

# Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL  
MONDAY, FEBRUARY 2, 2026 - 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: Yeni Ocampo  
Secretary: Megan Seaser  
(5) community members

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

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO EXCUSE LIONEL HYNSON & JOHN FREEMAN FROM THE FEBRUARY 2, 2026 MEETING OF MAYOR & COUNCIL.**

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

Mayor Smith took the opportunity, before we began, to introduce the new town secretary, Megan Seaser. She comes to the Town of Odessa from a banking background and has been with us since the first of the year.

- III. Approval of Minutes
  - a. Minutes: Regular Meeting of Mayor & Council 12-1-25

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPROVE THE MINUTES FROM THE DECEMBER 1, 2025 MEETING OF MAYOR & COUNCIL.**

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

- IV. Correspondence – Letter from town treasurer David Sheats submitting his letter of resignation effective December 31, 2025, attached hereto as Attachment A (*1-page letter*)
- V. Treasurer’s Report
  - a. Balance Sheet / Profit & Loss as of 12-31-25, attached hereto as Attachments B & C (*2-page reports each*). Various expenses on the balance sheet were reviewed. The town clerk did a preliminary reconciliation of the M&T Sweep account. She has consolidated the funds from the additional (3) accounts into the (1) sweep account as recommended in the recent audit by our accounting firm Boyer & Boyer. The balance still does not match what M&T is reporting and additional reconciliation of this account will be forthcoming. In the Odessa Community Account, the deposits consisted of two months of rental income. Expenses consisted of normal operating expenses. In the PNC Operating Account, deposits totaling \$7,365.12 consisted of transfer taxes, permit fees, franchise fees and traffic fines. There was a \$4,000.00 transfer from the Municipal Street Aid

account to the Operating account to reconcile the accounts as recommended in the recent audit by our accounting firm Boyer & Boyer. Expenses consisted of normal operating expenses. In the Municipal Street Aid Account there was a transfer of \$4,000.00 from this account to the Operating account to reconcile the balance. Expenses consisted of normal operating expenses and included a payment to Austin & Bednash in the amount of \$1,300.00 for snow removal on 12/14/25. Total assets are \$962,267.28.

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO TO APPROVE THE TREASURERS REPORT FROM 12-31-25.**

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

- b. Balance Sheet / Profit & Loss as of 1-31-26, attached hereto as Attachment D (*1-page report*) & Attachment E (*2-page report*). Various expenses on the balance sheet were reviewed. Although the town clerk did a preliminary reconciliation last month of the M&T Sweep Investment account, the balance is not accurate and does not match what M&T is reporting. Additional reconciliation of this account will be forthcoming. In the Odessa Community Account, the deposit consisted of rental income from one of the upstairs units. Expenses consisted of normal operating expenses. In the PNC Operating Account, deposits totaling \$349.00 consisted of traffic fines and a property tax payment. Expenses consisted of normal operating expenses. Total assets are \$950,235.51.

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO TO APPROVE THE TREASURERS REPORT FROM 1-31-26.**

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

**VI. Commission Reports**

- a. Historic – Meeting was 12-11-25 (Friends of Zoar)
- b. Planning – No meeting in December

**VII. Old Business – There was no old business.**

**VIII. New Business**

- a. 2024-2025 Audit Report, attached hereto as Attachment F (*10-page report*)
  - Mayor Smith reported that the auditors found all the town records were reasonable, accurate and complete.
  - Mayor Smith reviewed income:
    - Municipal street aid fund received was less than predicted
    - Building inspection fees were down
    - Taxes were down (lack of payment)
    - Rental income was down a fraction
  - Mayor Smith reviewed expenses:
    - Dues and subscriptions were more than expected
    - Insurance rates increased; we had a shortfall on estimation
    - Payroll went over a fraction
    - Trash expenses were more than what we took in because of the lack of taxes being paid- will correct in 2025-2026 fiscal year
    - Streetlight expenses increased
    - HVAC system at Town Hall overran initial projected budget

- Mayor Smith spoke about how he discovered that we didn't do any carry-over in the previous year. Some expenses that we received income for in the previous year, since we start at a zero balance, were paid for in the 2024-2025 year. We ended up in deficit of \$24,000.00 and that should be corrected this year. We have enough money in our fund to correct that shortfall.

