

THE TOWN OF ODESSA
MINUTES FOR THE REGULAR MEETING OF MAYOR & COUNCIL
MONDAY DECEMBER 5, 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: Yeni Ocampo
Council Member: Len Aguilar

Secretary: Amy Marie Ottinger

Guests and/or Community Members: State Senator Stephanie Hansen, Councilman Dave Carter, Former Town Secretary Barbara Roberts, 6 community members

I. Call to Order & Pledge of Allegiance - Meeting was called to order at 7:00 PM

II. Roll Call

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO TO EXCUSE COUNCILMAN LIONEL HYNSON AND TREASURER DEBRA SCHULMAN FROM THE DECEMBER 5, 2022 MEETING OF MAYOR & COUNCIL

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

III. Approval of Minutes

- Public Hearing on 11-7-22 for Ordinance 2022-05

MOTION BY JOHN FREEMAN, SECONDED BY LEN AGUILAR TO APPROVE THE MINUTES FROM THE NOVEMBER 7, 2022 PUBLIC HEARING ON ORDINANCE 2022-05 AS WRITTEN

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

- Regular Meeting of Mayor & Council from 11-7-22

MOTION BY LEN AGUILAR, SECONDED BY JOHN FREEMAN TO APPROVE THE MINUTES FROM THE NOVEMBER 7, 2022 REGULAR MEETING OF MAYOR & COUNCIL AS WRITTEN

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

IV. Special Business

- Barbara Roberts retired at the end of November and Amy Ottinger was hired as the new town secretary. Mayor Smith called on Councilman Freeman to present Barbara with an exiting check in appreciation for all her years of service to the town.

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO TO PRESENT BARBARA ROBERTS WITH AN EXITING CHECK OF \$2000.00 FOR HER RETIREMENT

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

- Barbara was presented with a card on behalf of Council along with Resolution 2202-6 recognizing and thanking Barbara Roberts, attached hereto as Attachment A (*1 page resolution*)

MOTION BY JOHN FREEMAN, SECONDED BY LEN AGUILAR TO ADOPT RESOLUTION 2022-6 RECOGNIZING BARBARA ROBERTS

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

- Councilman Dave Carter presented Barbara with a tribute on behalf of New Castle County council
- State Senator Stephanie Hansen presented Barbara with a tribute from the General Assembly
- Town citizens threw Barbara a luncheon and the tree commission planted a tree in her honor on Fourth Street with a dedication plaque

V. Correspondence - *None*

IV. Treasurer's Report

- a. Balance Sheet / Profit & Loss as of 11-30-22, attached hereto as Attachments B & C (*3 page report*)

MOTION BY JOHN FREEMAN, SECONDED BY LEN AGUILAR TO APPROVE THE TREASURERS REPORT FROM 11-30-22 AS SUBMITTED

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

- b. M&T Savings accounts – the town has three commercial money market savings accounts which require a minimum balance of \$10,000 or more in order to not incur a \$12.50 monthly fee. The accounts can be switched to commercial savings accounts which only requires a minimum balance of \$300 and no monthly fee without changing account numbers.

MOTION BY LEN AGUILAR, SECONDED BY JOHN FREEMAN TO SWITCH COMMERCIAL MONEY MARKET SAVINGS ACCOUNTS WHICH ARE BELOW THE \$10,000 THRESHOLD TO COMMERCIAL SAVINGS ACCOUNTS TO AVOID MONTHLY FEES

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

V. Commission Reports

- Historic Meeting Date Was: 11-15-22 (Givens patio, Coleman roof, architectural shingles)
- Planning Meeting Date Was: 11-17-22 (Osbourne Street presentation, comprehensive plan)
- Trees Meeting Date Was: 11-8-22 (Master Plan, Tree Inventory, Grants, Tree Banking, Outreach/Education)
- Melaine Minear expressed concerns on behalf of town citizens over the Osbourne Street development and that the developer Barry Baker has been clear cutting trees. She also expressed public safety concerns over the traffic on High Street. She provided a handout to council on non binding referendum, attached hereto as Attachment D (1 page). She stated that the people need to voice whether they want larger lots on the Osbourne Street project. Mayor Smith will contact the town attorney and ask him the question but since there is nothing before planning, zoning or the tree commission at this time that there is nothing for council to consider.

VI. Old Business – *None*

VII. New Business

- a. Cancel January's meeting

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO TO CANCEL THE JANUARY 2023 REGULAR MEETING OF MAYOR & COUNCIL

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

- b. Holiday Town Office Closings – December 26 & Jan 2, attached hereto as attachment E (*1 page notice*)
- c. Open Planning Commission seat - Mayor Smith asked council to accept the appointment of Amanda Russell to replace Amy Ottinger on the Planning Commission for the remainder of her term.

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO TO ACCEPT THE APPOINTMENT OF AMANDA RUSSELL TO THE PLANNING COMMISSION FOR THE REMAINDER OF AMY OTTINGER'S 3 YEAR TERM, ENDING IN 2024

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

- d. Possible chair purchase for council room – Mayor Smith is working on getting additional chairs for the council room
- e. Playground Equipment Repairs & Signs –
- Playground Repairs - an estimate was received from Doug Collins for playground equipment repairs at both the Memorial Park and Old Academy park. The estimate totals \$6585.00 for both parks. The Old Academy repairs will be paid for through the

capital improvement fund through the state. The Memorial Park repairs will be paid for in part from a \$2500.00 grant from New Castle County that the town is applying for.

MOTION BY LEN AGUILAR, SECONDED BY YENI OCAMPO TO APPROVE THE ESTIMATE TO RD COLLINS IN THE AMOUNT OF \$6585.00 FOR PLAYGROUND REPAIRS AT OLD ACADEMY AND MEMORIAL PARKS

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

- Playground signs – an estimate was received from Fast Signs to fabricate a new double sided cellular beige PVC sign for Memorial Park, a rules sign for Memorial Park and a rules sign for Old Academy. All signage cost should be covered by American Rescue Act funds.

MOTION BY LEN AGUILAR, SECONDED BY YENI OCAMPO TO APPROVE THE ESTIMATE TO FAST SIGNS TO IMPROVE THE SIGNAGE AT BOTH PARKS

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

IX. Next Meeting Date and Time: Next meeting of Mayor & Council will be Monday, February 6, 2023 at 7:00 PM

X. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY LEN AGUILAR TO ADJOURN THE MEETING 7:48 PM.

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

Minutes Submitted: 1-12-23

Amy Marie Ottinger
Secretary

Approved: 2-6-23

c:doc/agendas/minutes2022