

Town of Galena
Mayor & Council Meeting
Monday, October 2, 2023
7 PM Meeting
Record of Motions/Minutes

The meeting was called to order by Mayor Carroll at 7:00 p.m. on Monday, October 2, 2023.

Those in attendance were Mayor: John Carroll, Council Members: Cheryl Richwine, Sarah Merrell, Council Member, Tyler Carpenter, 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.

Motions:

Approval of September 5, 2023, Mayor & Council Meeting minutes. **Council Member Merrell motioned to approve the September 5, 2023, Mayor & Council meeting minutes. Council Member Richwine seconded the motion; all present were in favor, motion carried.**

Council Member Carpenter arrived @ 7:11pm.

Approval of September 29, 2023, Bank Balances. **Council Member Merrell motioned to approve the September 29, 2023, Bank Balances. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Approval of October 2, 2023, audio minutes. **Council Member Carpenter motioned to approve the October 2, 2023 audio minutes. Council Member Dispenza seconded the motion; all present were in favor. Motion carried.**

Adjournment: **Council Member Carpenter motioned to adjourn the meeting; Council Member Dispenza seconded the motion; all present were in favor. Meeting was adjourned at 9:43 PM.**

Reports as submitted:

Maintenance & Town Facilities: Report as submitted.

Warren Walters reported on the Kent County's September 2023 Water & Wastewater Report as submitted. He also submitted a Sludge Report, Work Report, Safety Inspection Report, and Maintenance Overview. Mayor & Council asked Warren to proceed with obtaining quotes for a new vehicle.

Mayor/Council Report:

Council Member Merrell proposed bringing an end to check-in sheets & begin having monthly staff meetings. Mayor Carroll stated he would like staff to continue notating basic daily log items rather than

every individual detail. Mayor Carroll also reported on his MML retreat, and Marijuana Dispensaries within the Town of Galena.

Grants & Technology

Grant updates for DHCD, CBT, and MD Historical Trust. Audrey also discussed meetings she had with John regarding the Division Street project and with Justinian regarding Keep Maryland Beautiful Grant.

Zoning Clerk Reports

Amber reported on code enforcement concerns and speed sign data. Amber also reported that ED Gifts is a new business in town. A ribbon cutting will be happening in front of ED Gifts at 10am on October 3, 2023.

Financial Clerk Reports

Bank Balances as submitted. Caitlyn also discussed upcoming events and credit card options for the Town.

It was discussed and decided with no motion required, that the Dogwood Festival entity would remain open but the Event itself will be ran by the Town. The Entity will be used for permitting, donations, and sales during events. The Town will create a budgeted line item for Dogwood Festival event costs. Income will go to the Dogwood Entity and be donated back to the Town for current initiatives.

Meeting/Event Schedule

Office Closed October 9, 2023 for Columbus Day

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

Dogwood Festival Planning @ Town Hall on October 19, 2023 6:30pm

Halloween Trick or Treating: October 31, 2023

Planning & Zoning Meeting was scheduled for October 30, 2023 @ 7pm if needed.

Office closed Nov. 23rd & 24th, Dec. 22nd & 25th and Jan. 1st & 2nd M&C Meeting Date Jan 4th

Christmas Tree Lighting, December 9, 2023 @ 6pm

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

10/02/2023