

**THE TOWN OF GALENA
CHARTER AMENDMENT RESOLUTION NO. 2026-03**

A CHARTER AMENDMENT RESOLUTION OF THE COUNCIL OF THE TOWN OF GALENA AMENDING SECTION 804 (TOWN ADMINISTRATOR) AND SECTION 805 (POWERS AND DUTIES OF TOWN ADMINISTRATOR) OF THE CHARTER OF THE TOWN OF GALENA, MARYLAND, THEREBY ENUMERATING THE POWERS AND DUTIES OF THE TOWN ADMINISTRATOR.

WHEREAS, the Town Council is authorized by Article XI-E, § 4 of the Constitution of the State of Maryland and Subtitle 3 of Title 4 of the LG Article of the Annotated Code of Maryland, to amend its Charter by a resolution of the legislative body of the municipal corporation; and

WHEREAS, the General Assembly of Maryland passed HB 615 during the 2018 session effective July 1, 2018, requiring the legislative body of a municipality to hold a public hearing and give at least 21-days’ notice by posting the notice in a public place before adopting a resolution initiated by the legislative body that proposes an amendment to the municipal charter; and

WHEREAS, Section 804 (Town Administrator) and Section 805 (Powers and Duties of Town Administrator) of the Town Charter, need to be amended to expand the list of powers and duties of the Town Administrator; and

WHEREAS, the Mayor and Council find it to be in the best interest of the Town to amend the Charter to allow for an expanded and more comprehensive list of powers and duties of the Town Administrator; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF GALENA on this _____ day of _____ 2026 that Section 804 (Town Administrator) and Section 805 (Powers and Duties of Town Administrator) of the Charter of The Town of Galena shall be and is hereby amended and readopted to read as follows:

* * *

**ARTICLE VIII
Administration**

* * *

Section 804. Town Administrator.

There shall be a Town Administrator appointed by the Mayor with the approval of the Council. The Town Administrator shall serve at the pleasure of the Mayor. Compensation shall be determined by the Council. THE TOWN ADMINISTRATOR SHALL SERVE AS THE CHIEF ADMINISTRATIVE OFFICER (CAO) OF THE TOWN AND SHALL BE THE SENIOR APPOINTED ADMINISTRATIVE OFFICIAL OF THE TOWN GOVERNMENT,

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RESPONSIBLE FOR THE ADMINISTRATION OF ALL TOWN AFFAIRS PLACED IN THE ADMINISTRATOR'S CHARGE BY THE CHARTER, ORDINANCES, RESOLUTIONS, OR DIRECTION OF THE MAYOR AND COUNCIL.

Section 805. Powers and Duties of the Town Administrator.

The Town Administrator shall have the following powers and duties:

1. Prepare at the request of the Mayor an annual budget to be submitted by the Mayor to the Council.
2. ~~[Perform other tasks as assigned by the Mayor and Council.]~~ BE RESPONSIBLE FOR THE DAY-TO-DAY ADMINISTRATION AND OPERATION OF ALL TOWN DEPARTMENTS, OFFICES, AND EMPLOYEES, SUBJECT TO THE SUPERVISION OF THE MAYOR AND THE POLICY DIRECTION OF THE COUNCIL.
3. SUPERVISE, DIRECT, AND COORDINATE THE WORK OF ALL TOWN EMPLOYEES, INCLUDING THE AUTHORITY TO:
 - a. ASSIGN AND REASSIGN DUTIES;
 - b. ESTABLISH WORK RULES AND ADMINISTRATIVE PROCEDURES;
 - c. EVALUATE EMPLOYEE PERFORMANCE; AND
 - d. ENFORCE PERSONNEL POLICIES ADOPTED BY THE MAYOR AND COUNCIL.
4. ALL TOWN EMPLOYEES SHALL BE SUBJECT TO THE ADMINISTRATIVE DIRECTION OF THE TOWN ADMINISTRATOR, EXCEPT AS OTHERWISE PROVIDED BY CHARTER OR LAW.
5. SERVE AS PERSONNEL OFFICER FOR THE TOWN AND OVERSEE HIRING PROCESSES, DISCIPLINE, AND EMPLOYEE RELATIONS IN ACCORDANCE WITH TOWN POLICIES, ORDINANCES, AND APPLICABLE LAW.
6. IMPLEMENT AND ENFORCE ALL ORDINANCES, RESOLUTIONS, AND POLICIES ADOPTED BY THE MAYOR AND COUNCIL.
7. ORGANIZE AND, AS NECESSARY, REORGANIZE THE ADMINISTRATIVE STRUCTURE OF THE TOWN GOVERNMENT TO ENSURE EFFICIENT AND EFFECTIVE OPERATIONS, SUBJECT TO APPLICABLE LAW AND GOVERNING BODY APPROVAL WHERE REQUIRED.
8. KEEP THE MAYOR AND COUNCIL FULLY INFORMED AS TO THE FINANCIAL CONDITION, ADMINISTRATIVE ACTIVITIES, AND OPERATIONAL NEEDS OF THE TOWN, AND MAKE RECOMMENDATIONS AS APPROPRIATE.
9. ATTEND ALL MEETINGS OF THE MAYOR AND COUNCIL, UNLESS EXCUSED, AND PROVIDE ADMINISTRATIVE SUPPORT AND RECOMMENDATIONS.

