

**MINUTES OF THE MEETING**  
**OF**  
**LEIPSIC TOWN COUNCIL**  
**HELD: JULY 1, 2024**

A regularly scheduled meeting of the Leipsic Town Council was held on July 1, 2024 at 7PM at Leipsic Town Hall, 207 Main Street, Leipsic, Delaware. In attendance were Mayor Jim Fox, Deputy Mayor Mike Parenzan, Secretary Deborah McKeever, Treasurer Josh Miller and Councilwomen Donna Ortelli and Martha Wilkinson.

Mayor Fox called the meeting to order at 7PM and opened it with the Pledge of Allegiance.

The Minutes of the May 6, 2024 meeting were unanimously approved.

At this time, Mayor Fox asked Brian Gellar for the Planning Commission Report.

For activity in the period May 4, 2024 through June 30, 2024, Mr. Gellar presented two items for Council's consideration for approval, each being approved by the Planning Commission at its public meeting held on June 18, 2024:

1) The Planning Commission recommended to Council that the 2024 5-year Town Comprehensive Plan Review be adopted as is, without any modifications or edits. The next Comprehensive Plan Review, also known as the 10-year plan review, is due in May 2029. Upon motion duly made and seconded, Council unanimously approved a resolution to reconfirm the adoption of the Town of Leipsic 2019 Comprehensive Plan in accordance with Delaware Code, Title 22, Chapter 7. Attached here at Exhibit A.

2) The Planning Commission reviewed and accepted for approval by Town Council an application by prospective land purchaser Andreas Ayala Millan to place a doublewide mobile home on the property known as 291 Denny Street, Leipsic, Delaware. The purchase agreement is contingent upon receiving a Permit Permission Letter from Town Council approving the placement of the doublewide mobile home. Upon motion duly made and seconded, Council unanimously approved the issuance of a Permit Permission Letter to Andreas Ayala Millan with land owner's consent.

Upon motion duly made and seconded, the Planning Commission's report was unanimously approved and is attached as Exhibits B.

The next scheduled meeting of the Planning Commission is set for August 20, 2024.

Next, Mayor Fox called for the Treasurer's report. Treasurer Miller presented and read his written report.

1) An expense of \$210.12 in materials for emergency repairs was approved by Mayor Fox; Messrs. Gellar and Miller volunteered their time and provided the labor to complete the repair work.

2) A \$490.27 expense for checks and envelopes was approved by the Mayor prior to purchase.

3) The Treasurer reported receipt of \$450 from DELMARVA Power paid as a reported "deposit-on-account" for Town Hall. Mr. Miller believed this may have been from 2021 and was unable to locate any payment or correspondence records to support the credit. Council asked that the Treasurer contact DELMARVA for additional information.

Council thanked both Mr. Gellar and Mr. Miller for the volunteer work completed at 207 Main Street, Leipsic, and, upon motion duly made and seconded, the Treasurer's report was unanimously accepted with the notation that additional information is needed to support the DELMARVA credit. The Treasurer's report is attached as Exhibit C.

Next, Mayor Fox presented the written Tax Collector report on behalf of Tax Collector Ryelee Lynch who was unable to attend the meeting. As a follow up discussion on May 6, 2024 as to previously granted tax payment plans for the owners of TL551 and TL101, TL551 has been fully paid and TL101 remains on a payment plan for which there is no recorded approval of any such payment plan/agreement.

Upon motion duly made and seconded, the Tax Collector's report was unanimously approved and is attached hereto as Exhibit D.

Next, upon motion duly made and seconded, it was unanimously approved to pay Linda Mozick \$30 for routine landscaping services performed and property invoiced.

Next, Council discussed In-Progress business.

1) Discussion with regard to electronic or virtual meeting requirements for publicly-held meetings of Town Council was tabled for a future meeting due to the absence of resident Tom Antoniou who volunteered to research the requirements.

2) As requested by Council, Mr. Miller research cost-saving options for internet service providers for Town Hall. Three options were presented to Council as outlined on attached Exhibit E. Upon motion duly made and seconded, it was unanimously approved to proceed with Option 3 at \$69/month in Year 1 and \$79/month in Year 2, each less an additional \$5/month utilizing the auto-pay feature with the Town's debit card.

3) Next, Mr. Miller reported that the Town's website, Leipsic.Delaware.gov was active. Leipsic property owners will be notified with the release of 2024-2025 tax bills that this important initiative has been completed and will be used for all official public notifications effective immediately.

Next, Mayor Fox called for discussion of the Delaware statewide court-ordered property reassessment and its impact to Leipsic's property tax rate. A thorough and lengthy discussion took place evaluating two different approaches to setting Leipsic's property tax rate for 2024-2025. One was to add a modifier to the new assessment values and maintain the current tax rate; the second was to follow Kent County's methodology of reducing the current tax rate and applying that rate to the new assessment values. Either approach would result in total tax revenue being the near equivalent to 2023-2024's tax revenue. Upon motion duly made and seconded, it was unanimously approved to reduce the current tax rate of 0.004225 to 0.000560573 effective September 1, 2024.

Next, the Mayor presented a trash and recycle rate increase from our current waste management company. The per household increased from \$230/year to \$290/year which represents a 26 percent increase, the first increase in five years. Upon motion duly made and seconded, it was unanimously agreed to approve the waste increase effective October 1, 2024 and to prorate the increase for the fiscal year 2024-2025.

At this time, the Mayor called for new business.

Linda Mozick advised Council that a large tree on the back property of Town Hall fell and is in need of cutting and removal. Discussion was held as to best approaches to complete this work and at the end, Ms. Mozick stated that she could complete the work for a flat rate of \$600.

Upon motion duly made and seconded, with a vote of five Yays and one Nay, Council authorized Ms. Mozick to complete the work for a total of \$600. Ms. McKeever was the Nay on the basis that the job should be put out for bid prior to accepting any quote.

The last order of business, the Mayor advised Council that Donna Sipple submitted her resignation from the Planning Commission. A search for interested parties will be conducted.

There being no further business, the meeting was adjourned. The next regularly scheduled meeting of Town Council is September 9, 2024 at 7PM.

Respectfully submitted,

*Deborah McKeever*

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Deborah McKeever, Secretary