

**Town of Galena  
Mayor & Council Meeting  
Monday, December 1, 2025  
7:00 PM Meeting  
Record of Motions/Minutes**

The meeting was called to order by Mayor Carpenter at 7:31 PM on Monday, December 1, 2025.

Those in attendance were Mayor: Tyler Carpenter; Council Members: Sarah Merrell; John Carroll; Jack Duhamell; Cheryl Richwine; Town Administrator: Marisa Pisapia; Finance & Administrative Clerk: Sue Bisbee; Maintenance & Facilities Coordinator: Mike Gibson; Zoning & Historic Resource Coordinator: Amber Englebach (virtual); Town Attorney: Kevin Best; Sheriff's Office: Sheriff Hickman.

**Approval of November 3, 2025, Mayor and Council meeting minutes:** Council Member Merrell motioned to approve the November 3, 2025, Mayor & Council meeting minutes. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval to Place Ordinance 2025-03 on December Agenda:** Council Member Merrell motioned to place Ordinance 2025-03 on the December Agenda. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Approval to Approve Ordinance 2025-03:** Council Member Duhamell motioned to approve Ordinance 2025-03. Council Member Carroll seconded the motion; all present were in favor, motion carried.

**Approval of Bank Balances:** Council Member Merrell motioned to approve the bank balances as read into the record. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval of Due to Due from transfers:** Council Member Carroll motioned to approve the due to due from transfers as read into the record. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Approval of Moving Banks:** Council Member Carroll motioned to approve Tyler Carpenter, Sarah Merrell, and Marisa Pisapia to open up bank accounts at a new bank as signers on the accounts. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Approval to Suspend Regular Meeting to Closed Session:** Council Member Merrell motioned to suspend the regular meeting to move to closed session. Council Member Carroll seconded the motion; all present were in favor, motion carried. Regular meeting suspended to closed session at 8:55 PM. The regular session was reopened at 9:59 PM.

**Approval of December 1, 2025, audio minutes:** Council Member Carroll motioned to approve the December 1, 2025, audio minutes. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Adjournment:** Council Member Carroll motioned to adjourn the Mayor & Council Meeting. Council Member Duhamell seconded the motion; all present were in favor, motion carried. Meeting was adjourned at 9:59 PM.

**Reports as Submitted:**

**Mayor & Council Report:** Mayor & Council's report was as submitted, with the additional report of looking for volunteers the Park & Tree Committee and the possibility of a budget allocation for them.

**Town Administrator Report:** Marisa Pisapia's report was as submitted, with the additional report on upcoming grant opportunities that we will be hearing about.

**Clerk Report:** Sue Bisbee's report was as submitted, with the additional report on the upcoming Winter Festival on December 6, 2025.

**Maintenance & Facilities Report:** Mike Gibson's report was as submitted, with the additional report on two issues at the wastewater treatment plant over the past month.

**Zoning & Code Enforcement Report:** Amber Englebach's report was as submitted, with the additional report on a proposal of the Town receiving the property at Olivet Hill Cemetery, which was ultimately denied by Mayor & Council.

**Meetings/Events Schedule:**

Office Closed – Christmas Holiday: December 24-26, 2025

Office Closed – New Year Holiday: December 31 & January 1-2, 2026

Mayor & Council Meeting: Monday, January 5, 2026, at 7:00 PM

Respectfully submitted,  
Sue M. Bisbee  
Finance & Administrative Clerk  
December 2, 2025