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10. COORDINATE ACTIVITIES WITH OTHER GOVERNMENTAL AGENCIES, CONTRACTORS, AND ORGANIZATIONS ON BEHALF OF THE TOWN.
11. PREPARE AND SUBMIT PERIODIC FINANCIAL REPORTS TO THE MAYOR AND COUNCIL, INCLUDING REVENUE AND EXPENDITURE UPDATES, AND MONITOR THE ADOPTED BUDGET TO ENSURE FISCAL COMPLIANCE.
12. OVERSEE THE ADMINISTRATION OF ALL TOWN CONTRACTS, AGREEMENTS, AND PROCUREMENT ACTIVITIES, INCLUDING THE NEGOTIATION AND MANAGEMENT OF VENDOR AND SERVICE CONTRACTS, IN ACCORDANCE WITH APPLICABLE POLICIES AND LAW.
13. ENSURE PROPER MAINTENANCE AND CUSTODY OF ALL TOWN RECORDS, DOCUMENTS, AND PROPERTY, CONSISTENT WITH APPLICABLE RECORD RETENTION LAWS AND POLICIES.
14. PREPARE, REVIEW, AND PRESENT ORDINANCES, RESOLUTIONS, POLICIES, AND OTHER OFFICIAL DOCUMENTS FOR CONSIDERATION BY THE MAYOR AND COUNCIL.
15. OVERSEE THE DELIVERY AND PERFORMANCE OF ALL MUNICIPAL SERVICES, INCLUDING PUBLIC WORKS, UTILITIES, AND FACILITIES, AND ENSURE SERVICES ARE PROVIDED IN AN EFFICIENT AND RESPONSIVE MANNER.
16. RESPOND TO CITIZEN INQUIRIES, COMPLAINTS, AND SERVICE REQUESTS, AND ENSURE APPROPRIATE FOLLOW-UP BY TOWN STAFF.
17. DEVELOP AND IMPLEMENT ADMINISTRATIVE POLICIES, PROCEDURES, AND BEST PRACTICES TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF TOWN OPERATIONS.
18. ADMINISTER AND OVERSEE GRANTS, INCLUDING IDENTIFYING FUNDING OPPORTUNITIES, PREPARING APPLICATIONS, AND ENSURING COMPLIANCE WITH GRANT REQUIREMENTS.
19. SERVE AS THE PRIMARY ADMINISTRATIVE LIAISON BETWEEN THE MAYOR AND COUNCIL AND TOWN STAFF TO ENSURE CLEAR COMMUNICATION AND IMPLEMENTATION OF POLICY DIRECTIVES.
20. OVERSEE RISK MANAGEMENT ACTIVITIES, INCLUDING INSURANCE, CLAIMS, AND COMPLIANCE WITH SAFETY REGULATIONS AND APPLICABLE LAWS.
21. ASSIST IN EMERGENCY MANAGEMENT AND RESPONSE COORDINATION, INCLUDING IMPLEMENTATION OF EMERGENCY POLICIES AND COORDINATION WITH LOCAL, COUNTY, AND STATE AGENCIES.

