

Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL
MONDAY, FEBRUARY 3, 2025 - 7:00 PM
OLD ACADEMY BUILDING
315 MAIN STREET
ODESSA, DE 19730**

Those present at 7:00 PM:

Mayor: Harvey C. Smith Jr.
Council Member: Lenny Aguilar
Council Member: John Freeman
Council Member: Yeni Ocampo
Treasurer: David Sheats
Secretary: Amy Marie Ottinger
Scott Dunkelberger – Odessa Fire Company President
(5) community members

I. Call to Order & Pledge of Allegiance – The meeting was called to order at 7:00 PM.

II. Roll Call

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO EXCUSE LIONEL HYNSON FROM THE FEBRUARY 3, 2025 MEETING OF MAYOR & COUNCIL.

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

III. Special Presentation to Women's Club of Odessa

- Scott Dunkelberger, Odessa Fire Company President, presented members of the Women's Club of Odessa with a generous \$1,000.00 donation as a token of appreciation for their partnership with the Fire Company during the club's most recent Christmas in Odessa event. He stated that the Fire Company looks forward to working with the club in the future to make their annual event even more successful. The donated money was raised by members through their chicken and dumpling and craft show sales.

IV. Approval of Minutes

- a. Minutes: Regular Meeting of Mayor & Council 12-2-24

MOTION BY YENI OCAMPO, SECONDED BY LENNY AGUILAR, TO APPROVE THE MINUTES FROM THE DECEMBER 2, 2024 REGULAR MEETING OF MAYOR & COUNCIL.

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

V. Correspondence – Mayor and Council received a thank you card from the family of Ingrid Callaghan for condolences sent after her passing.

VI. Treasurer's Report

- a. Balance Sheet / Profit & Loss as of 12-31-24, attached hereto as Attachments A & B (3-page reports)
 - Treasurer Sheats reviewed various expenses on the balance sheet. In the Odessa Community Account, the deposit consisted of rental income. Expenses consisted of normal operating expenses. In the PNC Operating Account, the deposit consisted mainly of back property tax payments and JP court fees. Expenses consisted of normal operating expenses with the exception of a payment to the Town of Middletown in the amount of \$1,500.00 for town-wide leaf removal and Boyer & Boyer in the amount of \$6,850.00 for our yearly audit. Total assets are \$682,001.99.
- b. Balance Sheet / Profit & Loss as of 1-31-25, attached hereto as Attachments C & D (3-page reports)
 - Treasurer Sheats reviewed various expenses on the balance sheet. In the Odessa Community Account, expenses consisted of normal operating expenses. In the PNC Operating Account, deposits consisted of back property tax payments, transfer taxes and JP court fees. Expenses consisted of normal operating expenses with the exception of payment to Page Precision for snow removal at town hall. In the Municipal Street Aid Account, expenses included payment to Austin & Bednash in the amount of \$1,000.00 for town-wide snow plowing. Total assets are \$677,835.57.

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO APPROVE THE TREASURER'S REPORTS FROM 12-31-24 AND 1-31-25.

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

VII. Commission Reports

- a. Historic – No meeting in December. January's meeting was 1-9-25 (K. Hovnanian Homes & Olde Odessa Ventures)
- b. Planning – No meetings in December or January.

VIII. Old Business - None

IX. New Business

- a. Resolution 2025-01: Recognize Francis (Frank) Gant Sr., attached hereto as Attachment E (1-page resolution)

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO ADOPT RESOLUTION 2025-01 RECOGNIZING FRANCIS W. GANT SR.

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

- b. 2023-2024 Audit Report, attached hereto as Attachment F (10-page report)
 - Mayor Smith reported that the auditors found all the town records were in order, reasonable, accurate and complete. He stated that we went over budget approximately \$23,000.00 on items that are really out of our control such as street lighting, insurance, trees and attorney's fees. He will work closely with Treasurer Sheats on the upcoming budget in May. The Mayor admitted once again that he made a mistake in September by being one of two signers on a check made payable to himself for \$17.99 for reimbursement of a key box for the town secretary's office. He stated that he should have had Councilwoman Ocampo and Treasurer Sheats sign the check versus himself.

- c. Contract Renewal – A1 Sanitation Services, attached hereto as Attachment G (2-page estimate) with a total price of \$817.40 which includes bi-weekly service from March thru November with a one-time delivery charge

MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPROVE THE ONE YEAR CONTRACT WITH A-1 SANITATON SERVICES FOR ONE (1) PORTABLE TOILET AT THE MEMORIAL PARK FROM MARCH – NOVEMBER.

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

- d. 2025 Election
 - The 2025 Town of Odessa election is scheduled to be held Monday, April 7, 2025. There are (4) positions up for election: Mayor, Treasurer and (2) town council seats. All current members have agreed to run for re-election. Letters of Intent to run are due by Monday, March 10, 2025 by 4:30 PM.
- e. Board of Elections Appointments, attached hereto as Attachment H (1-page document)

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO APPOINT DAWN BUCKWORTH, AMANDA RUSSELL AND LINDA SYDNOR TO THE 2025 ELECTION BOARD.

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

X. Public Comment

- Jeff Pyle (205 Main Street) stated that one of the streetlights outside his home is always on. He agreed to send the town secretary an email with the pole number so that she can report the issue to Delmarva Power. The Mayor stated that he encourages all citizens to report any street light issues to the town secretary as soon they are discovered.

XI. Next Meeting Date and Time: Next meeting of Mayor and Council will be Monday, March 3, 2025 @ 7:00 PM.

XII. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO ADJOURN THE MEETING AT 7:20 PM.

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

Minutes Submitted: 2/11/2025

By: Amy Marie Ottinger
Town Secretary

Approved: _____