

# *Town of Odessa*

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR & COUNCIL  
MONDAY, DECEMBER 3, 2018 - 7:00 PM  
OLD ACADEMY BUILDING  
315 MAIN STREET  
ODESSA, DE 19730**

Those present at 7:00 pm

Mayor: Kathy Harvey  
Council Member: Betts Jackson  
Council Member: John Freeman

Treasurer: Lionel Hynson

Secretary: Barbara Roberts

Guests or Community Members: MOT News, Boy Scout Troops #204 & #301

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I. Pledge of Allegiance & meeting called to order at 7:00 p.m.

II. Roll Call

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO EXCUSE  
LINDSAY RICE FROM THE DECEMBER 3<sup>RD</sup> MEETING OF MAYOR & COUNCIL**

**MOTION CARRIED. 3 AYES, 0 NAYS**

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO EXCUSE  
HARVEY SMITH FROM THE DECEMBER 3<sup>RD</sup> MEETING OF MAYOR & COUNCIL**

**MOTION CARRIED. 3 AYES, 0 NAYS**

III. Approval of Minutes

a. Regular Meeting of Mayor & Council 11-1-18 (*3 page minutes document*)

**MOTION BY BETTS JACKSON, SECONDED BY JOHN FREEMAN TO APPROVE  
THE MINUTES AS WRITTEN FROM THE 11-5-18 MEETING OF MAYOR &  
COUNCIL**

**MOTION CARRIED. VOTE 3 AYES, 0 NAYS**

IV. Correspondence - *None*

- V. Treasurer's Report
- a. Balance Sheet, Profit & Loss Report as of 11-30-18, attached hereto as attachments A & B (3 pg. report)

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO APPROVE THE NOVEMBER 30, 2018 TREASURERS REPORT AS SUBMITTED.**

**MOTION CARRIED. VOTE: 3 AYES, 0 NAYS**

- VI. Commission Reports
- a. Historic – Meeting was: November 8, 2018
  - b. Planning – No November Meeting
  - c. Trees – No November Meeting

VII. Old Business - *None*

- VIII. New Business
- a. 2017-2018 Audit
    - Boyer & Boyer is working on the final preparations for completing the audit and that report is expected shortly.
    - Boyer & Boyer also notified the Town that going forward the examination of the financial records for the Town will now be titled: Agreed Upon Special Procedures Report. This procedure is not a full audit, but will verify the Town's cash balances, cash receipts and cash disbursements as it has done for the last several years. Only the title will change, not the procedures.
  - b. Fence Repair, attached hereto as attachment C (*1 page proposal*)
    - A proposal was received to repair a fence at 307 High Street that was damaged by one of the Town's street trees.

**MOTION BY BETTS JACKSON, SECONDED BY JOHN FREEMAN TO SIGN THE AGREEMENT WITH JOHN RINGER TO REPAIR THE DAMAGED FENCE AT 307 HIGH STREET**

**MOTION CARRIED. VOTE: 3 AYES, 0 NAYS**

- IX. Next Meeting Date and Time
- a. Next meeting is scheduled for Monday, February 4, 2019 at 7:00 pm

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO CANCEL THE JANUARY 2019 MEETING OF MAYOR & COUNCIL**

**MOTION CARRIED. VOTE: 3 AYES, 0 NAYS**

b. Mayor Harvey asked Council for permission to close the office on Christmas week.

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO CLOSE THE OFFICE FOR THE CHRISTMAS HOLIDAY**

**MOTION CARRIED. VOTE 3 AYES, 0 NAYS**

- Council opened the floor to the Boy Scout Troops.
  - Individual scouts asked questions to Council on issues in Town and Council members also asked the Scouts to explain what it meant to be a Scout and why it was important to them.

X. Adjournment

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO ADJOURN THE MEETING AT 7:55 PM.**

**MOTION CARRIED. VOTE: 3 AYES, 0 NAYS**

Minutes Submitted: 12-4-18  
Date

Barbara Roberts  
Secretary

Approved: \_\_\_\_\_  
Date