

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

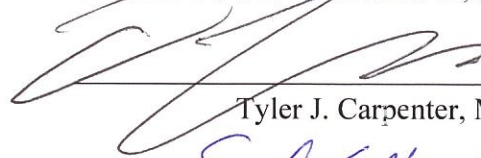
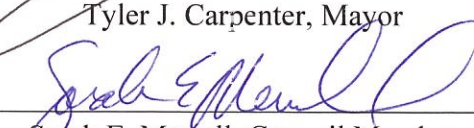
WHEREAS, Section 808 of the Town of Galena Charter gives the Town the power to adopt a personnel policy as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

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

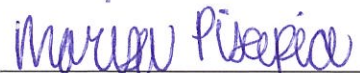
WHEREAS, it is in the best interest of the Town of Galena to have policies in a handbook to inform the employees of the Town of their benefits and of the responsibilities of their employment.


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

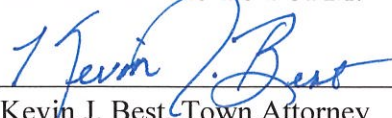

Tyler J. Carpenter, Mayor

Sarah E. Merrell, Council Member


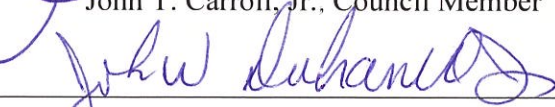
ATTESTED:


Marisa R. Pisapia, Town Administrator


Cheryl A. Richwine, Council Member

APPROVED AS TO FORM:


Kevin J. Best, Town Attorney


John T. Carroll, Jr., Council Member

John W. Duhamell, Jr., Council Member