



9 West Columbus Street, PO Box 386 Galena, Ohio 43021  
740-965-2484 740-965-5424 (fax)  
[adminassistant@galenaohio.org](mailto:adminassistant@galenaohio.org) [www.galenaohio.org](http://www.galenaohio.org)

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## **Welcome to Galena!**

Sitting at the confluence of the Big Walnut and Little Walnut creeks with Hoover Reservoir, Galena is a Village of approximately 260 homes with nearly 700 residents. We would like to welcome you to the Village of Galena. We have included some information below to help acquaint you with the area and Village services. We have done our best to list names and numbers, however, we are not responsible for changes for which we are not notified. The following are important contacts and phone numbers for the Village of Galena.

### **Village of Galena**

Village offices are located on the south side of the square at 9 W. Columbus St. Offices are open Monday through Thursday, 8 a.m.-4 p.m. You may contact Village employees at 740-965-2484, FAX 740-965-5424, e-mail: [adminassistant@galenaohio.org](mailto:adminassistant@galenaohio.org). The Village web site is at [www.galenaohio.org](http://www.galenaohio.org).

The Village issues a monthly electronic newsletter to keep local residents and other interested parties informed about Village activities, Council actions, and other news. Contact the Village offices to be added to the e-mail distribution list or you can view it on our website.

Village Council meets on the fourth Monday of each month at 7 p.m. in Council Chamber in the basement (side entrance) of the Village Municipal Building. All Council meetings are open to the public and the agenda is posted at the Delaware County Bank's Galena branch, the Galena Post Office, Molnar Attorney-at-Law, Fountain Insurance Agency, and outside the Village Municipal Building.

The Village Special Events Committee also plans a variety of special events throughout the year such as an Easter Egg Hunt, an Ice Cream Social, Halloween Costume Contest, a Christmas Tree Lighting, and Santa Claus Comes to Town. A calendar and fliers for these events will also be posted around town. We welcome you to volunteer on this committee!



- Set up monthly sewer bill payments with no additional fees at the Delaware County Bank's Galena branch, 10 Park St., Galena, OH 43021, 740-548-3200. Bring your sewer bill with you the first time.
- Set up automatic payments to have \$52.08 debited from your checking account at any bank on the 8th of each month. Forms are available in the Village offices and on the Village's web site under [local links/sewers](#).

The property owner is responsible for sewer bills regardless of whether the dwelling is occupied or vacant. Be sure to pay on time to avoid penalties and further action. Past due accounts are charged a \$15.62 late fee per quarter. When payments are more than one quarter late, the Village will add a property tax lien in order to collect the overdue payments. If payments are severely overdue, the Village can shut off sewer service to the property. Disconnection and reconnection will occur at the owner's expense.

### **Streets and drainage located within the Village limits**

For problems with streets or drainage, call the Galena Public Service Director at 965-2484.

### **Other Public Utilities and Contacts**

**Electric:** AEP, 1-800-277-2177

**Gas:** Columbia Gas, 1-800-344-4077

**Phone:** Century Link, 1-800-407-5411 (The local area code is 740. Calls to area code 614 are not long distance and don't require you to dial 1 prior to 614.)

**Cable:** Time Warner, 1-800-617-4311

### **Trash Removal Services**

The Village of Galena has an exclusive residential contract with Big-O Refuse. Village households should contact Big-O for trash collection (Fridays), recycling services, or to set up an account at 1-888-924-2446. Paper recycling bins are also located at the Big Walnut Schools Administration Building on Walnut Street.

## **Addresses and Postal Service**

### **Mailbox Specifications**

The mailbox post assembly is to be a minimum 4 inch by 4 inch, unfinished cedar, with cross arm and support bracket, cantilever type, as approved by the Postal Service for standard residential applications.

The support post is to be buried not less than 36 inches below finished yard grade and backfilled with gravel, set plumb and tamped firm. Driven steel post support mounting brackets are acceptable if approved for postal use and installed to full manufacturer's specifications.

The mailbox container is to be a standard black steel postal service approved letterbox, with all related required equipment, mounting material, fasteners, flag, and door, all in serviceable condition. It should be mounted level, to postal regulation



height of not less than 42 inches and not more than 45 inches measured from the finished yard grade to the bottom of the mailbox. The opening of the box shall face the street or in a direction approved by the local Postmaster. The front or opening side of the mailbox container shall not extend beyond the front face of the curb or as otherwise approved by the Postmaster. Emergency 911 house numbers shall not be installed on any part of the mailbox assembly.

### **House Numbers**

House numbers are designated by Delaware County. Contact the County Map Room at 740-833-2450 to have your house number assigned.

House numbers shall be displayed on each residence and installed so as to be plainly visible from the street. Numbers shall be a minimum of 3 inches in height and finished in a color to contrast with the background on which they are placed. House numbers shall usually be placed near the main entrance to the building and shall be firmly secured and maintained at all times in good condition.

House number identification is to be affixed to the top section of the mailbox post above the level of the top of the mailbox. The address numeral shall be not less than 3.5 inches and be no more than 4 inches in vertical height. Numerals shall be painted black and installed vertically on both sides of the main post support facing the street. Address numbers shall identify the property with the numbers in proper descending order, correctly spaced, from the top of the post down, and securely fastened in place to manufacturer's directions.

