

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

The meeting was called to order by Mayor Carroll at 7:00PM on Monday, March 4, 2024.

Those in attendance were Mayor: John Carroll, Council Members: Cheryl Richwine, Tyler Carpenter, Justinian Dispenza and Sarah Merrell. 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 February 5, 2024, Mayor & Council Meeting minutes. **Council Member Merrell motioned to approve the February 5, 2024, Mayor & Council meeting minutes. Council Member Carpenter seconded the motion; Council Member Dispenza abstained, all present were in favor, motion carried.**

Approval of Short-Term Rental MOU with Kent County. **Council Member Dispenza motioned to approve Short-Term Rental MOU with Kent County. Council Member Merrell seconded the motion; all present were in favor, motion carried.**

Approval to retain AMD Accounting Services for monthly accounting. **Council Member Merrell motioned to approve retaining AMD Accounting Services for monthly accounting. Council Member Carpenter seconded the motion; all present were in favor, motion carried.**

Approval of March 4, 2024, Bank Balances. **Council Member Merrell motioned to approve the March 4, 2024, Bank Balances. Council Member Carpenter seconded the motion; all present were in favor. Motion carried.**

Approval of March 4, 2024, audio minutes. **Council Member Merrell motioned to approve the March 4, 2024, 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 8:51 PM.**

**Reports as submitted:**

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

Warren Walters reported on the Kent County's January 2024 and year end Water & Wastewater Report as submitted. He also submitted a Sludge Report, Work Report, Safety Inspection Report, and Maintenance Overview.

**Mayor/Council Report:**

The Mayor & Council reported on the new Short-Term Rental MOU with Kent County. Mayor Carroll also introduced the Town's new subcontracted Event's Coordinator, Jodi Novak, as well as notified the Council and Staff that the Town Clerk, Caitlyn Smith, has submitted her resignation and her last date will be March 15, 2024. Council Member Dispenza discussed providing an Eco Camp and would like to take participants on a tour of Galena's WWTP. The Mayor & Council advised Council Member Dispenza to gather more information regarding liability.

**Grants & Technology**

Audrey's report was as submitted.

**Zoning Clerk Reports**

Amber reported on code enforcement concerns, board of appeals updates, and permits issued.

**Financial Clerk Reports**

Bank Balances read. Caitlyn also discussed upcoming events.

**Meeting/Event Schedule**

Dogwood Festival Meeting: March 06, 2024 @6:30pm

Planning & Zoning Meeting March 25, 2024 @7pm as needed

Mayor & Council Meeting: Monday April 1, 2024 @7pm

Respectfully Submitted,

Caitlyn Smith

A handwritten signature in black ink that reads "Caitlyn E. Smith". The signature is written in a cursive style with a large, decorative initial 'C'.

Clerk

03/04/2024