

**TOWN OF ODESSA**  
**MINUTES FOR REGULAR TOWN MEETING OF MAYOR & COUNCIL**

**NOVEMBER 1, 2021, MONDAY – 7:00 PM**  
**OLD ACADEMY BUILDING**  
**315 MAIN STREET**  
**ODESSA, DE 19730**

**IN PERSON MEETING**

Those present at 7:00 PM

Mayor: Harvey C. Smith, Jr.  
Councilmember: John Freeman  
Councilmember: Betts Jackson  
Councilmember: Lionel Hynson  
Councilmember: Ed Pollard

Treasurer: Debra Schulman  
Secretary: Barbara Roberts

Guests or Community Members: Melissa Heller, MOT Alliance

---

I. Call to Order & Pledge of Allegiance, meeting called to order at 7:00 pm

II. Roll Call

III. Approval of Minutes

a. Minutes: ARPA Workshop on 10/4/21

**MOTION BY BETTS JACKSON, SECONDED BY JOHN FREEMAN TO APPROVE THE MINUTES FROM THE 10-4-21 ARPA WORKSHOP**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

b. Minutes: Regular Meeting of Mayor & Council 10-4-21

**MOTION BY BETTS JACKSON, SECONDED BY ED POLLARD TO APPROVE THE MINUTES FROM THE REGULAR MEETING OF MAYOR & COUNCIL ON 10-4-21**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

- At this point in the meeting Mayor Smith asked to move Melissa Heller, from MOT Alliance up in the Agenda for her presentation on the goals of their organization (see new business for her comments)

IV. Correspondence -None

V. Treasurer's Report

- a. Treasurer's Report as of 10-31-21, attached hereto as attachment A & B (3 pg. report)
- Treasurer Schulman reported concerns about finance charges on the small bank accounts at M & T, she will contact the bank concerning these charges. Attached hereto as attachment C (12 page report)

**MOTION BY JOHN FREEMAN, SECONDED BY BETTS JACKSON TO APPROVE THE TREASURERS REPORT AS SUBMITTED FROM 10-31-21**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

VI. Commission Reports

- a. Historic Commission: No October Meeting
- b. Planning Commission: Meeting Date Was 10-21-21
- Update for the Comprehensive Plan. A representative from State Planning attended to assist the Planning Commission on the next steps to complete the update.
- c. Tree Commission: No October Meeting

VII. Old Business

- a. Verizon Cable TV Franchise Agreement
- Town Attorney continues to work with Verizon and will address additional questions by Council.
- b. Speed Bump on Osbourne Street
- Austin & Bednash will do the installation of the speed bump on Osbourne Street at no cost to the Town.
  - Councilmen Freeman & Hynson will coordinate the location of the speed bump.
- c. Parking lot repairs at Memorial Park
- Austin & Bednash will fill the potholes in the parking lot at Memorial Park at no cost to the Town.

**MOTION BY JOHN FREEMAN, SECONDED BY ED POLLARD TO ALLOW AUSTIN & BEDNASH TO PLACE THE SPEED BUMP ON OSBOURNE STREET AND FILL THE POTHOLES AT THE MEMORIAL PARK PARKING LOT.**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

- d. Interior Storm Window Estimate, Attached hereto as attachment D (*3 page estimate*)
- Mayor Smith reported that the windows in the Old Academy have been measured, repaired, and cleaned in preparation for the installation of the storm windows.
  - Funding for this project will come out of the Capital Improvements Grant the Town received.

**MOTION BY JOHN FREEMAN, SECONDED BY ED POLLARD TO APPROVE SIGNING THE CONTRACT WITH INDOV FOR THE INSTALLATION OF INTERIOR STORM WINDOWS AT THE OLD ACADEMY BUILDING**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

VIII. New Business

- a. Melissa Heller – MOT Alliance (*moved up in Agenda*)
- MOT Alliance was formed by a group of residents concerned about responsible growth and development in the MOT area.
  - They are informing residents in the area concerning possible changes in development plans and how to empower them to learn about area growth.
  - They have met with and are working with New Castle County Land Use, Planning Board and the Appoquinimink School District and are trying to meet with local municipal governments.
  - The group also is interested in local town comprehensive plans and their vision for the future.
  - Council asked questions and thanked Ms. Heller, who is the community outreach and public relations person for this group.
- b. Leaf Removal, Attached hereto as attachment E (*1 page notice*)
- The Town of Middletown will be in the area on Nov. 15<sup>th</sup> & Nov. 30<sup>th</sup> for leaf removal. All leaves must be raked to the curb. No bags, sticks or dirt should be with the leaves.
- c. ADA Title II Local Public Agency Responsibilities, Attached hereto as attachment F (*2 page questionnaire*)
- The town received a questionnaire from DELDOT's Americans with Disabilities Act representative, requesting that the Town complete a questionnaire outlining the Towns compliance with ADA regulations. Deadline for completing the form is Nov. 15<sup>th</sup>.
- d. Snow Removal Contract, Attached hereto as attachment G (*2 page contract*)

**MOTION BY BETTS JACKSON, SECONDED BY JOHN FREEMAN TO APPROVE THE 2021-2022 SNOW REMOVAL CONTRACT FROM AUSTIN AND BEDNASH FOR THE TOWN OF ODESSA**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

IX. Next Meeting Date and Time: Next meeting of Mayor & Council: Monday December 6, 2021, at 7:00 pm.

- The Friends of Zoar Church have asked the Town for approval to install a State of Delaware Historic Site Sign on the church property.

**MOTION BY LIONEL HYNSON, SECONDED BY ED POLLARD TO ALLOW THE FRIENDS OF ZOAR CHURCH TO INSTALL AN HISTORIC SITE SIGN AT THE CHURCH PROPERTY**

**MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN**

- Mayor Smith has asked the same contractor that is working on the Old Academy Building to re-do the sign in the front of the building, since a large portion has rotted, and we need to remove the Delaware Wildlands name since they are no longer in the building. He will also re-do the kiosk at the post office and remove the aluminum and replace with wood and paint.

X. Adjournment

**MOTION BY ED POLLARD, SECONDED BY BETTS JACKSON TO ADJOURN THE MEETING AT 7:58**

**MOTION CARRIED. VOTE 5 AYES, 0 NAYS**

Minutes Submitted 11-8-21  
Date

Barbara Roberts  
Secretary

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

c:doc/agenda/2021