Town of Odessa

MINUTES FROM THE REGULAR TOWN MEETING OF MAYOR AND COUNCIL
MONDAY, NOVEMBER 2nd, 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: John Freeman
Council Member: Lionel Hynson
Council Member: Yeni Ocampo
Council Member: Shelley Perry
Treasurer: Amy Marie Ottinger
Secretary: Megan Heck
2 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 10-05-2026

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO APPROVE THE MINUTES FROM THE OCTOBER 5TH, 2026 REGULAR MEETING OF MAYOR & COUNCIL.

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

IV. Correspondence
- Secretary Heck read a safety concern letter from resident Christine Devries, attached hereto as Attachment A *(1-page email).*

V. Treasurer's Report

Balance Sheet / Profit & Loss as of 10/31/2026, attached hereto as Attachments B & C *(3-page report)*. Looking at the Balance Sheet for the Period Ending October 31, 2026:
- In the Odessa Community Account (Old Academy Account): There was a deposit in the amount of $1,876.73 which consisted of rental income for both units for September and Unit A for October. Expenses consisted of normal operating expenses with the exception of a payment to Bendler Heating and Cooling in the amount of $370.40 for a service call to replace a pressure switch on the unit which controls this side of the building.
- In the PNC Operating Account: Deposits totaling $77,840.13 consisted of property tax payments, permit fees, court fees, reimbursement from Barry Baker in the amount of $2,990.00 for his Osbourne Street Development engineering review and transfer tax for the sale of 101 N. Fourth Street. Expenses consisted of normal operating expenses with a few exceptions. The first was a payment to Cassello Tree Service in the amount of $850.00 for the tree removal at 7 Main Street and storm damage cleanup on High

Street. The second was a payment to Hamilton Metal Works in the amount of $900.00 for the fabrication, powder coating and installation of the iron handrail out front of the Old Academy. The final was a payment to Cirillo Brothers in the amount of $242,688.25 which was final billing for the High Street Widening and Repaving Project and included the additional speed hump requested by residents between Second and Third Streets. The bulk of this payment came from a grant obtained through Senator Stephanie Hansen and Representative Kevin Hensley.

- Total assets are $710,734.62

MOTION BY LIONEL HYNSON, SECONDED BY JOHN FREEMAN, TO APPROVE THE TREASURER'S REPORT FROM 10-31-2026.

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

VI. Commission Reports
   a. Historic – Meeting was 10-15-26 – (Mattingly & Coleman)
   b. Board of Adjustment – No Meeting in October
   c. Planning – No Meeting in October

VII. Old Business
   a. No parking zone(s)
      - To legally establish no parking zones the town would need to pass a formal ordinance amending town code via public notice, a comment period, and council vote. All payment or curb markings must strictly comply with DE MUTCD standards requiring regulatory signs or official word markings to enforce legally. Concern was brought up about maintaining historic culture.
   b. High St. Update
      - While the project required less asphalt than originally approved, fuel and asphalt unit prices increased. Fortunately, Cirillo honored the contract bid price and provided curb repairs and silt fence installations at no additional charge. However, the town incurred $19,590.25 in unexpected overages due to addressing resident concerns:
         - Design for Sediment & Erosion Plan: $9,990.00
         - Additional Speed Hump: $4,600.00
         - Right-of-Way Survey: $4,500.00
         - NCC Conservation Plan Review: $500.00
         - Councilman Hynson questioned whether we need to appease the resident concerns/requests. Mayor Smith confirmed that the NCC conservation study was required due to the amount of square footage extended over dirt required for this study.
         - Councilman Freeman questioned if the speed humps installed are required to be a certain height. Mayor Smith confirmed and said ours were to standard to the height of municipal standards. Differences of speed bumps vs. humps were discussed.

VIII. New Business
   a. Kevin Hensley Proclamation attached hereto as Attachment D *(1-page proclamation).* Mayor Smith presented to Kevin at his final coffee on Tuesday, October 13th.
   b. Austin & Bednash Snow Removal Bid 2026 – 2027, attached hereto as Attachment E *(1-page proposal).* All areas of snow removal fees have increased.

MOTION BY JOHN FREEMAN, SECONDED BY SHELLEY PERRY, TO APPROVE THE PROPOSED 2026- 2027 SNOW REMOVAL PRICES FROM AUSTIN & BEDNASH.

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

c. Stephano Slack LLC, previously Boyer & Boyer, Engagement Letter, attached hereto as Attachment F *(6-page engagement letter).*

MOTION BY YENI OCAMPO, SECONDED BY JOHN FREEMAN, FOR THE MAYOR TO SIGN THE ENGAGEMENT LETTER WITH STEPHANO SLACK LLC TO PERFORM THE YEARLY AUDIT FOR YEAR ENDING JUNE 30, 2026.

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

d. Safety Concerns at Odessa Memorial Park, attached hereto as Attachment A *(1-page email, 1-page response, 1-page pictures, and 1-page bid for repairs)*.
   - Last year we had RD Collins come in and do inspections and make corrections. The letter came in before they were here this year. As of today the bid has been signed, returned, and the job has begun. Our resident was informed via email of the update.
   - Councilman Hynson questioned Odessa carrying the cost. Mayor Smith mentioned the County is not willing to take over the care of the parks but we will apply for grants to hopefully offset costs.
   - Councilman Freeman noticed there about 12 tree roots that are raised along the walking path, with concerns for tripping hazards. It's been discussed how it's hard to fix that because you would have to dig up the tree roots and possibly cause damage to the trees. We are looking for grants to help cover these costs. Mayor Smith discussed once Odessa Commons starts building, we may have more buckets of funds to pull from. It's difficult to pull funds, in a municipality of 366 residents, for big projects like this.
   - Councilman Freeman suggested that we use some type of marker to warn of the danger.

IX. Public Comment
   - Sean Mattingly mentioned that the Library's 5k was very successful. Some residents were unaware of the event.

X. Next Meeting Date and Time: Next meeting of Mayor and Council will be 7th December, 7:00 PM.

XI. Adjournment

MOTION BY JOHN FREEMAN, SECONDED BY YENI OCAMPO, TO ADJOURN THE MEETING AT 7:46 PM.

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

Minutes Submitted: 11/10/2026
By: Megan Heck
Town Secretary
Approved: _____