2. Ordinance 2026-09: Accessory Dwelling Units (ADUs)

This ordinance amends the 2020 Zoning Ordinance to add definitions and standards for Accessory Dwelling Units, as required by Maryland's 2025 ADU Act (HB 1466 / SB 891). ADUs will be permitted on lots with single-family detached dwellings. The Planning Commission reviewed the Ordinance and preferred a permitted/conditional approach. It was noted that local demand for ADUs is currently low and that the action is driven by the state mandate.

A motion to adopt Ordinance 2026-09 was made by Council Member Carroll and seconded by Council Member Richwine. Council Member Merrell abstained. All others present were in favor, motion carried.

3. Ordinance 2026-10 – Apartments in the C1 Commercial District

This ordinance allows “Dwelling – Apartment” as a conditionally permitted use in the C1 District to support mixed-use redevelopment, such as at Dogwood Plaza, while ensuring substantial commercial use is retained. The Planning Commission recommendation was favorable.

A motion to adopt Ordinance 2026-10 was made by Council Member Richwine and seconded by Council Member Duhamell; all present were in favor, motion carried.

SHERIFF'S REPORT – SEPTEMBER 2026

Calls for Service

Eight calls for service were reported, including a suspicious person at the school, a welfare check, commercial and residential alarms, a civil complaint, two traffic arrests (unlicensed/suspended drivers), and a prank text message case.

Enforcement Activity

- 33 speed details resulting in 76 warnings, 12 citations, and 2 arrests
- 16 special patrols
- Approximately 4 hours of overtime ($237.53); year-to-date overtime $439.50, with $3,560 remaining

Halloween patrols are planned for Saturday, October 31, from 6:00 to 8:00 PM, with one overtime officer per town plus on-shift staff. Positive feedback was noted on traffic calming near the school.

Community Concerns – Speeding

Residents reported excessive speeding by trucks and motorcycles on East Cross Street and the main thoroughfares, especially in the early mornings and on weekends. The Sheriff's Office asked residents to provide specific times and locations so patrols can be targeted and expressed interest in citation statistics near Route 301 and nighttime heavy-truck speeds. Ongoing development by the Town is inspected to reduce speeding. The Town will lay the groundwork for residential speed cameras, and the Sheriff's Office is open to targeted patrols based on resident-supplied timing.

PRESENTATION – MUNICIPAL SOLAR ENERGY PROJECT

Tom Dietz – Delaware Energy Capital

Mr. Dietz presented on the feasibility of a town-owned solar array, drawing on his work on Chestertown's 2.2 MW municipal solar project.

- The town uses 590–695 MWh per year, mostly at the wastewater treatment plant, costing approximately $125,000 annually at about 21.2¢/kWh.
- Demand is projected to grow roughly 23% (about 114 MWh/year) due to new development.
- 500 kW AC (650 kW DC), about 900 panels on 2–2.5 acres, producing approximately 700 MWh per year
- Meter aggregation across 15–20 town meters to offset the total electric bill
- Estimated project cost of approximately $1.6 million (including land, modeled with Monte Carlo ranges) plus $100,000–$200,000 for interconnection
- Municipal bond financing at roughly 5% interest; projected net positive revenue of $85,000–$90,000 per year; IRR of about 8.8%

A motion was made by Council Member Carroll and seconded by Council Member Duhamell to explore and look further into cost factors; all present were in favor, motion carried.

PROCLAMATIONS & RESOLUTIONS

World Homeless Day Proclamation

Mayor Carpenter proclaimed October 10, 2026, as World Homeless Day in the Town of Galena, emphasizing safe housing, awareness, compassion, and coordinated local efforts, and noting the town's recent actions to expand housing opportunities.

Resolution 2026-03: Kent County 2026 Hazard Mitigation Plan

A resolution adopting the Kent County 2026 Hazard Mitigation Plan, pursuant to the Disaster Mitigation Act of 2000, was discussed. A motion was made by Council Member Carroll and seconded by Council Member Duhamell to adopt the resolution; all present were in favor, motion carried.

CLERK'S REPORT

Bank balances were presented and approved as follows:

Account	Balance
General Fund	$57,692.68
General Savings	$180,047.28
Sewer Fund	$102,923.85
Sewer Savings	$315,950.96
Water Fund	$82,450.98
Water Savings	$262,271.24

Account	Balance
Backup Account – Shore United	$5,000.27
Sewer CD	$200,643.08
Total	**$1,206,980.34**

A motion was made by Council Member Merrell and seconded by Council Member Carroll to approve the bank balances; all present were in favor, motion was carried.

Inter-Fund Transfers Approved.

- Sewer to General: $4,059.86
- Water to General: $3,373.19
- Water to General: $5,097.54

A motion was made by Council Member Carroll and seconded by Council Member Merrell to approve the inter-fund transfers; all present were in favor, motion carried.

MAINTENANCE & FACILITIES REPORT

Equipment Purchase – Gator Plow and Salt Spreader

Two quotes were received: John Deere at $12,303 and Intercon at $12,267 (with V-box spreader). Intercon was recommended based on service history and capacity. The equipment is intended as a backup plow for tight areas and will be funded from proceeds of a prior equipment sale.

