

Town of Odessa

**MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL
MONDAY, APRIL 6, 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: John Freeman
Council Member: Yeni Ocampo
Treasurer: Amy Marie Ottinger
Secretary: Megan Heck
Debbie Buckson – Historic Odessa Foundation
(0) community members

- I. Call to Order & Pledge of Allegiance- The meeting was called to order at 7:00 PM.
- II. Election Certification, attached hereto as Attachment A (*1-page confirmation*)
- III. Oath of Office - Mayor Smith gave the oath of office to Councilpersons John Freeman and Yeni Ocampo
- IV. Roll Call

MOTION BY LENNY AGUILAR, SECONDED BY JOHN FREEMAN, TO EXCUSE LIONEL HYNSON FROM THE APRIL 6, 2026 MEETING OF MAYOR & COUNCIL.

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

- V. Approval of Minutes
 - a. Minutes: Regular Meeting of Mayor & Council 3-2-26

MOTION BY LENNY AGUILAR, SECONDED BY YENI OCAMPO, TO APPROVE THE MINUTES FROM THE MARCH 2, 2026 REGULAR MEETING OF MAYOR & COUNCIL.

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

- VI. Correspondence
 - a. Email received from Jobs 4 Blue (DE State Police), attached hereto as Attachment B (*1-page email, 2-page letter*)
 - Mayor Smith announced that the stated increase in fees will be added to the upcoming fiscal budget meeting
- VII. Treasurer's Report
 - a. Balance Sheet / Profit & Loss as of 3-31-26, attached hereto as Attachments C & D (*3-page report*)
 - Treasurer Ottinger reviewed various expenses on the balance sheet. She reported that in the Odessa Community Account, the deposit consisted of one month of rental

income from Unit B. Expenses consisted of normal operating expenses with the exception of three snow related expenses: a payment to Tree Inc in the amount of \$200.00 for downed tree limb removal, a payment to Kirkin Exteriors in the amount of \$910.86 for a deposit on the snow guard installation project, and a payment to Page Precision in the amount of \$300.00 for snow removal at town hall. In the PNC Operating Account, deposits totaling \$3,847.46 consisted of permit fees, property tax payments and JP court fees. Expenses consisted of normal operating expenses with the exception of a payment to Tree Inc. in the amount of \$1,800.00 for downed tree limbs at the Memorial Park after the most recent snowstorm. The town secretary has submitted this expense for possible storm reimbursement from Delaware Emergency Management Agency (DEMA) since Federal Emergency Management Agency (FEMA) declared the latest snowstorm a major disaster. A payment was made to RD Collins & Sons in the amount of \$2,795.00 for work performed last year at both the Old Academy and Memorial Parks. Final payment was on hold until Delmarva Power got back to us as to whether we would be charged for the light pole the contractor hit during the cleanup. We were not charged and therefore released final payment. This work was associated with a New Castle County grant we generously received from Councilman Kevin Caneco's budget. The town secretary has completed the necessary paperwork to close out the grant associated with this payment. In the Municipal Street Aid Account expenses consisted of normal operating expenses and included a payment to Austin and Bednash in the amount of \$1,800.00 for town wide snow removal on February 23, 2026. Total assets are \$916,717.33.

MOTION BY LENNY AGUILAR, SECONDED BY JOHN FREEMAN, TO APPROVE THE TREASURERS REPORT FROM 03-31-26.

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

VIII. Commission Reports

- a. Historic – Meeting was 3-12-26, and the following residents presented projects for approval by the commission:
 - Erik Raser-Schramm – 300 N. 6th Street - windows approved
 - Stephen Jacono & Charlotte Kavanaugh – 519 High Street – demo & rebuild approved
 - Matthew Fiedler – 211 High Street – restoring original dormers approved
- b. Planning – No meeting in February

IX. Old Business

- a. High Street Widening & Repaving Project
 - Mayor Smith provided an update on the project. He stated that as approved by Mayor & Council, High Street was surveyed and drainage and sediment control measures were addressed. The survey confirmed that there would be little to no change regarding water run-off with the widening and additional asphalt. NCC Conservation District has approved the town's proposed sediment control plan. He stated that Tony Pistoria, Project Engineer with Cirillo Bros, has been responsive to questions he has asked on behalf of the residents. Mayor Smith will continue to work with the contractor to determine placement of the additional speed bump to be installed on High Street between Second and Third Street. The project is scheduled to start after Mayfest and after receiving notification from Artesian that the new water line for Cantwell's Tavern has been installed.

