

Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL
MONDAY, OCTOBER 6, 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: Lionel Hynson
Council Member: Yeni Ocampo
Treasurer: David Sheats
Secretary: Amy Marie Ottinger
(4) community members

- I. Call to Order & Pledge of Allegiance – The meeting was called to order at 7:00 PM.
- II. Roll Call
- III. Approval of Minutes
 - a. Minutes: Regular Meeting of Mayor & Council 9-8-25

MOTION BY LIONEL HYNSON, SECONDED BY YENI OCAMPO, TO APPROVE THE MINUTES FROM THE SEPTEMBER 8, 2025 REGULAR MEETING OF MAYOR & COUNCIL.

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

- IV. Correspondence - Letter from town secretary Amy Marie Ottinger submitting her letter of resignation, attached hereto as Attachment A (*1-page letter*)

MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR, TO ACCEPT THE RESIGNATION OF THE TOWN SECRETARY SO THAT THE POSITION CAN BE POSTED.

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

- V. Treasurer's Report
 - a. Balance Sheet / Profit & Loss as of 9-30-25, attached hereto as Attachments B & C (*2-page reports each*)
 - b. Treasurer Sheats reviewed various expenses on the balance sheet. He reported that the town clerk did not reconcile the M&T Sweep Investment Account and will reconcile the account next month. In the Odessa Community Account, the deposit consisted of rental income and expenses consisted of normal operating expenses. In the PNC Operating Account, deposits totaling \$62,655.57 consisted of property tax payments, permit fees and franchise fees. The town also received two grant payments. The first payment was in the amount of \$28,581.01 and was earmarked for the Odessa Fire Company for a fire safety vehicle and sequential road flares. The second payment was from New Castle County in

the amount of \$2,795.00 for repairs to equipment at both of our town parks. County Councilman Kevin Caneco supported this grant request and graciously provided support from his annual budgeted funds. There were two transfers from the Operating Account to the Municipal Street Aid Account totaling \$11,832.32. Expenses consisted of normal operating expenses with the exception of the final grant payment to the Odessa Fire Company for the fire safety vehicle and road flares. Total assets are \$972,542.13.

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO APPROVE THE TREASURER’S REPORT FROM 9-30-25.

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

VI. Commission Reports

- a. Historic – No meeting in September
- b. Planning – No meeting in September

VII. Old Business

- a. High Street Widening and Repaving Project
 - Mayor Smith reported that the town engineering firm, i3a Consulting Engineers, surveyed the streets. They have determined that the proposed widening and repaving project falls within the town right of way. The engineer also performed a stormwater management assessment and provided an opinion, attached hereto as Attachment D (*1-page letter*) which states “The increase of stormwater flow and volume produced by the proposed 7 foot widening of High Street is negligible, as the Appoquinimink River handles a substantial amount of stormwater by itself. Our Rational Method computations demonstrate the increase in flow and volume between pre-construction and post-construction scenarios to have minimal impact based on the capacity of the outfall.” Since this project will disturb more than 5,000 square feet, it will require approval from the DE Sediment and Stormwater program, which is enforced in this case by NCC Conservation District. They advised the town to reach out to New Castle County Conservation District to review the project, provide next steps, and overall approval for the project.
 - Artesian Water Company has requested that the town put the widening and repaving project on hold as they are providing public water service to 303 High Street and Cantwell’s Tavern and will be cutting into the existing paving to install water mains. They will reach back out when services have been installed.
 - Mayor Smith reached out to Senator Stephanie Hansen and State Representative Kevin Hensley in regard to revising our grant application. Revision of the grant is possible but would require a revised request that would need to be approved at all levels. The town has three years to use the CRF funding.

VIII. New Business

- a. Jerome Unruh Proclamation, attached hereto as Attachment E (*1-page proclamation*), proclaiming September 21, 2025 as Jerome Unruh Day in honor of his 100th birthday. Mayor Smith presented Jerry with a framed proclamation on his birthday.
- b. High Street Project Public Hearing – Mayor Smith stated that in speaking with the town attorney that a public hearing on the High Street widening and paving project is not required as public funds are not being used for the project. Council agreed that a public hearing will be held at 6:00 pm prior to the next council meeting to hear public concerns on the project.

- c. 519 High Street (Parcel #24003.00060) - Mayor Smith informed council that the property has been vacant since 1980 and sold at sheriffs' sale back in April. A structural engineer on behalf of the buyer determined that the house was unsafe for occupancy and needed to be condemned. They provided a report to the town, attached hereto as Attachment F (*1-page letter*). At the advice of the town attorney, the town had its own inspection agency, First State Inspection, conduct an independent evaluation of the property. They provided a report, attached hereto as Attachment G (*2-page property inspection report with photos*), which agreed with the structural engineer. The new buyers are aware that this home is located in the Historic District, Architectural Design Standards are applicable, and if council were to vote to condemn the property and demolish the structures, the rebuild will need to comply with current zoning setbacks or a variance would need to be requested.

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO CONDEMN 519 HIGH STREET AND AUTHORIZE DEMOLITION OF THE STRUCTURES .

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

- d. Halloween in the Park – The Town of Odessa, in partnership with the Corbit-Calloway Memorial Library, will be hosting its annual Halloween in the Park event on Saturday, October 25, 2025 from 2-4 PM at the Odessa Memorial Park located at 623 Main Street. The town is currently accepting donations (monetary, crafts and/or candy) with drop-off locations at town hall and the library during normal business hours. Sponsorship forms are available.

IX. Public Comment

- Matthew Dolamore (110 Third Street) stated that he wanted to reaffirm his interest in examining alternatives to 7 feet of asphalt. He is encouraged that a modification of the grant is possible. He looks forward to the public hearing.

- X. Next Meeting Date and Time: Next meeting of Mayor and Council will be Monday, November 3, 2025 @ 7:00 PM with a public hearing at 6:00 PM to hear public concerns on the High Street Widening and Repaving Project.

Miscellaneous:

- The town would like to thank Andy's Pressure Cleaning service for graciously donating his time and services to clean the Veterans' monument, walkways and lower section of bricks here at the Old Academy at no charge to the town.

XI. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO ADJOURN THE MEETING AT 7:21 PM.

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

Minutes Submitted: 10/20/25

By: Amy Marie Ottinger
Town Secretary

Approved: _____