

**MINUTES OF THE MEETING**  
**OF**  
**LEIPSIC TOWN COUNCIL**  
**HELD: MARCH 4, 2024**

A regularly scheduled meeting of the Leipsic Town Council was held on March 4, 2024 at 7PM at Leipsic Town Hall at 207 Main Street, Leipsic, Delaware. In attendance were Mayor Martha Wilkinson, Deputy Mayor Mike Parenzan, Acting Secretary Donna Ortelli, Treasurer Josh Miller. Lois Poppitt was not in attendance.

Mayor Wilkinson called the meeting to order at 7PM and opened it with the Pledge of Allegiance followed by a moment of silence for Charles Altfather who passed in January 2024. Mr. Altfather was a Town resident, member of the Leipsic Planning Committee and provided volunteer services to the community throughout his residency.

The Minutes of the January 2, 2024 were recorded by Mayor Wilkinson as Acting Secretary and presented for approval. Ms. Ortelli and Mr. Fox were not present at the January 2, 2024 meeting and abstained from voting. Discussion was held with respect to corrections to the minutes. Upon motion duly made and seconded, the Minutes were unanimously approved, as amended, and are attached here as Exhibit A.

Recorded Minutes of the November 6, 2023 meeting were recorded and submitted by Acting Secretary Ortelli but not available to Council for this meeting. Review and approval has been postponed to the next regularly scheduled meeting of Council.

At this time, Acting Secretary Ortelli swore in Martha Wilkinson and Deborah McKeever as Council members each serving a three-year term beginning this date.

Next, Acting Secretary Ortelli called for upon Council members for nominations for Secretary. Deborah McKeever was nominated, accepted and, upon motion made and duly seconded, unanimously appointed as Secretary for a one-year term.

At this point in the meeting, the duties of Secretary were transferred to Ms. McKeever.

Secretary McKeever called for nominations for Mayor. Samuel James Fox, IV was nominated, accepted and, upon motion made and duly seconded, unanimously appointed as Mayor for a one-year term.

Secretary McKeever called for nominations for Deputy Mayor. Mike Parenzan was nominated, accepted and, upon motion made and duly seconded, unanimously appointed as Deputy Mayor for a one-year term.

Secretary McKeever called for nominations for Treasurer. Josh Miller was nominated, accepted and, upon motion made and duly seconded, unanimously appointed as Treasurer for a one-year term.

Mayor Fox called for the Treasurer's report. Treasurer Miller presented and read his written report. Upon motion duly made and seconded, the Treasurer's report was unanimously accepted and is attached here as Exhibit B.

Mayor Fox called for the Tax Collector's report. Tax Collector Cathy Manley presented and read her written report. Upon motion duly made and seconded, the Tax Collector's report was unanimously accepted and is attached here as Exhibit C.

Mayor Fox called for the Planning Committee report. Planning Committee Chairperson Gellar presented and read the Planning Committee report. Upon motion duly made and seconded, the Planning Committee report was unanimously accepted and is attached here as Exhibit D.

Two items from the Planning Committee report were addressed by Council.

Item One – the property owner of 156 Front Street, Leipsic was in violation of the Town's requirement to secure a Building Permission Letter from Council required to obtain a Kent County Building Permit for a roof replacement and new exterior siding. Property owner George Tamunobaraibi was present and apologized to Council for not securing the required approvals and documents. The property owner stated the scope of work included a new roof and new exterior siding. Upon motion duly made and seconded, it was unanimously agreed to issue Building Permission Letter 2024-001 to the property owner with instruction to secure a Building Permit from Kent County.

Item Two – the Planning Committee received a letter from Tesla Energy Operations, Inc. seeking a Building Permission Letter for the removal of solar equipment located at 330 Front Street, Leipsic; the owner of record is Anurup Mathur. The scope of work is the permanent removal of existing roof mounted solar panels and associated equipment. Council discussed that it can only issue Building Permission Letters to property owners, not contractors. The contractor will be advised to secure a letter from the property owner authorizing the removal. Upon motion duly made and seconded, it was unanimously agreed that a Building Permission Letter be issued upon receipt of the property owner's written consent for the work.

