

Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL
MONDAY, DECEMBER 1, 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
(1) community member

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: Public Hearing High Street Widening & Repaving Project 11-3-25

MOTION BY JOHN FREEMAN, SECONDED BY LIONEL HYNSON, TO APPROVE THE MINUTES FROM THE NOVEMBER 3, 2025 PUBLIC HEARING.

MOTION CARRIED. VOTE: 4 AYES, 0 NAYS, 1 ABSTAIN (OCAMPO)

b. Minutes: Regular Meeting of Mayor & Council 11-3-25

MOTION BY LENNY AGUILAR, SECONDED BY JOHN FREEMAN, TO APPROVE THE MINUTES FROM THE NOVEMBER 3, 2025 MEETING OF MAYOR & COUNCIL.

MOTION CARRIED. VOTE: 4 AYES, 0 NAYS, 1 ABSTAIN (OCAMPO)

IV. Correspondence - None

V. Treasurer's Report

- a. Balance Sheet / Profit & Loss as of 11-30-25, 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 still awaiting advice from the town accounting firm on how to record transactions on this account. In the Odessa Community Account, the deposit consisted of normal rental income along with \$1,420.00 worth of back rent from the former tenant D. Murray Photography. Expenses consisted of normal operating expenses with the exception of a payment to Hawks & Company in the amount of \$2,145.75 for two service calls for the HVAC system - one in August and one in October. In the PNC Operating Account, deposits totaling \$7,365.12 consisted of property tax payments, transfer taxes, permit fees

and traffic fines. Expenses consisted of normal operating expenses and included two months' worth of trash service. Total assets are \$965,022.12.

MOTION BY LENNY AGUILAR, SECONDED BY JOHN FREEMAN, TO APPROVE THE TREASURERS REPORT FROM 11-30-25.

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

VI. Commission Reports

- a. Historic – Meeting was 11-20-25 (K. Hovnanian Homes)
- b. Planning – No meeting in November

VII. Old Business

- a. High Street Widening & Repaving Project – Mayor Smith provided council with an update on the status of the project. He stated that the town's engineering firm, i3a LLC, is working on preparing an Erosion and Sediment control plan with the hopes of having it ready for submission to New Castle County Conservation District before the end of December. He added that since asphalt plants are closing for the winter, road construction should start around mid-March or early April. The town secretary reported that the first accounting for the project was returned by the State. The town was informed that there is only one accounting required for the project and that is the final accounting. The initial closing date for the project was chosen by default from the State's computer system. The new closing date for the accounting is October 31, 2026. If the town has not completed the project by that date and expended all the funds, then the town secretary will simply need to request an extension. The town has three years to use all the grant money and complete the project.

VIII. New Business

- a. Town Secretary Position – Mayor Smith informed council that due to the last applicant withdrawing their application, the position has been reposted with a new closing date of Friday, December 12, 2025. Due to council not meeting in January, 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 begin training in the last week of December.

MOTION BY LENNY AGUILAR, SECONDED BY LIONEL HYNSON, 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: 5 AYES, 0 NAYS, 0 ABSTAIN

- b. High Street / Front Street Stop Signs – Mayor Smith stated that during the public hearing last month for the High Street Widening and Repaving Project several residents voiced concerns over people not stopping at the corner of Front and High Streets. A suggestion was made to install a three-way stop sign at the intersection (High Street – Front Street – Corrie Lane). The Mayor spoke with State Representative Kevin Hensley who has graciously agreed to donated the signage and installation costs from his community street aid funds.

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO APPROVE THE INSTALLATION OF A THREE-WAY STOP SIGN AT THE INTERSECTION OF HIGH STREET, FRONT STREET AND CORRIE LANE.

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

- c. Handicap Parking Sign – High Street Resident – Mayor Smith informed council that a request was made from a High Street Resident to install a handicapped parking space in front of their home. Since they do not have a driveway and only off-street parking is available, he had the town secretary create a “Permit Application for Disabled Person Reserved Residential Parking Space” utilizing New Castle’s permit application template. The applicant completed and submitted the request. Mayor Smith reached out to Middletown’s Mayor Kenny Branner and was able to get their public works department to provide and install the handicap signage for the town. The resident has been advised that the parking space, since on public property, is not a personal parking space and can be utilized by any vehicle displaying a vehicle registration plate stating the word “Handicapped” or other form of disabled person’s parking permit, such as a windshield placard.
- d. Holiday Office Closures – Town hall will be closed Thursday, December 25, 2025 and Thursday, January 1, 2026, attached hereto as Attachment C (1-page notice)
- e. Cancel January meeting

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO CANCEL THE JANUARY 2026 REGULAR MEETING OF MAYOR & COUNCIL.

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

IX. Public Comment – There were no public comments.

X. Next Meeting Date and Time: Next meeting of Mayor and Council will be Monday, February 2nd, 2026 at 7:00 PM.

XI. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO ADJOURN THE MEETING AT 7:30 PM.

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

Minutes Submitted: 12/2/25
By: Amy Marie Ottinger
Town Secretary

Approved: _____