

**Town of Galena
Mayor & Council Meeting
Monday, September 8, 2025
7:00 PM Meeting
Record of Motions/Minutes**

The meeting was called to order by Mayor Carpenter at 7:00 PM on Monday, September 8, 2025.

Those in attendance were Mayor: Tyler Carpenter; Council Members: Sarah Merrell; John Carroll; Jack Duhamell; Cheryl Richwine; Maintenance & Facilities Coordinator: Mike Gibson; Zoning & Historic Resource Coordinator: Amber Englebach; Grant & Event Coordinator: Marisa Pisapia (virtual). Absent: Sheriff D. Hickman (report emailed).

Motions:

Approval of August 4, 2025, Mayor & Council meeting minutes. Council Member Duhamell motioned to approve the September 8, 2025, Mayor & Council meeting minutes. Council Member Richwine seconded the motion; all present were in favor, motion carried.

Approval of August 4, 2025, Mayor & Council Public Hearing Motions/Minutes. Council member Duhamell motioned to approve the minutes. Council Member Richwine seconded the motion; all present were in favor, motion was carried. Council Member Merrell abstained.

Approval of 90-Day Stay for Duck & Goose currently present at 413 Jarman Avenue. Council Member Carroll motioned for a 90-Day Stay of the Duck & Goose that are currently at the property. Council Member Merrell seconded the motion all present were in favor, motion was carried.

Approval of One-Time Overage Waiver for 111 Hemlock Court. Council Member Carroll motioned to approve the one-time overage waiver for the utility bill at 111 Hemlock Court in the amount of \$365.66. Council Member Merrell seconded the motion; all present were in favor, motion carried.

Approval of Facade Grant Reimbursements – Oatley’s Top Shop in the amount of \$34,896 and 101 Ashwood Lane in the amount of \$2547.20. Council Member Carroll motioned to approve; Council Member Richwine seconded the motion; all present were in favor, motion carried.

Approval of Bradford Tree Removal with Park & Tree Funds. Council Member Carroll motioned to allocate funds for the tree removal; Council Member Duhamell seconded the motion; all present were in favor, motion carried.

Approval of the Bank Balances. Council Member Carroll motioned to approve the bank balances as of September 8, 2025. 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.

Appointment of Liaisons for Planning & Zoning Commission; Mayor Carpenter stepped down from his position, and a motion was made by Council Member Duhamell to appoint Jordan Larrigan as a member of the Planning & Zoning Commission; Council Member Merrell second the motion; all present were in favor. Mr. Larrigan was sworn in at 7:45 PM.

Adjournment: Council Member Carroll motioned to adjourn the meeting. Council Member Merrell seconded the motion; all present were in favor. Meeting was adjourned at 9:16 PM.

Reports as Submitted:

Good of the Town. Gabriella Hendrick presented a petition to amend Ordinance 2019-03: Keeping Backyard Chickens to include ducks and geese on residential properties. Council determined that a public hearing and review by Planning and Zoning will need to take place to discuss the matter. Ms. Hendrick also asked for a temporary stay for the duck and goose she currently has on her property, and to consider Golf Carts and Side by Sides be allowed on town roads. Mayor and Council stated that the town does not have the resources to police this.

Mayor & Council Report:

Mayor & Council's Report was as submitted. Interviews will be set up for Legal Services.

Maintenance & Town Facilities Report:

Mike Gibson's report was as submitted, with the additional report of all inspections being completed. Fence has been completed at Tower 4, and walkway have been completed.

Planning & Zoning Report:

Amber Englebach's report was as submitted, with an updated map for water and sewer to be sent to Planning & Zoning for Kent County.

Finance Report:

Sue Bisbee's report was as submitted.

Grant/Event Report:

Marisa Pisapia's report was as submitted.

Meeting/Events Schedule:

9/11 Remembrance Ceremony at GVFC: September 11, 2025, at 7:00 PM.

Movie Night: September 13, 2025, at 7:00 PM

Mayor & Council Meeting: Monday, October 6, 2025, at 7:00 PM

Respectfully submitted,

Sue M. Bisbee

Finance & Administrative Clerk

September 22, 2025