Mayor Fox called for the Museum Committee report. Committee Chairperson Ortelli reported there is no activity or meetings to report.

Mayor Fox called for the Budget report. Treasurer Miller reported there has been no activity since the last report.

Mayor Fox called for any remaining reports; there were none.

Mayor Fox called for items under Old Business.

Item One – Treasurer Miller reported that the updated ordinances document is ready for public reading. Any necessary or considered modifications will be completed prior to submission to the Town Solicitor for legal review follow by adoption by Council vis-à-vis unanimous vote. Reading dates were chosen and will be publicly announced, as required with a Council quorum present. They are: Saturday, April 6, 2024 at 9AM; Saturday, April 13, 2024 at 9AM; and Wednesday, April 17, 2024 at 6PM. NOTE: These dates are tentative and contingent upon the acceptance of the document by Council members McKeever and Ortelli who have not received a copy of the document prior to this meeting. NOTE: This record will reflect that the Ordinance document was submitted to the Town Solicitor in January 2024 in error and prior to any public reading and returned by the Town Solicitor with instruction.

Item Two - Councilwoman Wilkinson brought forth reconsideration of the need for internet services at Town Hall given there is a potential budget shortfall. The Internet Service Provider is Verizon. Immediate contract cancellation would cost \$175 vs. completing the contract through June 2024 at a cost of \$500+. Discussion was held as to any community benefit and awareness of having free internet access measured by the number of unique users over the contract period. Upon motion duly made and seconded, it was unanimously agreed that Councilmen Parenzan and Miller will capture unique-user data and report their findings at the next regularly scheduled Town Council meeting, at which time Council will determine the cost-benefit opportunities for renewal or cancellation.

Item Three – Councilwoman Wilkinson, an authorized signer on the Town’s Citizen Bank accounts, reported that she received a notification from Citizen’s Bank that her email address associated with the accounts had been changed on February 16, 2024. Ms. Wilkinson did not make this request and advised the Bank. Mayor Fox will take this matter up personally with the Bank on behalf of Ms. Wilkinson with the changing of authorized account signers.

At this time, upon motion duly made and seconded, it was unanimously approved that the authorized Citizen Bank account signers are: Mayor Fox, Deputy Mayor Parenzan and Treasurer Miller. A letter of elected officer positions will be prepared by Secretary McKeever authorizing the change.

Item Four – Councilwoman Wilkinson attempted to attend the January 10, 2024 virtual meeting for the Cyber Security Grant Program hosted by Kent County Levy Court. The meeting host did not admit all guests. No report available.

Item Five – Councilwoman Wilkinson reported that James Rising of DNREC and with the School of Marine Science & Policy of the University of Delaware contacted her to discuss the use of waters on the Delaware Bay. Ms. Wilkinson referred him to Craig Pugh as our resident expert on local waterways.

Item Six – Councilwoman Wilkinson reported that a permission letter is required for the participation in the Delaware Mosquito Control program. Upon motion duly made and seconded, it was

unanimously agreed that mosquito control was important to the community of Leipsic and program participation was authorized.

Item Seven – Deputy Mayor Parenzen asked Treasurer Geller if there was any update or new information on the DNREC Research Facility plans since the Planning Committee’s last report. Mr. Geller reported that no updates or new information is known at this time.

Mayor Fox called for items under New Business.

Item One – Treasurer Miller advised that the Austin grass cutting contract is due for renewal. 2024 per cut rates increased by \$5 to \$165 per cut. Upon motion duly made and seconded, it was unanimously approved to renew the Austin grass cutting contract and that cuts are to be made only in accordance with the Cutting Map which will be provided by Mr. Miller with the signing of the contract. Attached here as Exhibit E is the Cutting Map.

