

**Town of Galena**  
**Mayor & Council Meeting**  
**Monday, February 5, 2024**  
**7 PM Meeting**  
**Record of Motions/Minutes**

The meeting was called to order by Mayor Carroll at 7:02PM on Monday, February 5, 2024.

Those in attendance were Mayor: John Carroll, Council Members: Cheryl Richwine, Tyler Carpenter, and Sarah Merrell. Also, in attendance: Maintenance & Facilities Coordinator: Warren Walters, Clerk: Caitlyn Smith, Zoning Clerk: Amber Englebach Grants & Tech Coordinator: Audrey Erschen and Town Attorney: Tom Yeager. Those Absent were Council Member Justinian Dispenza and Maintenance Associate Chuck Woodall.

**Motions:**

Approval of January 4, 2024, Mayor & Council Meeting minutes. **Council Member Merrell motioned to approve the January 4, 2024, Mayor & Council meeting minutes. Council Member Richwine seconded the motion; all present were in favor, motion carried.**

Approval of water & sewer allocation request for 108 E Cross St. **Council Member Merrell motioned to approve Carpenter. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Approval of new Board of Election Member & Alternate. **Council Member Merrell motioned to approve new Board of Election Member (Mary Piasecki) & Alternate (Laurie Hogan). Council Member Richwine seconded the motion; all present were in favor, motion carried.**

Approval of MES MOU pending discussed changes. **Council Member Merrell motioned to approve MES MOU pending discussed changes regarding non-exclusivity. Council Member Carpenter seconded the motion; all present were in favor.**

Approval of driveway apron request. **Council Member Merrell motioned to approve driveway apron request. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Approval to issue Credit Cards for individual staff and council members with a \$2,000.00 limit for Maintenance, Council, and Clerk and a \$500.00 limit for Zoning & Grants/Tech. **Council Member Carpenter motioned to approve to issue Credit Cards for individual staff and council members with a \$2,000.00 limit for Maintenance, Council, and Clerk and a \$500.00 limit for Zoning & Grants/Tech. Council Member Richwine seconded the motion; all present were in favor. Motion carried.**

Approval of February 5, 2024, Bank Balances. **Council Member Merrell motioned to approve the February 5, 2024, Bank Balances. Council Member Richwine seconded the motion; all present were in favor. Motion carried.**

Approval of February 5, 2024, audio minutes. **Council Member Carpenter motioned to approve the February 5, 2024, audio minutes. Council Member Richwine seconded the motion; all present were in favor. Motion carried.**

Adjournment: **Council Member Merrell motioned to adjourn the meeting; Council Member Richwine seconded the motion; all present were in favor. Meeting was adjourned at 8:48 PM.**

#### **Reports as submitted:**

##### **Maintenance & Town Facilities: Report as submitted.**

Warren Walters reported on the Kent County's December 2023 and year end Water & Wastewater Report as submitted. He also submitted a Sludge Report, Work Report, Safety Inspection Report, and Maintenance Overview. Warren also requested approval to utilize ARPA funds to purchase the following: Ventrac Mower Broom, Sidewalk Removal on Laura Lane, 2 flow meters with installation, and swing repairs at the Town Park for a total expense of \$19,472.71. This request was approved by the Mayor & Council.

##### **Mayor/Council Report:**

The Mayor & Council appointment Council Member Richwine to the Park & Tree Committee. An email came in from a representative of St. Dennis asking for the Town's blessing to hold a fundraising event of their own on the same date as the scheduled Dogwood Festival for 2024. The Mayor & Council briefly discussed and voiced their appreciation for St. Dennis' consideration for the Dogwood Festival Event. Mayor Carroll suggested we reach out to this representative, thank them, and suggest working together to advertise both events together.

##### **Grants & Technology**

Audrey's report was as submitted. Audrey also requested a workshop to discuss layout of the Mayor & Council meeting room furniture and audio/visual equipment upgrades. Audrey also requested that the Town use Town funds to reimburse DHCD participants. Reimbursements were approved through DHCD, but they are unsure how long it will take for the Town to receive the funds. Lastly, Audrey reported on Grant funds that were approved.

##### **Zoning Clerk Reports**

Amber reported on code enforcement concerns, board of appeals updates, and permits issued. Amber also mentioned researching different displays for Town Museum upgrades.

##### **Financial Clerk Reports**

Bank Balances read. Caitlyn also advised the Mayor & Council that the Ramp Credit Card Application was submitted/approved and discussed upcoming events.

##### **Meeting/Event Schedule**

Dogwood Festival Meeting: February 20, 2024 @6:30pm

Staff Meeting: To be Determined for February

Office Closed February 19, 2024 for Presidents Day

Planning & Zoning Meeting January 29, 2024 as needed

Mayor & Council Meeting: Monday February 5, 2024 @7pm

Respectfully Submitted,

Caitlyn Smith

A handwritten signature in black ink on a light-colored background. The signature reads "Caitlyn E. Smith" in a cursive script. The first name "Caitlyn" is written in a larger, more prominent cursive, followed by "E." and "Smith" in a smaller, similar cursive.

Clerk

02/05/2024