

Town of Galena  
Mayor & Council Meeting  
Monday January 5, 2026  
7:00 PM Meeting  
Record of Motions/Minutes

The meeting was called to order by Mayor Carpenter at 7:00pm on Monday, January 5, 2026.

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; Town Attorney: Kevin Best; Sheriff's Office: Sheriff Hickman.

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

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

**Approval of Ordinance 2024-02 (re-adopted/amended):** Council Member Carroll motioned to approve Ordinance 2024-02. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Approval of Resolution 2026-01 (employee handbook revision):** Council Member Carroll motioned to approve Ordinance 2026-01. Council Member Merrell 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 Carroll seconded the motion; all present were in favor, motion carried.

**Approval of Due to Due from Transfers:** Council Member Merrell motioned to approve the due to due from transfers. Council Member Carroll seconded the motion; all present were in favor, motion carried.

**Approval of Banking Institutions:** Council Member Carroll motioned for all accounts from Peoples Bank to be transferred and opened with Chesapeake Bank & Trust. Council Member Duhamell seconded the motion; all were in favor, motion carried.

**Approval of Account Signers:** Council Member Carroll motioned for Mayor Tyler Carpenter, Council Member Sarah Merrell, and Town Administrator Marisa Pisapia to be the signers on the

accounts at Chesapeake Bank & Trust. Council Member Duhamell seconded the motion; all were in favor, motion carried.

**Approval of January 5, 2026, audio minutes:** Council Member Merrell motioned to approve the audio minutes for January 5, 2026, Mayor & Council Meeting. Council Member Richwine seconded the motion; all present were in favor, motion carried.

**Adjournment:** Council Member Carroll motioned to adjourn the Mayor & Council Meeting. Council Member Merrell seconded the motion; all present were in favor, motion carried. Meeting was adjourned at 7:59pm.

**Swearing in of Board of Appeals Members:** Mayor Carpenter swore in Marsha Wilder and Delores Quarto-Thomas as Board of Appeals Committee Members.

**Reports as Submitted:**

**Mayor & Council Report:** Mayor & Council's report was as submitted, with additionally postponing the discussion on Motor Vehicles Lot at 113 & 116 N. Main Street for further information.

**Town Administrator Report:** Marisa Pisapia's report was as submitted.

**Clerk Report:** Sue Bisbee's report was as submitted, with the additional report of the Park and Tree committee's new members.

**Maintenance & Facilities Report:** Mike Gibson's report was as submitted, with the additional report of the Monopole Engineering will start the week of January 12, 2026.

**Zoning & Code Enforcement Report:** Amber Englebach's report was as submitted.

**Meetings/Events Schedule:**

Office Closed – MLK Day: Monday, January 19, 2026

GVFC Winter Breakfast: Sunday, January 18, 2026

Planning & Zoning Public Hearing: Monday, January 26, 2026, at 7:00 PM

Mayor & Council Meeting: Monday, February 2, 2026, at 7:00 PM

Respectfully submitted,

Sue M. Bisbee

Finance & Administrative Clerk

January 6, 2026