Item Two – Upon motion duly made and seconded, it was unanimously approved to pay Linda Mozick \$120 for landscaping services in December 2023. In addition to these services, Ms. Mozick reminded Council that the pine trees in the back of Town Hall were diseased and have been cut down to avoid spread of the disease to other trees. The removal and the expense of taking down the trees, although for proper reason, was not approved prior to the work being performed. Mayor Fox asked Ms. Mozick to present a written invoice for services rendered and that Council will review the matter at the scheduled May 6, 2024 Executive Session and advise Ms. Mozick of Council’s decision on that date.

Item Three – Resident Gellar brought forth a suggestion that Council consider adding a virtual meeting component to its public meetings as a means to encourage greater participation in the Town’s government, events and activities. Mayor Fox thanked him and advised that Council will take his suggestion into consideration and report its decision at a future Town Council meeting.

Under this same topic, Mayor Fox reviewed a suggested postcard campaign to all Leipsic property owners notifying them of Town Council meeting dates and location as a means to encourage participation in the Town’s government. A postcard and mailing expense donation has been received so there is no cost to the Town. Councilwoman Ortelli suggested that reminders and other notifications could be included with the mailing of the tax bills in July. Upon motion duly made and seconded, it was unanimously agreed to move forward with the postcard campaign and to incorporate appropriate materials with the tax statement mailings in July 2024.

Item Four – Upon motion duly made and seconded, it was unanimously approved to make a final payment to Tax Collector Cathy Manley in the amount of \$360 for services rendered for the period September 2023 through February 2024. Following this approval, Ms. Manley asked for reconsideration of payment withheld in the amount of \$360 for the period March 2023 through August 2023. Payment

for this period was previously denied as Ms. Manley was unable to fully complete her responsibilities due to personal matters. Upon motion duly made and seconded, it was unanimously agreed to pay Ms. Manley \$360 for the period February 2023 through August 2023.

Item Five – At this time, Mayor Fox thanked Ms. Manley for her years of service as Tax Collector. Mayor Fox nominated Rylee Lynch for the position of Tax Collector. Ms. Lynch is a resident of Leipsic and has the technology and basic bookkeeping skills required to perform the duties of the Tax Collector. Ms. Lynch was present and expressed interest in the position. Upon acceptance by Ms. Lynch and motion duly made and seconded, it was unanimously agreed to appoint Ms. Lynch as Tax Collector for a 12-month period beginning March 2024.

Item Six – At this time, Treasurer Miller discussed the distribution/reassignment of the Town of Leipsic owned computer equipment and MS Exchange access credential requirements. The annual cost per MS Exchange license is \$120 which includes email and shared file access. The Town of Leipsic owns four laptops of which one each will be assigned to the Mayor, Treasurer and Tax Collector. The fourth laptop is unassigned and will be securely stored. Email addresses for Mayor, Treasurer, Secretary and Tax Collector will be assigned/reassigned. Upon motion duly made and seconded, it was unanimously agreed to approve the annual MS Exchange cost of \$480 for four licenses.

There being no further business, the meeting was adjourned. The next regularly scheduled Town Council meeting will be held Monday, May 6, 2024 at 7PM.

Respectfully submitted,

*Deborah McKeever*

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Deborah McKeever, Secretary

APPROVED 5/6/2024

LEIPSIC TOWN COUNCIL MEETING MINUTES

TUESDAY JANUARY 2, 2024

CALL TO ORDER: A regular meeting was called to order on Tuesday January 2, 2024 at 7:09 Mayor opened with Pledge of Allegiance.

Members Present: Mayor Wilkinson, Deputy Mayor Mike Parenzan, Treasurer Josh Miller, Council Member Lois Poppitt present on conference call. Absent: Donna Ortelli and Jim Fox.

Minutes of previous meeting were tabled until March meeting due to absence of Secretary.

Building/Land use Applications & Permits: None

Treasurer's Report: read and approved.

