

TOWN OF GALENA

Mayor & Council Meeting — Minutes

Monday, August 3, 2026 | 7:00 PM

Attendance

Present

- Sarah Merrell — Council Member (Presiding)
- John Carroll — Council Member
- Jack Duhamell — Council Member
- Cheryl Richwine — Council Member
- Marisa Pisapia — Town Administrator
- Mike Gibson — Maintenance & Facilities Coordinator
- Sue Bisbee — Finance & Administrative Clerk
- Kevin Best — Town Attorney

Absent

- Tyler Carpenter — Mayor

Also Present

- Dennis Hickman — Kent County Sheriff
- Jackie Darling — Public Attendee

Public Hearing — 7:05 PM

Ordinance 2026-07: Grass & Yard Waste

An ordinance of the Mayor & Council of the Town of Galena amending Chapter 131 (Property Maintenance) of the Code of the Town of Galena to prohibit the deposit of grass clippings, leaves, and other yard debris on public streets, sidewalks, gutters, storm drains, and other public ways; declaring such deposits to be a public nuisance; increasing the authorized fines; and generally relating to the protection of public health, safety, welfare, and municipal stormwater infrastructure.

The ordinance was read by Vice Mayor Merrell and opened to public comment. There were no comments or concerns, and the ordinance was recommended to the Mayor & Council Report for a vote.

A motion made by Council Member Duhamell to close the Public Hearing and return to the regular meeting and seconded by Council Member Carroll. All present were in favor — motion carried.

Sheriff's Report

July 2026 Incident Summary

The Kent County Sheriff provided the following update for July 2026:

- 76 traffic enforcement actions, resulting in 40 warnings, 11 citations, and 30 speed enforcements
- Traffic arrests: 4
- Special patrol checks: 8

Good of the Town

Council and the public commented on the success of the Youth Market. Feedback was positive, and the event is planned to return next year.

Mayor & Council Report

Ordinance 2026-07 — Grass & Yard Waste

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A motion made by Council Member Carroll to approve Ordinance 2026-07 and seconded by Council Member Richwine. All present were in favor — motion carried.

Maintenance & Facilities Report – Mike Gibson

Wastewater Treatment Plant

The new air compressor has arrived and is awaiting installation.

GMB Monopole Project

The project was sent to the County for the next stage of approval.

Town Updates

The light pole on Seminary Ave was removed by Delmarva due to a light outage; Delmarva is replacing it with a new pole. Work on Jarman Ave has been completed, and new signs are being installed on Phelps Ave to replace the old, worn-out ones.

Town Administrator Report – Marisa Pisapia

Approval for 100 N. Main Street Façade Grant Reimbursement

A motion made by Council Member Carroll to approve the façade grant reimbursement request in the amount of \$1,283.20 and seconded by Council Member Merrell. All present were in favor — motion carried.

MEA EV Charger Grant

Guidance was requested due to an increase in pricing from vendor for installation of EV chargers through grant; Only \$27,500.00 was received and the quote is now \$37,000.00. Maintenance & Facilities Coordinator Gibson to reach out to the vendor to see if any of the electrical services can be done in house.

CD Rates

Town Administrator Pisapia introduced several different rates of Certificates of Deposit from local banks. She was directed to open a CD with Shore United Bank.

Approval to Engage with Delmarva Energy Capital

Town Administrator Pisapia requested approval to hire Tom Dietz of Delmarva Energy Capital to conduct a solar feasibility study for the town in the amount of \$11,000.00.

A motion made by Council Member Carroll to engage with Delmarva Energy Capital and seconded by Council Member Merrell. All present were in favor — motion carried.

Clerk Report – Sue Bisbee

Playground Project

Finance & Administrative Clerk Bisbee submitted a site plan and cost sheet to Council for her proposed playground upgrades. Her financing plan was discussed.

A motion made by Council Member Carroll for Finance & Administrative Clerk Bisbee begin the fundraising process under the discretion of Town Administrator Pisapia and seconded by Council Member Duhamell. All present were in favor — motion carried.

Approval of Access-Control Systems for Town Hall

Council reviewed two quotes for new access-control systems on three (3) doors at Town Hall and the main door to the Maintenance Shop: Ark Systems at \$16,950.00 and SafeHouse at \$11,949.34.

A motion made by Council Member Merrell to accept the quote from SafeHouse and seconded by Council Member Richwine. All present were in favor — motion carried.

Finance & Billing

All water bills were distributed; payments are being received and recorded, and daily bank deposits are being completed.

Bank Balances

Account	Balance
General Fund	\$69,268.32
General Fund (Savings)	\$149,438.71
Sewer Fund	\$68,727.91
Sewer Fund (Savings)	\$548,309.08
Water Fund	\$98,833.95
Water Fund (Savings)	\$259,416.38
Shore United Account	\$1,500.14
TOTAL	\$1,195,494.49

A motion made by Council Member Duhamell to approve the bank balances and seconded by Council Member Richwine. All present were in favor — motion carried.

Inter-Fund Transfers (Dues)

Account	Balance
Sewer Fund to General Fund	\$6,899.35
Water Fund to General Fund	\$5,581.36

A motion made by Council Member Carroll to approve the interfund transfers and seconded by Council Member Richwine. All present were in favor — motion carried.

Meeting & Event Schedule

- Town Office Closed — Monday, September 7 (Labor Day)
- Mayor & Council Meeting — Tuesday, September 8, 2026 (moved due to the Monday holiday)
- 9/11 Ceremony — September 11, 2026, at Galena Vol. Fire Co., 6:00 PM

Motions Summary

Motion	Moved By	Seconded By
Approve minutes from previous meeting	Council Member Carroll	Council Member Duhamell
Approve closing Public Hearing and reopen regular meeting	Council Member Duhamell	Council Member Carroll
Approve Ordinance 2026-07 (Grass & Yard Waste)	Council Member Carroll	Council Member Richwine
Approve 100 N. Main St. Façade Reimbursement	Council Member Carroll	Council Member Merrell
Approve engagement with Delmarva Energy Capital	Council Member Carroll	Council Member Merrell
Approve to accept quote from SafeHouse	Council Member Merrell	Council Member Richwine
Approve bank balances as read into record	Council Member Duhamell	Council Member Richwine
Approve inter-fund transfers as read into record	Council Member Carroll	Council Member Richwine
Approve audio minutes	Council Member Carroll	Council Member Richwine
Adjournment	Council Member Carroll	Council Member Duhamell

All motions listed above passed unanimously.

Adjournment

A motion to adjourn was made by Council Member Carroll and seconded by Council Member Duhamell. All present were in favor — motion carried. The meeting was adjourned at 8:22 PM.

Minutes Recorded By	Date Approved
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