A motion was made by Council Member Merrell and seconded by Council Member Carroll to approve the Intercon purchase; all present were in favor, motion was carried.

Utilities

- Weekly inspections, code enforcement, and Sentryx review are ongoing.
- Meter/node issues (reverse flows, air in lines, failures to transmit) continue. Ten new meters have been received; about seven more meters and four nodes are still needed.
- NEPA comments are expected around October 18.
- Park lighting options were approved by Sustainable Maryland; pricing is pending for low-power electrical improvements with a plan to install four light poles.
- Grounds maintenance is ongoing; pollinator gardens are targeted for completion; the town monopole project is progressing.
- The speed hump contractor is scheduled to repair and repaint on October 7.

TOWN ADMINISTRATOR REPORT

Administrative and Compliance

- Maryland Clean Energy Center agreement revisions have been sent.
- The Comcast franchise extension expired September 20; outreach is ongoing.
- The Chestertown street sweeper MOU was reviewed.
- An MDE settlement for 2025 phosphorus noncompliance was accepted at $765.

- The major review of annexation documents is complete; next steps are pending.
- The ECode update to codify 34 new laws is targeted for February.
- Speed cameras: Obvio will conduct studies on North and South Main Street. The MDOT safety grant for school crosswalk speed cameras was previously denied.
- Lovely Coves façade reimbursement is complete; Sassy River Market reimbursement requested; Oatley's Top Shop is pending MHT determinations.
- No permits were issued this month.
- Four code enforcement compliance matters are pending (warnings sent; formal letters not yet issued).

PLAYGROUND PROJECT

Fundraising

- A grant application was submitted to the Mid-Shore Community Foundation; notification is expected by July 1, 2027.
- A $1,500 bench sponsorship was received from Gillespie & Son.
- Outreach to elected officials produced suggestions for additional grant sources.

Safety and Closure

The Town's Insurance provider recommended immediate closure of the playground due to the age and condition of the equipment.

A motion made by Council Member Merrell and seconded by Council Member Duhamell to close the playground; all present were in favor, motion carried.

Next steps to secure the playground:

- Install temporary snow fencing and "No Trespassing" signs
- Announce the closure on the town website and Facebook, suggesting alternatives (Toll Park; the school park after hours)
- Obtain vendor quotes for removal as soon as possible.

COMMUNITY EVENTS

Veterans Day Ceremony

A proposal was made to honor three veterans (one deceased, two living). Names discussed included Horace Otwell, Joseph Woodall, and Edward Macchione Sr. There was interest in honoring a woman veteran and research will be done to find one. The ceremony will be indoors at the Galena Vol. Fire Co. Wreaths will be placed at the cemetery afterward.

MEETING & EVENT SCHEDULE

- Town Hall Closed: Monday, October 12, 2026 (Columbus Day)
- Trunk-or-Treat at Galena Elementary School: Friday, October 23, 2026, 6:00 PM
- Bingo & Pumpkin Cook-Off Night: Friday, October 30, 2026, at 6:00 PM

- Halloween in Galena: Saturday, October 31, 2026, from 6:00 to 8:00 PM
- Next Mayor & Council Meeting: Monday, November 2, 7:00 PM
- Winter Festival: Saturday, December 5, 2026, at 5:00 PM

MOTIONS SUMMARY

Motion	Action	Result
Approve September 8, 2026 record of motions/minutes	Moved by Council Member Carroll & seconded by Council Member Merrell	Approved
Ordinance 2026-08: Commercial Dumpster Regulation	Moved by Council Member Merrell & seconded by Council Member Duhamell	Approved
Ordinance 2026-09: Accessory Dwelling Units	Moved by Council Member Carroll & seconded by Council Member Richwine	Approved (Council Member Merrell Abstained)
Ordinance 2026-10: Apartments in C1 District	Moved by Council Member Richwine & seconded by Council Member Duhamell	Approved
Explore further costs and information for Solar Project	Moved by Council Member Carroll & seconded by Council Member Duhamell	Approved
Resolution 2026-03: Adopt Kent County 2026 Hazard Mitigation Plan	Moved by Council Member Carroll & seconded by Council Member Duhamell	Approved
Accept bank balances and inter-fund transfers	Moved by Council Member Carroll & seconded by Council Members Merrell	Approved
Close town playground (insurance recommendation)	Moved by Council Member Merrell & seconded by Council Member Duhamell	Approved
Purchase Gator V-plow and V-box salt spreader from Intercon ($12,267)	Moved by Council Member Merrell & seconded by Council Member Carroll	Approved
Approve tonight's audio minutes and adjournment	Moved by Council Member Merrell & seconded by Council Member Carroll	Approved

ADJOURNMENT

Motion to adjourn was made by Council Member Merrell and seconded by Council Member Carroll; all present were in favor, motion carried. The meeting was adjourned at 9:16 PM.

Minutes recorded by: _____ Date approved: _____