Tax Collector Report: read and approved/Brian Geller requested a letter from Attorney regarding Salary, After advising Council of advice from the Town Attorney regarding paying the Town Tax Collector.

Planning Commission Report: DNREC Preliminary Plans were presented for the Whedbee Property.

Old Business: Ordinances/In Review by Town Attorney.

Public notice/Two Open Council Seats were Announced and Posted. Copy sent to Election Dept. Lois Poppitt was discussing why she didn't want to file for Council again.

Museum Report: No report

Budget: Tabled until March Meeting.

Linda Mozick presented a \$260.00 bill for Landscaping.

Discussion about a new sign or monument at the point. Fire Company was never asked to go half.

Next Meeting Date: March 4, 2024

Meeting adjourned at 7:37

*Martha Wilkinson*

Respectfully,  
Martha Wilkinson, Acting secretary

**Town of Leipsic Balance Sheet 01/31/2024**

**Assets**

ARPA ACT x2108

Municipal Street Aid Fund x4823

Town General Funds x4807

Savings Account

Realty Transfer Tax Savings x5886

Town General Savings x5878

Town Hall Renovation Fund Savings x5851

**Total Assets**

\$2,079.95

\$1,845.89

\$52,827.34

\$72,458.35

\$31,003.66

\$5,260.00

**\$165,475.19**

Treasurer : Joshua Miller

*Joshua Miller*

**Town of Leipsic Income Statement For Period Covering 01/01/2024  
to 01/31/2024**

**Revenues**

<u>Income</u>	
<u>Interest Income</u>	\$0.89
<u>Property Taxes</u>	\$1,133.83
<u>Realty Transfer Tax</u>	\$3,489.75
<b>Total Revenue</b>	<b>\$4,624.47</b>

**Expenses**

<u>Expenses</u>	
<u>Bank Service Charges</u>	\$9.00
<u>Landscaping</u>	\$860.00
<u>Utilities</u>	
<u>Electric</u>	\$212.66
<u>Electric-Street</u>	\$720.58
<u>Garbage collec</u>	\$1,575.00
<u>Microsoft</u>	\$33.10
<u>Sewer Town H</u>	\$144.11
<u>Verizon</u>	\$129.00
<b>Total Expenses</b>	<b>\$3,683.45</b>

Net income for Period	\$941.02
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Treasurer : Joshua Miller  
*Joshua Miller*