X. New Business

- a. Arbor Day Proclamation – 2026 Arbor Day Proclamation, attached hereto as Attachment E *(1-page proclamation)*

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO PROCLAIM APRIL 24, 2026 AS ARBOR DAY IN THE TOWN OF ODESSA.

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

- b. Board of Adjustment – Mayor & Council Special Exception Use – 315 Main Street
- The financial planner with Prudential has terminated his lease and has moved out of Unit A.
 - A new renter, who provides legal services with Parkway Law and has been vetted by our property management company Stanley Properties, is requesting to occupy the space. The firm suffered a fire recently off of Rt 13, just south of the town.
 - Old Academy is zoned Institutional and requires that certain uses which are subject to special exceptions, such as a lawyer’s office which falls under professional services, must go before the Board of Adjustment for approval.
 - Mayor and Council are requesting a hearing by the Board of Adjustment for a special exception for use for Old Academy, request attached hereto as Attachment F *(1-page letter)*.

MOTION BY YENI OCAMPO, SECONDED BY JOHN FREEMAN, TO REQUEST A HEARING BY THE BOARD OF ADJUSTMENT TO APPROVE A SPECIAL EXCEPTION REQUEST TO USE 315 MAIN STREET FOR PROFESSIONAL SERVICES.

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

- A Board of Adjustment hearing for this special exception request has been scheduled for April 14, 2026 @ 7:00 PM at 315 Main Street.
- c. Cantwell’s Tavern – permitted use, attached hereto as Attachment G *(2 -page letter via email)*
- The Historic Odessa Foundation has obtained the necessary permits and commission approvals to build a pavilion over the existing patio. The Alcoholic Beverage Control Commission (“ABCC”) requires approval from the town for the revised floor plan with continued uses remaining the same as previous uses.
 - Debbie Buckson spoke on behalf of the Foundation clarifying that things are not changing and the live entertainment hours are the same. The time frame is set for 9:30 PM and restaurant is closed up by 10:00 PM. It’s a technicality that’s required when updating the license with the ABCC.

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO ALLOW CANTWELL’S TAVERN LLC TO HAVE WRITTEN CONFIRMATION THAT THE RESTAURANT IS PERMITTED TO CONTINUE TO PROVIDE LIVE ENTERTAINMENT ON THE EXPANDED PATIO.

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

d. Tree Inc.

- Steve Samluck, owner/operator of Tree Inc, sold his business to Cassello Tree Service. He will be staying on to be their estimator and will still be working with the town to provide us with services.
- There is currently an issue with a Town planted tree along the sidewalk at 501 High Street. Please refer to the Cassello Tree Service Quote# 103 - attached hereto as Attachment H (1-page quote, double sided including photos)

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO APPROVE THE CASSELLO TREE SERVICE QUOTE #103 IN THE AMOUNT OF \$1,425.00 TO REMOVE THE TOWN'S BROKEN ZELCOVA TREE.

MOTION CARRIED. VOTE: 3 AYES, 0 NAYS, 1 ABSTENTION (AGUILAR)

e. Page Precision Lawncare Contract Renewal (2026-2029), attached hereto as Attachment I (2-page contract)

- Contract will continue to include weekly mowing and maintenance at Old Academy/tennis courts and Memorial Park.
- Contract now includes landscape clean-up and leaf removal prior to Christmas in Odessa at Town Hall and Memorial Park as well as a yearly spring cleanup with mulching at Old Academy.
- Billing will be spread over twelve months to better manage expenses and cash flow.

f. Election Budget

- Mayor Smith proposed that since we had an uncontested election, moving \$1400.00, a budget line item earmarked "election", and moving it to "snow removal", since we exceeded our snow removal budget this year.

MOTION BY YENI OCAMPO, SECONDED BY JOHN FREEMAN, TO SUBTRACT \$1400.00 FROM THE BUDGET LINE-ITEM ELECTION EXPENSES AND ADD \$1400.00 TO BUDGET LINE-ITEM SNOW REMOVAL.

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

XI. Public Comment – There was no public comment.

XII. Next Meeting Date and Time: Next meeting of Mayor and Council will be on Monday, May 4th, 2026 at 7:00 PM.

XIII. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY LENNY AGUILAR, TO ADJOURN THE MEETING AT 7:34 PM.

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

Minutes Submitted: 4/7/2026

By: Megan Heck
Town Secretary

Approved: _____