

**Town of Galena**  
**Mayor & Council Meeting**  
**Tuesday, September 5, 2023**  
**7 PM Meeting**  
**Record of Motions/Minutes**

The meeting was called to order by Mayor Carroll at 7:01 p.m. on Tuesday, September 5, 2023.

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

**Motions:**

Approval of August 7, 2023, Mayor & Council Meeting minutes. **Council Member Merrell motioned to approve the August 7, 2023, Mayor & Council meeting minutes. Council Member Dispenza seconded the motion; all present were in favor, motion carried.**

Approval of August 7, 2023 closed meeting minutes. **Council Member Dispenza motioned to approve the August 7, 2023 closed meeting minutes. Council Member Merrell seconded the motion; all present were in favor, motion carried.**

Mayor Carroll proclaimed the month of September as National Preparedness Month in the Town of Galena.

Approval to submit Keep Maryland Beautiful Grant Application once completed. **Council Member Dispenza motioned to approve submittal of the Keep Maryland Beautiful Grant Application once completed. Council Member Merrell seconded the motion; all present were in favor, motion carried.**

Approval of August 30, 2023, Bank Balances. **Council Member Merrell motioned to approve the August 30, 2023, Bank Balances. Council Member Richwine seconded the motion; all present were in favor. Motion carried.**

Approval to initiate the following transfers: \$15,163.38 from 3870 to 8905, \$149,128.24 from 3870 to 3899, \$19,928.44 from 3899 to 8905, and \$4,038.62 from 7520 to 8905. **Council Member Merrell motioned to approve initiation of transfers as read into the record. Council Member Richwine seconded the motion; all present were in favor, motion carried.**

Motion to allow open containers within Galena as well as approval to hold a raffle and silent auction at Galena's Town Park on October 14, 2023 for Appreciation Day. **Council Member Dispenza motioned to allow open containers within Galena as well as allow a raffle and silent auction to be held at Galena's Town Park on October 14 2023 for Appreciation Day. Council Member Merrell seconded the motion; all present were in favor, motion carried.**

Motion to suspend Mayor & Council Public Meeting to go into a closed session requested by Employee, Warren Walters to discuss personnel matters. **Council Member Merrell motioned to suspend Mayor & Council Public Meeting to go into a closed session requested by Warren Walters to discuss personnel matters. Council Member Dispenza seconded the motion; all present were in favor. Motion carried.**

**Mayor & Council Public Meeting was suspended @ 8:53pm.**

**Mayor & Council Public Meeting was called back to order by Mayor Carroll @ 10:41pm.**

Approval of September 5, 2023, audio minutes. **Council Member Merrell motioned to approve the September 5, 2023 audio minutes. Council Member Dispenza seconded the motion; all present were in favor. Motion carried.**

Adjournment: **Council Member Merrell motioned to adjourn the meeting; Council Member Dispenza seconded the motion; all present were in favor. Meeting was adjourned at 10:41 PM.**

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

Warren Walters reported on the Kent County's August 2023 Water & Wastewater Report as submitted.

He also submitted a Sludge Report, Work Report, Safety Inspection Report, and Maintenance Overview.

**Mayor/Council Report:**

Mayor Carroll proclaimed the month of September as National Preparedness Month in the Town of Galena and discussed the division street project.

**Grants & Technology**

Grant updates as submitted. Audrey also discussed and got approval to submit the Keep Maryland Beautiful Grant Application.

**Zoning Clerk Reports**

Amber reported on code enforcement concerns and speed sign data.

**Financial Clerk Reports**

Bank Balances as submitted. Caitlyn requested approval to transfer funds to balance out due to due from journal entries.

**Meeting/Event Schedule**

Kent Goes Purple for the month of September

Planning & Zoning Meeting was scheduled for September 25, 2023 @ 7pm if needed.

Appreciation Day Fall Fest, October 14, 2023 10am-3pm

Respectfully Submitted,

Caitlyn Smith

A handwritten signature in black ink that reads "Caitlyn E. Smith". The signature is written in a cursive, flowing style.

Clerk

09/06/2023