# General Ledger

From 01/01/2024 to 01/31/2024

	Date	Num	Description	Account	Amount	Running Balance
ARPA ACT x2108 Balance b/f						\$2,082.95
	1/31/2024		STATEMENT DELIVERY	ARPA ACT x2108	(\$3.00)	\$2,079.95
					(\$3.00)	\$2,076.95
<b>Total For ARPA ACT x2108</b>						\$2,076.95
Municipal Street Aid Fund x4823 Balance b/f						\$1,845.82
	1/2/2024		Check - Delmarva Power Dec	Municipal Street Aid Fund x4823	(\$720.58)	\$1,125.24
	1/31/2024		STATEMENT DELIVERY	Municipal Street Aid Fund x4823	(\$1,000)	\$125.24
					(\$723.58)	\$401.66
<b>Total For Municipal Street Aid Fund x4823</b>						\$401.66
Town General Funds x4807 Balance b/f						\$54,650.38
	1/2/2024		Deposit - Town Taxes	Town General Funds x4807	\$682.14	\$55,332.52
	1/2/2024		5062 Check - Verizon (Town Hall Internet	Town General Funds x4807	(\$129.00)	\$55,203.52
			December)			
	1/2/2024		5063 Check - Kent County Treasurer (Town Hall	Town General Funds x4807	(\$164.11)	\$55,039.41
			Sewer O&M)			
	1/2/2024		5064 Check - Austin's Lawn Care (mwp2023-708)	Town General Funds x4807	(\$600.00)	\$54,439.41
			Oct			
	1/2/2024		5065 Check - Republic Services (January)	Town General Funds x4807	(\$1,375.00)	\$53,064.41
	1/2/2024		5066 Check - Delmarva Power (Town Hall	Town General Funds x4807	(\$212.66)	\$52,851.75
			December)			
	1/6/2024		5067 Check - Linda Mosick (Town Hall Landscaping	Town General Funds x4807	(\$280.00)	\$52,571.75
			09/4/2023 - 11/05/2023)			
	1/18/2024		Debit - Microsoft 365	Town General Funds x4807	(\$29.10)	\$52,542.65
	1/18/2024		Debit - Microsoft 365	Town General Funds x4807	(\$4.00)	\$52,538.65
	1/22/2024		Deposit - Town Taxes	Town General Funds x4807	\$511.89	\$53,050.54
	1/31/2024		STATEMENT DELIVERY	Town General Funds x4807	(\$2,000)	\$51,050.54
					(\$1,823.04)	\$49,227.50
<b>Total For Town General Funds x4807</b>						\$49,227.50
Realty Transfer Tax Savings x5886 Balance b/f						\$68,969.01
	1/22/2024		Deposit - Realty Transfer Tax (128 Front St)	Realty Transfer Tax Savings x5886	\$3,489.75	\$72,458.76
	1/31/2024		Interest	Realty Transfer Tax Savings x5886	\$0.59	\$72,459.35
<b>Total For Realty Transfer Tax Savings x5886</b>						\$72,459.35
Town General Savings x5878 Balance b/f						\$31,003.40
	1/31/2024		Interest	Town General Savings x5878	\$0.26	\$31,003.66
<b>Total For Town General Savings x5878</b>						\$31,003.66
Town Hall Renovation Fund Savings x5851 Balance b/f						\$5,259.96
	1/31/2024		Interest	Town Hall Renovation Fund Savings x5851	\$0.04	\$5,260.00
<b>Total For Town Hall Renovation Fund Savings x5851</b>						\$5,260.00

Treasurer: Joshua Miller  
Joshua Miller

**Town of Leipsic Balance Sheet 02/29/2024**

**Assets**

<u>ARPA ACT x2108</u>		\$2,076.95
<u>Municipal Street Aid Fund x4823</u>		\$1,101.58
<u>Town General Funds x4807</u>		\$51,274.70
<u>Savings Account</u>		
<u>Realty Transfer Tax Savings x5886</u>	\$72,458.93	
<u>Town General Savings x5878</u>	\$31,003.91	
<u>Town Hall Renovation Fund Savings x5851</u>	\$5,260.04	
<b>Total Assets</b>		<b>\$163,176.11</b>