### **Galena Post Office**

The Galena zip code is 43021. The Galena Post Office, 34 W. Park St., Galena, Ohio 43021, serves a large area. Having a Galena mailing address does not necessarily mean that you live within the Galena Village limits. Call 965-2371 for hours and services.

## **Big Walnut Schools**

Galena is served by the Big Walnut School District. With new home growth in the school district, check with district officials regarding any possible redistricting that could change where your students will attend. The district's administrative offices are located in Galena at 70 N. Walnut St., 965-3010.

## **Snow Removal**

The Village is responsible for snow removal on all Village streets. (New developments' streets may not yet be turned over to the Village so may still be the developer's responsibility.) The main streets are the first priority, then residential streets. Snow removal in alleys will be a third priority. Off-street parking is not recommended during heavy snowfall since plowing the roads may cause your car to be snowbound. The Village is not responsible for private driveways. We ask that residents be vigilant about keeping their sidewalks cleared for everyone's safety. Please do not cause a hazard by shoveling or plowing your snow onto streets or sidewalks.

Residents must move their vehicles from all streets or risk being towed in the event of a snow emergency when:

- ❑ more than 2” of snow falls within a 24-hour period;
- ❑ additional snow is expected; and,
- ❑ ice accumulates to the point it impairs safe movement of traffic.

## **Chipping Service**

The Village offers a chipping service on the last Fridays May through October. Residents can bundle limbs no larger than 4” in diameter, cut side out, placed at the curb for pick up. Do not place trash, weeds, or thorny limbs or brush.

## **Voter Registration**

The Village of Galena’s polling place is at the Galena United Methodist Church, 2777 Sunbury Rd. To register to vote, contact the Delaware County Board of Elections at 833-2080.

## **Bureau of Motor Vehicles, Delaware Ohio**

To obtain a driver’s license or register your vehicle, contact the Ohio Bureau of Motor Vehicles in Delaware at 369-3552.

## **Cemetery**

The Galena Cemetery, located on Walnut Street, is under the jurisdiction of the Board of Berkshire Township Trustees who may be reached at 965-2992 or contact Cemetery Sexton Larry Buell at 548-6349.

## **Parks**

### **Galena Park Facilities**

#### **Ruffner Park**

Ruffner Park, 170 Harrison St., features a shelter house, playground, volleyball court, and softball diamond, all situated on the Big Walnut Creek. To reserve the shelter house for \$25, call 965-2484. Reservation forms are also available online at [www.galenaohio.org/link](http://www.galenaohio.org/link). The shelter house can also be used on a first come, first served basis.

The softball field cannot be reserved but can be used for free if it is not being used by a league. To check league schedules, visit [www.ruffnerpark.com](http://www.ruffnerpark.com).

#### **Miller Park**

Miller Park, 268 N. Walnut St., features a new train-themed playground, basketball court, volleyball court, a .4 mile paved walking trail, and a picnic gazebo. Miller Park facilities are available free on a first come, first served basis.

## **Trails**

The Village has a number of trails and is working to connect its neighborhoods and trail system as part of the larger Ohio-to-Erie Trail.

Across from Miller Park on Walnut St., beside the cemetery, the old Penn Central Railroad bed has been converted into a 1/2 mile Galena Brick Trail that traverses an old railroad bridge over the Little Walnut Creek featuring scenic overlooks. The trail features an overlook deck offering a peaceful picnic location. Galena Brick Trail facilities are available free on a first come, first served basis.

Miller Park features a .4-mile paved walking trail. The Galena Brick Trail continues across Holmes St. from Miller Park. Once part of the famous Galena Shale Tile and Brick Company, this gravel and mowed trail will eventually connect to the Heathermere subdivision and to the Big Walnut Trail in Sunbury.

The Walnut Creek Trail starts at Harrison St., crosses Big Walnut Creek, and continues through the Walnut Creek subdivision on Joe Walker Road. Eventually this will connect north to the rest of the Ohio-to-Erie Trail that is still under construction.

The Genoa Trail connects with the Hoover Scenic Trail south of Galena. The trail will eventually connect with Galena's Hoover Scenic Walkway Trail that runs from Dustin Rd. to Walnut St.

## **Columbus Recreation and Parks Department**

Galena is located at the confluence of Big Walnut and Little Walnut creeks at the mouth of Hoover Reservoir. The lake offers fishing and boating and features several parks.

The lake and its mudflats are an important migratory bird stopover and are popular bird watching spots. A great place to view birds is from the 1,500 foot Hoover Boardwalk located at Area M off of Front St. in Galena. Osprey platforms have been installed by local volunteers to assist in reintroducing the "fish hawks" in Central Ohio. Eagles frequent the area and the entire Hoover area is also a successful breeding ground for Prothonotory Warblers. For more information, contact the Columbus Recreation and Parks Department at 614-645-3300, <http://www.columbusrecparks.com/>.

Again, we welcome you to Galena. Contact us if we can be of any further assistance.

Sincerely,

Jeanna Burrell  
Galena Assistant Public Service Director