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPROVE THE 2024-2025 AUDIT REPORT.**

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

- b. Contract Renewal – A-1 Sanitation Services, attached hereto as Attachment G (*1-page estimate*) for a total price of \$856.96 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 (1) YEAR CONTRACT WITH A-1 SANITATION SERVICES FOR ONE (1) PORTABLE TOILET AT THE MEMORIAL PARK FROM MARCH – NOVEMBER.**

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

- c. Resolution 2026-1: Community Recognition David E. Sheats, attached hereto as Attachment H (*1-page resolution*)

**MOTION BY YENI OCAMPO, SECONDED BY LENNY AGUILAR, TO ADOPT RESOLUTION 2026-1 RECOGNIZING DAVID E. SHEATS.**

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

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO TO ACCEPT THE RESIGNATION OF TOWN TREASURER, DAVID E. SHEATS.**

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

- d. Treasurer Installment- with the resignation of David E. Sheats there is a vacancy. Amy Marie Ottinger has expressed her interest in fulfilling David E Sheat's seat. Mayor Smith stated it is their duty to fulfill vacancies, and that they are welcome to appoint someone else, or it may also be tabled for the next meeting. Lenny Aguilar questioned if they were able to accept the offer of Amy Marie Ottinger now, to which Mayor Smith replied yes.

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPOINT AMY MARIE OTTINGER AS TREASURER TO FILL THE REMAINDER OF DAVID SHEATS' 2 YEAR TERM ENDING IN 2027.**

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

- e. 2026 Town of Odessa Election
  - The 2026 Town of Odessa election is scheduled to be held on Monday, April 6, 2026. There are (2) council positions up for election. Councilman John Freeman and Councilwoman Yeni Ocampo have both agreed to run for re-election. Letters of Intent to run are due by Monday, March 9, 2026 by 4:30 PM.

- f. Board of Elections Appointments, attached hereto as Attachment I (*1-page document*)

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO TO APPOINT DAWN BUCKWORTH, AMANDA RUSSELL AND LINDA SYDNOR TO THE 2026 ELECTION BOARD.**

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

- g. Kirkin Exteriors Snow Guard estimates, attached hereto as Attachment J (*4 one-page estimates*)
- Mayor Smith spoke about a new situation, with our roof, that arose from the snowstorm that occurred on December 14<sup>th</sup>, 2025. The materials of the roof have created a very slippery surface.. It has been suggested, to remedy the slipperiness, to install snow guards. Snow guards are commonly used; you can see them around town and look like miniature guards that stand along the roof line. Kirkin Exteriors would install a few rows of guards. The guards will hold the snow, allowing it to melt, versus it falling off the roof. Mayor Smith referred council to the bids attached, further explaining that these are approved by the manufacturer and will not void our warranty. Mayor Smith recommended we do the larger quantity to save ourselves future troubles. He would like to hire Kirkin Exteriors, the same contractors who the town used for the installation of the new roof.
  - Lenny Aguilar clarified that the addition of the snow guards will not void the warranty of the new roof. Mayor Smith confirmed and stated the snow guards are approved by DaVinci (manufacturer) and Kirkin Exteriors confirmed this. Lenny also verified Mayor Smith would like to go with the galvanized steel option.

**MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPROVE THE ESTIMATE IN THE AMOUNT OF \$3,036.21 FOR A FULL ROOF OF GALVANIZED SNOW GUARDS FOR THE OLD ACADEMY ROOF.**

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

**IX. Public Comment**

- Sean Mattingly- 409 High St- Mr. Mattingly stated recent snowstorms made it really hard to move around. School age kids have been heavily affected. It's a good opportunity for us to do better as a community. On High St. the buses can't make a left hand turn from Fourth to High St. Mr. Mattingly sees this as an opportunity to have better communication as a town. Suggested an email list or text alert blast.
- Mayor Smith commented that the town had gathered resident emails from past tax assessments, and that the Town of Odessa staff would discuss this further. With regards to the snowstorm, the ice factor was an anomaly. It was a bad storm, one that Delaware is not used to. Mayor Smith was personally snowed in by a drift. He will work with the contractors to see what can be done to clean more snow from the street corners. Mayor Smith doesn't really remember snow remaining this long without melting, which isn't helping our situation. The contractors did let the mayor know that because there was so much snow, they couldn't widen the streets too far because the weight of the snow/ice could cause damage to vehicles.
- In honor of Groundhog's Day, Mayor Smith brought in Punxsutawney Phil for a visit. Mayor Smith is a proud member of the Punxsutawney Groundhog Club.

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

XI. Adjournment

**MOTION BY YENI OCAMPO, SECONDED BY LENNY AGUILAR, TO ADJOURN THE MEETING AT 7:37 PM.**

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

Minutes Submitted: 2/12/2026

By: Megan Seaser  
Town Secretary

Approved: 3-2-2026