Treasurer : Joshua Miller  
*Joshua Miller*

# **Town of Leipsic Income Statement For Period Covering 02/01/2024 to 02/29/2024**

## **Revenues**

### Income

Franchise Tax-Comcast

\$419.51

Interest Income

\$0.87

**Total Revenue**

**\$420.38**

## **Expenses**

### Expenses

Bank Service Charges

\$9.00

Utilities

Electric

\$232.05

Electric-Street Lights

\$741.31

Garbage collection

\$1,575.00

Microsoft

\$33.10

Verizon

\$129.00

**Total Expenses**

**\$2,719.46**

Net loss for Period

\$2,299.08

# General Ledger

From 02/01/2024 to 02/29/2024

	Date	Num	Description	Account	Amount	Running Balance
ARPA ACT x2108: Balance b/f						
	2/29/2024		STATEMENT DELIVERY	ARPA ACT x2108	(\$3.00)	\$2,079.95
					(\$3.00)	\$2,076.95
<b>Total For ARPA ACT x2108</b>						<b>\$1,845.89</b>
Municipal Street Aid Fund x4823: Balance b/f						
	2/11/2024	1726	Check - Delmarva Power Jan.	Municipal Street Aid Fund x4823	(\$741.31)	\$1,104.58
	2/29/2024		STATEMENT DELIVERY	Municipal Street Aid Fund x4823	(\$3.00)	\$1,101.58
					(\$744.31)	
<b>Total For Municipal Street Aid Fund x4823</b>						<b>\$52,827.34</b>
Town General Funds x4807: Balance b/f						
	2/11/2024	5068	Check - Delmarva Power (Town Hall January)	Town General Funds x4807	(\$232.05)	\$52,595.29
	2/11/2024	5069	Check - Verizon ( Town Hall Internet January)	Town General Funds x4807	(\$129.00)	\$52,466.29
	2/11/2024	5070	Check - Republic Services (February)	Town General Funds x4807	(\$1,575.00)	\$50,891.29
	2/20/2024		Debit - Microsoft 365	Town General Funds x4807	(\$4.00)	\$50,887.29
	2/20/2024		Debit - Microsoft 365	Town General Funds x4807	(\$29.10)	\$50,858.19
	2/21/2024		Deposit - Comcast	Town General Funds x4807	\$419.51	\$51,277.70
	2/29/2024		STATEMENT DELIVERY	Town General Funds x4807	(\$3.00)	\$51,274.70
					(\$1,552.64)	
<b>Total For Town General Funds x4807</b>						<b>\$72,458.35</b>
Realty Transfer Tax Savings x5886: Balance b/f						
	2/29/2024		Interest	Realty Transfer Tax Savings x5886	\$0.58	\$72,458.93
<b>Total For Realty Transfer Tax Savings x5886</b>						
Town General Savings x5878: Balance b/f						
	2/29/2024		Interest	Town General Savings x5878	\$0.25	\$31,003.66
						\$31,003.91
<b>Total For Town General Savings x5878</b>						<b>\$5,260.00</b>
Town Hall Renovation Fund Savings x5851: Balance b/f						
	2/29/2024		Interest	Town Hall Renovation Fund Savings x5851	\$0.04	\$5,260.04
<b>Total For Town Hall Renovation Fund Savings x5851</b>						<b>\$0.04</b>

Treasurer : Joshua Miller  
Joshua Miller



## Tax Collector's Report

Tax collection activity for the period January 02, 2023, through March 04, 2024, is as follows:

### Communications Report

Total number of phone calls 4

Total number of emails 6

### Bank Deposit Report

Deposit #	Date	Amount
1	01/02/2024	\$622.14
2	01/22/2024	\$511.69
Total Amount of Deposits		\$1,133.83

### Summary of Properties

Total Taxable Properties	133
Total Properties Paid for 2023-2024 Tax year	117
Total Properties Outstanding for All Tax year	16 (Number of properties 2 year late 1) (Number of properties 1 year late 3)
Total Outstanding Taxes due (plus fees and interest)	\$4,732.65

