

THE TOWN OF ODESSA
MINUTES FOR THE REGULAR MEETING OF MAYOR & COUNCIL
MONDAY SEPTEMBER 12, 2022
OLD ACADEMY BUILDING
315 MAIN STREET
ODESSA, DE

IN-PERSON

Those present at 7:00 pm

Mayor: Harvey C. Smith, Jr.
Council Member: John Freeman
Council Member: Lionel Hynson
Council Member: Yeni Ocampo
Council Member: Len Aguilar

Treasurer: Debra Schulman

Secretary: Barbara Roberts

Guests and/or Community Members: State Senator Stephanie Hansen, Councilman Dave Carter, William Russell Wye Realty, Tucker Robbins, Odessa Commons, approx.. 25-30 residents

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- I. Call to Order & Pledge of Allegiance, meeting called to order at 7:05
 - II. Roll Call
 - III. Approval of Minutes
 - a. Regular Meeting of Mayor & Council from 8-8-22

MOTION BY JOHN FREEMAN, SECONDED LIONEL HYNSON TO APPROVE THE MINUTES FROM THE AUGUST 8, 2022, MEETING OF MAYOR & COUNCIL AS WRITTEN

MOTION CARRIED: VOTE 5 AYES, 0 NAYS, 0 ABSTAIN

- IV. Correspondence *-None*
- V. Treasurer's Report
 - a. Balance Sheet / Profit & Loss as of 8-13-22, attached hereto as attachment A & B (3 page reports)
 - Treasurer Schulman reviewed various expenses on the report, noting:

- The transfer of funds was necessary to cover street light expenses until the Municipal Street Aid funds come in.
- \$2,100 to cover tree maintenance expenses.

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN TO APPROVE THE TREASURERS REPORT FROM 8-13-22 AS SUBMITTED

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

VI. Commission Reports

- a. Historic Meeting Date Was: 8-11-22 (Mapleview, Coleman, Jubilee, Town of Odessa)
- b. Planning Meeting Date Was: 8-18-22 (finalize comp. plan to prepare for PLUS review)
- c. Trees – No August Meeting
 - Tree Commission Appointments – Mayor Smith recommended the following individuals to the Tree Commission according to the towns tree ordinance, attached hereto as attachment C (*1 page list & 8-page ordinance*)
 - Melaine Minear (resident)
 - Michael Callaghan (resident)
 - Quentin Schlieder (Arborist & Advisor)

MOTION BY YENI OCAMPO, SECONDED BY LEN AGUILAR TO APPROVE THE APPOINTMENTS OF MELAINE MINEAR AND MICHAEL CALLAGHAN TO 3 YEAR APPOINTMENTS AND QUENTIN SCHLIEDER AS THE ABORIST & ADVISOR TO THE TOWN OF ODESSA TREE COMMISSION.

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

VII. Old Business

- a. BP Focus Group Conclusions, attached hereto as attachment D (*2 page conclusions*)
- b. Final Vote: Tabled Ordinance 2022-01 Establish “BP” Business Park Zoning District, attached hereto as attachment E (*11 page ordinance*)
 - Bill Russell representing Wye Realty and the owners of Odessa Commons reviewed and thanked everyone involved over the last several months concerning the Business Park plans and ordinance, including but not limited to financial benefits, traffic studies, set-backs, and expenses the Town will need to incur, etc. Due to lack of support for the Business Park and in coordination with the Comprehensive Plan the owners will proceed with development will proceed with the current PND zoning.
 - Shelley Perry spoke on the BP Focus Groups findings and asked Council if there was any further information, they needed from the group’s findings.
 - Mayor Smith then explained the necessity for more than one vote.

MOTION BY LIONEL HYNSON, SECONDED BY YENI OCAMPO TO MOVE ORDINANCE 2022-01 OFF THE TABLE

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

MOTION BY VOICE VOTE TO DECLINE THE PASSAGE OF ORDINANCE 2022-01 TO AMEND ORDINANCE 97-1, THE ZONING ORDINANCE OF THE TOWN OF ODESSA, TO ESTABLISH THE “BP” BUSINESS PARK ZONING DISTRICT

MOTION BY VOICE VOTE:

- John Freeman, Nay**
- Lionel Hynson, Nay**
- Yeni Ocampo, Nay**
- Leonard Aguilar, Nay**
- Harvey Smith, Nay**

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

- c. Comprehensive Plan Extension, attached hereto as attachment F (*1 page letter*)
The Town has received a 6-month extension to complete the plan.
- d. Draft 2022 Comprehensive Plan Update.
 - Draft plan has been submitted for PLUS review on September 28, 2022
 - Copies of the draft have been sent to New Castle County, Town of Townsend and Town of Middletown
- e. Update on HVAC upgrade costs, attached hereto as attachment G (*3 page estimates*)
 - Previous estimates were \$7,980.00, but due to some unexpected issues the cost is now \$9,920.00 an increase of \$1,940.00
 - Expenses will be paid from the American Rescue Act Funding the town has received.

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN TO APPROVE THE UPGRADED COSTS FOR MOVING AND REPAIR OF THE HVAC SYSTEM IN THE OLD ACADEMY BUILDING

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

- VIII. New Business
 - a. Third Check Signer

- Mayor Smith explained the need for a third check signer when the Mayor and or Treasurer is unable to sign as a 2nd signature on checks. He asked Council for a volunteer to become the third check signer, replacing Ed Pollard

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN TO APPROVE YENI OCAMPO AS THE THIRD CHECK SIGNER WHEN THE MAYOR AND/OR TREASURER ARE UNABLE TO SIGN CHECKS.

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

b. Handicap Entrance

- 3 recommended proposals, attached hereto as attachment H (*1 page list & 3 pages of proposals*)

MOTION BY YENI OCAMPO, SECONDED BY LEONARD AGUILAR TO APPROVE THE BID FROM PHB, INC. FOR THE INSTALLATION OF A HANDICAPPED ENTRANCE DOOR IN THE REAR OF THE OLD ACADEMY BUILDING

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

c. Town Hall Window Treatments, attached hereto as attachment I (*1 page proposal*)

- A Stitch In Time will provide and install wooden venetian blinds for the 2 windows facing west in the Council area.
- Window treatments will be covered under the capital improvement grant the town received.

IX. Next Meeting Date and Time: Next meeting of Mayor & Council will be Monday October 3, 2022, at 7:00,

- The Town was notified that someone had fallen on the sidewalk in front of St. Paul's Church on Main Street. Mayor Smith has been in contact with the church and talked to the town solicitor and he is researching whether the Town is responsible, but Mayor Smith noted that an ordinance passed in March 2002, states the homeowner is responsible for upkeep and repairs on their brick sidewalks.
- WILMAPCO would like to attend the October meeting and do a presentation on the Regional Transportation Plan.
- Next meeting Council will need the first reading of an ordinance to update the building codes as recommended by the building inspector.
- The inspection is complete on the playground equipment at both parks. Minor repairs and mulch are needed.

- Town Secretary resignation – Barbara Roberts submitted her resignations, effective at the end of November. Attached hereto as attachment J (*1 page resignation letter*)

MOTION BY YENI OCAMPO, SECONDED BY LIONEL HYNSON TO ACCEPT BARBARA’S RESIGNATION

MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN

X. Adjournment

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN TO ADJOURN THE MEETING 8:00 PM

MOTION CARRIED. 5 AYES, 0 NAYS, 0 ABSTAIN

Minutes Submitted: 9/25/22

Barbara Roberts
Secretary

Approved: _____

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