

Town of Odessa

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

Those present at 7:00 PM:

Mayor: Harvey Smith
Council Member: Lenny Aguilar
Council Member: John Freeman
Council Member: Lionel Hynson
Treasurer: David Sheats
Secretary: Amy Marie Ottinger
(11) community members

I. Call to Order & Pledge of Allegiance – The meeting was called to order at 7:02 PM.

II. Roll Call

MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR TO EXCUSE YENI OCAMPO FROM THE NOVEMBER 3, 2025 MEETING OF MAYOR & COUNCIL.

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

III. Approval of Minutes

a. Minutes: Regular Meeting of Mayor & Council 10-6-25

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR TO APPROVE THE MINUTES FROM THE OCTOBER 6, 2025 MEETING OF MAYOR & COUNCIL.

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

IV. Correspondence - None

V. Treasurer's Report

- a. Balance Sheet / Profit & Loss as of 10-31-25, attached hereto as Attachments A & B (3-page reports)
- 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 again this month as she is currently seeking advice from the town accounting firm on how to record transactions on this account. In the Odessa Community Account, expenses consisted of normal operating expenses. In the PNC Operating Account, deposits totaling \$12,933.46 consisted of property tax payments, permit fees and traffic fines. Expenses consisted of normal operating expenses with the exception of a payment to Cat's Meow in the amount of \$343.75 for town hall replicas to sell, a payment to the town's engineering firm i3a LLC in the amount of \$4,500.00 for the right of way survey for High Street, and a payment to Masten Electric in the amount of \$1,100.00 for upgrades to add a dedicated receptacle for the Holiday tree outside town hall. He reported that to date we have received \$300.00 in donations towards the holiday tree electrical upgrade. Total assets are \$974,571.70.

MOTION BY LENNY AGUILAR, SECONDED BY LIONEL HYNSON, TO APPROVE THE TREASURER’S REPORT FROM 10-31-25.

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

VI. Commission Reports

- a. Historic – Meeting was 10-9-25 (Rowe – 209 N. 6th Street)
- b. Planning – No meeting in October
- c. Board of Adjustment – Meeting was 10-21-25 (Rowe – 209 N. 6th Street)

VII. Old Business

- a. High Street Widening and Repaving Project
 - Mayor Smith stated that council had heard the comments and suggestions made by the public on the project at the 6:00 PM public hearing. He asked council if they requested any further action on the project. No further action was taken, and the project will continue to move forward.
 - The town secretary submitted a first accounting for the project, attached hereto as Attachment C (*4-page accounting*), reflecting expenditures from grant acceptance to October 31, 2025.

VIII. New Business

- a. Leaf Pick Up Dates, Tuesday, November 18, 2025 & Tuesday, December 2, 2025, attached hereto as Attachment D (*1-page notice*)
- b. Office Closures – Veterans Day and Thanksgiving Day
 - Town offices will be closed on Tuesday, November 11, 2025 in observance of Veterans Day, attached hereto as Attachment E (*1-page notice*)
 - Town offices will be closed on Thursday, November 27, 2025 in observance of Thanksgiving Day, attached hereto as Attachment F (*1-page notice*)
- c. Town Secretary Position
 - Mayor Smith informed council that the town secretary position was posted, and the posting closed on October 31, 2025. There has been one applicant for the position. He requested that the Mayor, along with one council member and the current town secretary, be allowed to conduct an interview, and if the person possess the qualifications of the position, extend an offer of employment so the applicant could be installed at the December town council meeting.

MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR, TO ALLOW THE MAYOR ALONG WITH ONE COUNCIL MEMBER AND THE EXISTING TOWN SECRETARY TO CONDUCT AN INTERVIEW AND EXTEND AN OFFER OF EMPLOYMENT IF THE APPLICANT MEETS THE QUALIFICATIONS.

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

- d. Old Academy HVAC Contract
 - Mayor Smith stated that in the beginning of October he had the town secretary send out letters to three HVAC contractors for a proposal to service the town’s two HVAC units. The town requested pricing from Hawks & Company (our current contracted provider), Bendler Heating & Cooling, and Crouse Brothers (contractor for Historic Homes of Odessa). Our existing HVAC contractor, Hawks & Company, upped their

price from \$746.00 a year to \$1,024.00 a year with a 3% increase built into the contract each year, attached hereto as Attachment G *(5-page proposal)*. They also increased their hourly rate for repairs and added a new \$125.00 truck charge. Crouse Brothers came in second highest at \$950.00 year, attached hereto as Attachment H *(1-page proposal)* and Bendler Heating & Cooling was the most reasonable price coming in at \$792.00 year with a 20% discount off all repairs, attached hereto as Attachment I *(2-page proposal)*.

MOTION BY LENNY AGUILAR, SECONDED BY JOHN FREEMAN, TO APPROVE THE HVAC MAINTENANCE CONTRACT WITH BENDLER HEATING & COOLING FOR THE TOWN OF ODESSA.

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

- e. High Street Widening and Repaving Project
 - The town's engineering firm, i3a LLC, provided a proposal for an Erosion & Sediment Control Plan in the amount of \$9,990.00, attached hereto as Attachment J *(2-page proposal)*, to show proposed measures to mitigate sediment-laden runoff during construction so that they can be submitted to New Castle County Conservation District for review and project approval.
 - Councilman Aguilar asked if engineering fees were an eligible grant expense. The town secretary verified that preconstruction costs, which include the development of plans and specification for the capital project, are eligible grant expenses.

MOTION BY LIONEL HYNSON, SECONDED BY LENNY AGUILAR, TO APPROVE THE PROPOSAL PREPARED BY I3A, LLC IN THE AMOUNT OF \$9,990.00 FOR EROSION & SEDIMENT CONTROL PLANS REQUIRED FOR SUBMISSION TO NEW CASTLE COUNTY CONSERVATION DISTRICT FOR THE HIGH STREET WIDENING & REPAVING PROJECT.

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

IX. Public Comment

- Matthew Dolamore (110 Third Street) stated that he wanted to understand the process moving forward after the public hearing. He said he would like to state on the record that he believes there is a lack of discernment on project alternatives.
- Carole Coleman (109 High Street) and Matthew Fiedler (211 High Street) stated they agreed with Mr. Dolamore.

X. Next Meeting Date and Time: December 1st, 2025 at 7:00 PM.

XI. Adjournment

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN TO ADJOURN THE MEETING AT 7:29 PM.

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

Minutes Submitted: 11/10/25
By: Amy Marie Ottinger
Town Secretary
Approved: _____