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22. OVERSEE THE PREPARATION AND PUBLICATION OF REQUIRED PUBLIC NOTICES, MEETING AGENDAS, AND OFFICIAL COMMUNICATIONS IN COMPLIANCE WITH APPLICABLE LAWS.
23. PERFORM SUCH OTHER ADMINISTRATIVE DUTIES AS MAY BE NECESSARY FOR THE PROPER OPERATION OF THE TOWN, CONSISTENT WITH THE AUTHORITY GRANTED BY THE MAYOR AND COUNCIL.

* * *

AND BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted on the aforementioned date and that upon adoption by the Council of the Town of Galena a complete and exact copy of this Charter Amendment Resolution shall be posted in the Town Hall for a period of at least forty (40) days following the date of its adoption. Additionally, a fair summary of the proposed Amendment shall be published in a newspaper of general circulation in the Town of Galena not less than four (4) times at weekly intervals within the forty (40) days following the adoption of this Charter Amendment Resolution.

AND BE IT FURTHER RESOLVED that the Amendment initiated in this Charter Amendment Resolution shall not be subject to veto or final approval by the Mayor unless there is a tie vote, but shall take effect and shall become and be considered the Charter of the Town of Galena, upon the fiftieth day after being so adopted or passed unless on or before the fortieth day after being so adopted and passed a referendum petition meeting the requirements of State law shall be presented to the Council of the Town of Galena or mailed to it by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

AND BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town Clerk-Treasurer shall send separately, by certified mail, return receipt requested, to the Department of Legislative Services within ten (10) days after the charter resolution becomes effective, the following information concerning the Charter Amendment: (i) the complete text of this Charter Amendment Resolution; (ii) the date of the referendum election, if any held with respect thereto; (iii) the number of votes cast for and against this Charter Amendment Resolution by the Council of the Town of Galena or a referendum election; and (iv) the effective date of the Charter Amendment.

AND BE IT FURTHER RESOLVED that under the supervision of the Town Administrator of the Town of Galena, the staff is specifically instructed to carry out the provisions of Section 2 hereof, as evidence of compliance herewith, the Town Clerk-Treasurer shall cause to be affixed to this Charter Amendment Resolution and to the Minutes of the Council Meeting in which it is adopted (i) an appropriate certificate of publication of the newspaper in which the summary of the Charter Amendment Resolution shall have been published and (ii) return receipts of the mailing referred to in Section 2, and shall further complete and execute the Certificate of Effect attached hereto.

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THIS CHARTER AMENDMENT RESOLUTION IS INTRODUCED AND ADOPTED BY THE COUNCIL OF THE TOWN OF GALENA this ___ day of _____, 2026.

THE TOWN OF GALENA

Tyler J. Carpenter, Mayor

Sarah E. Merrell, Councilmember

Cheryl A. Richwine, Councilmember

John T. Carroll, Jr., Councilmember

John W. Duhamell, Jr., Councilmember

ATTEST:

Marisa R. Pisapia, Town Administrator

APPROVED AS TO FORM:

Kevin J. Best, Town Attorney

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CERTIFICATE OF EFFECT

I, HEREBY CERTIFY THAT THE FOREGOING CHARTER AMENDMENT RESOLUTION OF THE COUNCIL OF THE TOWN OF GALENA DESIGNATED CHARTER AMENDMENT RESOLUTION NO. 2026-03, WAS DULY INTRODUCED, READ, AND WAS ADOPTED BY THE COUNCIL AT A DULY ANNOUNCED PUBLIC MEETING AND THEREAFTER POSTED AND ADVERTISED FOR FOUR (4) SUCCESSIVE WEEKS, IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND AND CHARTER OF THE TOWN OF GALENA.

ATTEST:

Susan M. Bisbee, Town Clerk-Treasurer
The Town of Galena

CHARTER AMENDMENT RESOLUTION (“CAR”) SCHEDULE

DATE OF 21-DAY PUBLIC HEARING NOTICE _____
DATE OF CAR INTRODUCTION/PASSED _____
40-DAY POSTING END DATE: _____
FAIR SUMMARY NEWSPAPER _____
WEEKLY PUBLICATION DATES (x 4): _____

EFFECTIVE (50TH DAY) DATE: _____

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