

**Town of Galena  
Mayor & Council Meeting  
Monday, July 14, 2025  
7:00 PM Meeting**

**Record of Motions/Minutes**

The meeting was called to order by Mayor Carroll at 7:02 PM on Monday, July 14, 2025. Those in attendance were Mayor: John Carroll; Council Members: Sarah Merrell, Tyler Carpenter, Jack Duhamell, and Cheryl Richwine; Maintenance & Facilities Coordinator: Chuck Woodall & Mike Gibson; Zoning & Historic Resource Coordinator: Amber Englebach; Finance & Administrative Clerk Sue Bisbee; Grant & Event Coordinator: Marisa Pisapia. Absent: Town Attorney; Tom Yeager.

**New Mayor and Council members:**

Sherise L. Kennard, Clerk of Circuit Court for Kent County, MD swore in the new Mayor Tyler Carpenter. Mayor Carpenter then swore in Councilmembers John Carroll and Jack Duhamell.

**Motions:**

**Approval of June 2, 2025, Mayor & Council Meeting Minutes.** Council Member Merrell motioned to approve the June 2, 2025, Mayor & Council meeting minutes. Council Member Carroll seconded the motion; all present were in favor, motion carried. Council Member Duhamell abstained.

**Approval of June 2, 2025, Mayor and Council Public Hearing Record of Motions/Minutes.**

Council Member Merrell motioned to approve the June 2, 2025, Mayor and Council Public Hearing Record of Motions/Minutes. Council Member Carroll seconded the motion; all present were in favor, motion carried. Council Member Duhamell abstained.

**Approval to adjust Bank Account signers adding Tyler Carpenter and removing John Carroll**

Council member Duhamell motioned to approve the removal of John Carroll and add Tyler carpenter to bank accounts, Council Member Richwine seconded the motion; all present were in favor, motion carried

**Approval to remove Marisa Pisapia from the bank accounts.** Council member Carroll motioned for the removal of Marisa Pisapia, Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Approval of the Bank Balances.** Council Member Merrell motioned to approve the bank balances as of July 14, 2025. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval of Hiring of New Finance & Administrative Clerk.** Council Member Carroll motioned to approve Sue Bisbee as the new Finance & Administrative Clerk. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval of Town Auditor.** Council Member Carroll motioned to accept the bid of town auditor to Lank, Johnson & Tull, CPAs. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval to Accept Bids for New Walkway at Town Park.** Council Member Merrell motioned to approve moving forward to putting the new walkway at Town Park out to bid. Council member Carroll seconded the motion; all present were in favor, motion carried.

**Approval to Move Forward with Engineering of Cell Tower at WWTP.** Council Member Carroll motioned to approve moving forward to get engineering plans for the cell tower project at the Wastewater Treatment Plant. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Approval of June 2, 2025, Mayor & Council Meeting Audio Minutes.** Council Member Merrell motioned to approve the June 2, 2025, Mayor & Council meeting audio minutes. Council Member Duhamell seconded the motion; all present were in favor, motion carried.

**Adjournment:** Council Member Merrell motioned to adjourn the meeting. Council Member Duhamell seconded the motion; all present were in favor. Meeting was adjourned at 8:30 PM.

**Reports as Submitted:**

**Mayor & Council Report:**

Mayor & Council's Report was as submitted.

**Maintenance & Town Facilities Report:**

Chuck Woodall & Mike Gibson's report was as submitted.

**Planning & Zoning Report:**

Amber Englebach's report was as submitted.

**Finance Report:**

Sue Bisbee's report was as submitted.

**Grant & Event Report:**

Marisa Pisapia's report was as submitted.

**Meeting/Events Schedule:**

Mayor & Council Meeting: Monday, August 4, 2025, at 7:00 PM.

Second Saturday Market: Saturday, August 9, 2025, at 10:00 AM.

Respectfully submitted,  
Sue Bisbee  
Finance & Administrative Clerk  
July 15, 2025