

Town of Galena
Mayor & Council Meeting
Monday, January 4, 2024
7 PM Meeting
Record of Motions/Minutes

The meeting was called to order by Mayor Carroll at 7:01 p.m. on Thursday, January 4, 2024.

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

Motions:

Approval of December 4, 2023, Mayor & Council Meeting minutes. **Council Member Dispenza motioned to approve the December 4, 2023, Mayor & Council meeting minutes. Council Member Carpenter seconded the motion; Council Member Sarah Merrell Abstained due to absence; all other present were in favor, motion carried.**

Approval of ARPA purchases as presented. **Council Member Merrell motioned to approve the ARPA purchase requests as presented. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Appointment of Council Member to Park & Tree Committee. **Council Member Dispenza motioned to appoint Council Member Richwine to the Park & Tree Committee. Mayor Carroll seconded the motion; all present were in favor & Council Member Richwine accepted the position. Motion carried.**

Approval to pay DHCD reimbursements with Town funds in the amount of \$17,440.00 due to delay in reimbursement from DHCD. **Council Member Merrell motioned to pay DHCD reimbursements with Town funds in the amount of \$17,440.00 due to delay in reimbursement from DHCD. Council Member Carpenter seconded the motion; all present were in favor, motion carried.**

Approval to appoint new Board of Appeals members: Laurie Hogan & Gary Schelts. **Council Member Merrell motioned to appoint the new Board of Appeals members. Council Member Carpenter seconded the motion; all present were in favor, motion carried.**

Approval of January 3, 2024, Bank Balances. **Council Member Merrell motioned to approve the January 3, 2024, Bank Balances. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Motion to suspend meeting for closed session. **Council Member Dispenza motioned to suspend the meeting for closed session. Council Member Richwine seconded the motion; all present were in favor, motion carried.**

The meeting was resumed by Mayor Carroll at 9:32 pm.

Approval of January 4, 2024, audio minutes. **Council Member Dispenza motioned to approve the January 4, 2024, audio minutes. Council Member Merrell seconded the motion; all present were in favor. Motion carried.**

Adjournment: **Council Member Carpenter motioned to adjourn the meeting; Council Member Merrell seconded the motion; all present were in favor. Meeting was adjourned at 9:34 PM.**

Reports as submitted:

Maintenance & Town Facilities: Report as submitted.

Warren Walters reported on the Kent County's December 2023 and year end Water & Wastewater Report as submitted. He also submitted a Sludge Report, Work Report, Safety Inspection Report, and Maintenance Overview. Warren also requested approval to utilize ARPA funds to purchase the following: Ventrac Mower Broom, Sidewalk Removal on Laura Lane, 2 flow meters with installation, and swing repairs at the Town Park for a total expense of \$19,472.71. This request was approved by the Mayor & Council.

Mayor/Council Report:

The Mayor & Council appointment Council Member Richwine to the Park & Tree Committee. An email came in from a representative of St. Dennis asking for the Town's blessing to hold a fundraising event of their own on the same date as the scheduled Dogwood Festival for 2024. The Mayor & Council briefly discussed and voiced their appreciation for St. Dennis' consideration for the Dogwood Festival Event. Mayor Carroll suggested we reach out to this representative, thank them, and suggest working together to advertise both events together.

Grants & Technology

Audrey's report was as submitted. Audrey also requested a workshop to discuss layout of the Mayor & Council meeting room furniture and audio/visual equipment upgrades. Audrey also requested that the Town use Town funds to reimburse DHCD participants. Reimbursements were approved through DHCD, but they are unsure how long it will take for the Town to receive the funds. Lastly, Audrey reported on Grant funds that were approved.

Zoning Clerk Reports

Amber reported on code enforcement concerns, board of appeals updates, and permits issued. Amber also mentioned researching different displays for Town Museum upgrades.

Financial Clerk Reports

Bank Balances read. Caitlyn also advised the Mayor & Council that the Ramp Credit Card Application was submitted/approved and discussed upcoming events.

Meeting/Event Schedule

Dogwood Festival Meeting: To be Determined for January

Staff Meeting: To be Determined for January

Office Closed January 15, 2024 for Martin Luther King Day

Planning & Zoning Meeting January 29, 2024 as needed

Mayor & Council Meeting: Monday February 5, 2024 @7pm

Respectfully Submitted,

Caitlyn Smith

A handwritten signature in black ink on a light blue background. The signature reads "Caitlyn E. Smith" in a cursive script. The first name "Caitlyn" is written in a larger, more decorative font, while "E. Smith" is written in a smaller, simpler cursive font.

Clerk

01/05/2024