

Tyler J. Carpenter

Mayor

Sarah E. Merrell

Council Member

Cheryl A. Richwine

Council Member

John T. Carroll, Jr.

Council Member

Jack W. Duhamell, Jr.

Council Member



Marisa R. Pisapia

Town Administrator

Sue M. Bisbee

Finance & Administrative Clerk

Amber E. Engiebach

Zoning & Historic Resource Coordinator

Mike R. Gibson

Maintenance & Facilities Coordinator

Kevin J. Best

Town Attorney

RESOLUTION 2026-01
Revised Employee Handbook

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF GALENA TO
ADOPT A REVISED EMPLOYEE HANDBOOK**

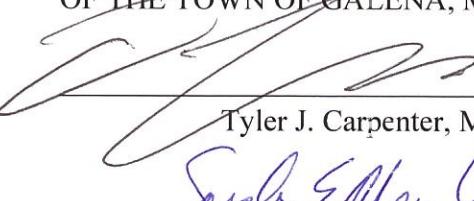
WHEREAS, Section 808 of the Town of Galena Charter gives the Town the power to adopt a personnel policy as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

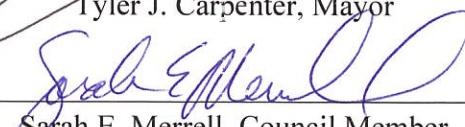
WHEREAS, the Town has prepared a revised and updated handbook to outline the current employment practices of the Town of Galena and adhere to state and federal employment law; and

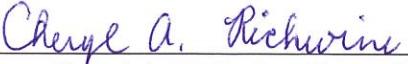
WHEREAS, it is in the best interest of the Town of Galena to have policies in a handbook to inform the employees of the Town of their benefits and of the responsibilities of their employment.

NOW THEREFORE, be it Resolved this 5th day of January 2026, by the Mayor & Council of Galena that effective January 5, 2026, the attached Town of Galena Employee Handbook is hereby adopted, and that aforementioned handbook replaces and supersedes all prior employee handbooks and the regulations contained therein.

BY AUTHORITY OF THE MAYOR & COUNCIL
OF THE TOWN OF GALENA, MARYLAND

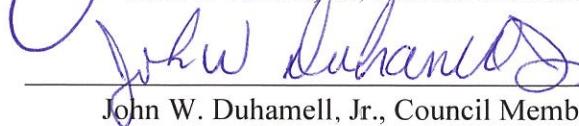

Tyler J. Carpenter, Mayor


Sarah E. Merrell, Council Member

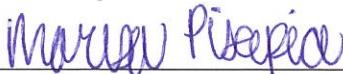

Cheryl A. Richwine

Cheryl A. Richwine, Council Member


John T. Carroll, Jr., Council Member


John W. Duhamell, Jr., Council Member

ATTESTED:


Marisa R. Pisapia

Marisa R. Pisapia, Town Administrator

APPROVED AS TO FORM:


Kevin J. Best

Kevin J. Best, Town Attorney