

# Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL  
MONDAY MARCH 6, 2023 - 7:00 PM  
OLD ACADEMY BUILDING  
315 MAIN STREET  
ODESSA, DE 19730**

Those present at 7:00 PM:

Mayor: Harvey Smith  
Council Member: Yeni Ocampo  
Council Member: Lionel Hynson  
Council Member: Leonard Aguilar  
Treasurer: Debra Schulman  
Secretary: Amy Marie Ottinger  
(3) community members

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

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO EXCUSE JOHN FREEMAN FROM THE MARCH 6, 2023 MEETING OF MAYOR & COUNCIL.**

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

- III. Approval of Minutes
  - a. Minutes: Regular Meeting of Mayor & Council 2-6-23

**MOTION BY LENNY AGUILAR, SECONDED BY LIONEL HYNSON TO APPROVE THE MINUTES FROM THE 2-6-23 REGULAR MEETING OF MAYOR & COUNCIL AS WRITTEN.**

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

- IV. Correspondence - None
- V. Treasurer's Report
  - a. Balance Sheet / Profit & Loss as of 2-28-23, attached hereto as Attachments A & B (3 page report)
    - Treasurer Schulman reviewed various expenses on the reports such as the initial payment to PHB for the handicap entrance and unexpected oil tank removal at Old Academy, the town audit expense and the final payment for signage at both parks. The deposits consisted mainly of permit fees.

**MOTION BY LENNY AGUILAR, SECONDED BY LIONEL HYNSON TO APPROVE THE TREASURERS REPORT FROM 2-28-23 AS SUBMITTED.**

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

VI. Commission Reports

- a. Historic – Meeting was 2-9-23 (Architectural Design Standards)
  - Premium Asphalt Architectural Shingles were added to the list of approved roofing materials via the addition of page 17 to the ADS to include the additional suitable materials list. The document was updated online as well as here at town hall.
- b. Planning – There was no February meeting
- c. Trees – Meeting was 2-14-23 (Grants, Inventory & Mapping, Volunteers)

VII. Old Business

- a. 2021-2022 Audit Report
  - Council members were given an additional month to review the audit and ask any questions pertaining to it. There were no questions or concerns raised.

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO APPROVE THE 2021-2022 AUDIT REPORT AS PRESENTED BY BOYER & BOYER.**

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

- b. Discussion from 6:45 public hearing
- c. Second Reading: Ordinance 2023-01: Adoption of the 2022 Comprehensive Plan, attached hereto as Attachment C (1 page ordinance)

**MOTION BY VOICE VOTE TO APPROVE ORDINANCE 2023-01 TO ADOPT THE 2022 TOWN OF ODESSA COMPREHENSIVE PLAN.**

**YENI OCAMPO, Aye**  
**LIONEL HYNSON, Aye**  
**LEONARD AGUILAR, Aye**  
**HARVEY SMITH, Aye**

**MOTION CARRIED. VOTE 4 AYES, 0 NAYS, 0 ABSTAIN**

VIII. New Business

- a. University of Delaware Energy Audit
  - The University of Delaware performed an audit here at town hall to determine how we can reduce expenses by reducing our energy consumption and upgrading to LED Fixtures. Interior storm windows have already been installed. The town has capital improvement funds available to pay for the upgrades. An estimate was provided by Masten Electric to perform the recommended lighting upgrades, attached hereto as Attachment D (1 page estimate)

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO APPROVE THE ESTIMATE FROM MASTEN ELECTRIC IN THE AMOUNT OF \$4,885.00 TO UPGRADE OLD ACADEMY LIGHTING TO NEW LED FIXTURES.**

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

- Masten Electric also provided a separate estimate to replace the flag pole lights to address community concerns over the lack of proper illumination of the flags at town hall, attached hereto as Attachment E (1 page estimate)

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO TO APPROVE THE ESTIMATE FROM MASTEN ELECTRIC IN THE AMOUNT OF \$1,600.00 TO REPLACE THE FLAG POLE LIGHTS WITH NEW LED SPOT LIGHTS.**

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

- Page Precision provided an estimate to replace the landscaping at town hall with new shrubbery as well as adding low voltage landscape lights, attached hereto as Attachment F (1 page estimate and schematic). This work can be paid for with capital improvement funds.

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR, TO APPROVE THE PROPOSAL FROM PAGE PRECISION IN THE AMOUNT OF \$9151.00 FOR NEW LANDSCAPING AND LOW VOLTAGE LIGHTING AT OLD ACADEMY.**

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

- b. MayFest street closing, attached hereto as Attachment G (1 page email)

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO ALLOW THE CLOSING OF HIGH STREET FROM SECOND STREET TO FRONT STREET ON SATURDAY, MAY 6, 2023 FOR MAYFEST.**

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

- c. Proclamation – Thomas Garrett & Harriet Tubman Day, attached hereto as Attachment H (1 page proclamation)

**MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO PROCLAIM MARCH 10, 2023 THOMAS GARRETT AND HARRIET TUBMAN DAY IN THE TOWN OF ODESSA.**

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

- d. Old Academy flagpole & Town street sign reinvestment proposal
  - Town resident Michael Callaghan presented information to mayor and council regarding new street signs for the town. The Old Academy flagpole was addressed earlier in the meeting and an estimate to repair the flag pole lights was approved.

IX. Next Meeting Date and Time - Next meeting of Mayor and Council will be the second Monday of the month (Monday, April 10, 2023) since there is a town election on the first Monday of the month.

X. Adjournment

**MOTION BY LENNY AGUILAR, SECONDED BY LIONEL HYNSON TO ADJOURN THE MEETING AT 7:40PM.**

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

Minutes Submitted: 03/30/23

By: Amy Marie Ottinger  
Town Secretary

Approved: 4-10-23