Cathy Manley  
Cathy Manley, Tax Collector

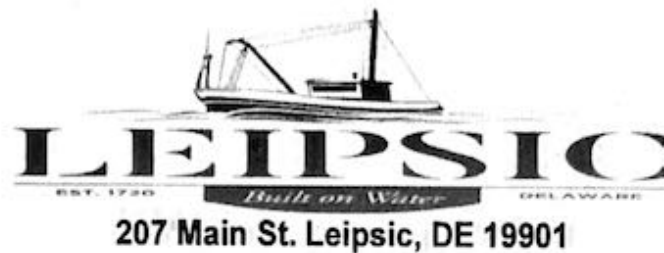
March 04, 2024  
Date

## Unpaid Taxes As of 03/04/2024

ACCT #	OWNER NAME 1	OWNER NAME 2	ASSESSEMENT	BALANCE FORWARD	TOWN TAXES	TRASH \$	CAPITATION TAX	TOTAL 2023-2024 TAX YEAR	Total Due
TL101	ARMBRUSTER, SANDRA (On payment plan)		\$16,100.00	\$ 1,030.02	\$ 68.02	\$ 230.00	\$ 6.00	\$ 304.02	\$ 759.04
TL127	CUFFEE, CORINTHIAN T.		\$17,200.00	-	\$ 72.67	\$ 230.00	\$ 9.00	\$ 311.67	\$ 336.67
TL149	SHANNON, LISA		\$20,300.00	(25.00)	\$ 85.77	\$ 230.00	\$ 6.00	\$ 321.77	\$ 321.77
TL152	ANTONIOU, KATHY G.		\$13,000.00	-	\$ 54.93	\$ 230.00	\$ 3.00	\$ 287.93	\$ 312.93
TL154	GOCKLEY, WILLIAM	GOCKLEY, JEAN	\$14,800.00	-	\$ 62.53	\$ 230.00	\$ 3.00	\$ 295.53	\$ 320.53
TL162	MANLEY, CATHERINE M. (On payment plan)		\$36,900.00	-	\$ 155.90	\$ 230.00	-	\$ 385.90	\$ 160.90
TL168	BELL, TONY	BELL, ALMA L.	\$10,900.00	-	\$ 46.05	\$ 460.00	\$ 12.00	\$ 518.05	\$ 543.05
TL180	RUSSUM, SHAWN	RUSSUM, MORGAN	\$4,400.00	-	\$ 18.59	-	-	\$ 18.59	\$ 43.59
TL218	STAATS, WILLIAM R.	HEARN, STACY E.	\$200.00	\$ 26.00	\$ 0.85	-	-	\$ 0.85	\$ 51.85
TL219	STELLJES, CHRISTIAN	CREED, KRISTI	\$30,300.00	-	\$ 128.02	\$ 230.00	\$ 6.00	\$ 364.02	\$ 389.02
TL512	ANTONIOU, KATHY G.		\$3,700.00	-	\$ 15.63	-	-	\$ 15.63	\$ 40.63
TL537	A & E PROPERTY SOLUTIONS, LLC		\$2,800.00	\$ 38.96	\$ 11.83	-	-	\$ 11.83	\$ 75.79
TL549	LOVATON, GUSTAVO GO ZALEZ		\$13,300.00	\$ 321.31	\$ 56.19	\$ 230.00	-	\$ 286.19	\$ 632.50
TL551	OWENS, DAMON (On payment plan)		\$14,500.00	-	\$ 61.26	\$ 230.00	-	\$ 291.26	\$ 266.26
TL559	GEORGE, TAMUNOBARAIBI		\$23,300.00	-	\$ 98.44	\$ 230.00	-	\$ 328.44	\$ 353.44
TL236	SIPPLE, DONNA L. (On payment plan)		\$19,500.00	\$ (21.71)	\$ 82.39	\$ 230.00	\$ 9.00	\$ 321.39	\$ 124.68

Total of all out standing Taxes	
\$	4,732.65
3 Year late or more	0
2 Year late	1
1 year late	3
Current	
Year Past Due	12
Total late	16

EXHIBIT C2



**Planning and Zoning Commission Report**

**March 4, 2024**

During the period of January 2, 2024 to March 3, 2024, the following were received by the Planning Commission.

January 30, 2024:

A resident sent a complaint regarding the work being performed at 156 Front St (The Sipple House). No request had been received by the Planning Commission regarding work or permits for the property. On the same day, I sent an email to the Council members regarding the complaint for review.

January 31, 2024:

A request was received from Beth Vallandingham with Tesla requesting a permission letter for removal of solar panels at 330 Front St (property owner: Anurup Mathur). An email was sent to the Council members on 1/31/24 with the request for review. After receiving only 1 response, a follow-up email was sent to the Council members on 2/8/24. Since council had not responded, this item is up for discussion at the meeting of March 4, 2024 for review. The original request is attached.

Submitted,

*Brian Geller*

Brian Geller  
Chairperson  
Planning & Zoning Commission



EXHIBIT D2

January 31, 2024

Town of Leipsic

Permission Letter Request

Property Address: 330 Front St, Leipsic, DE 19901

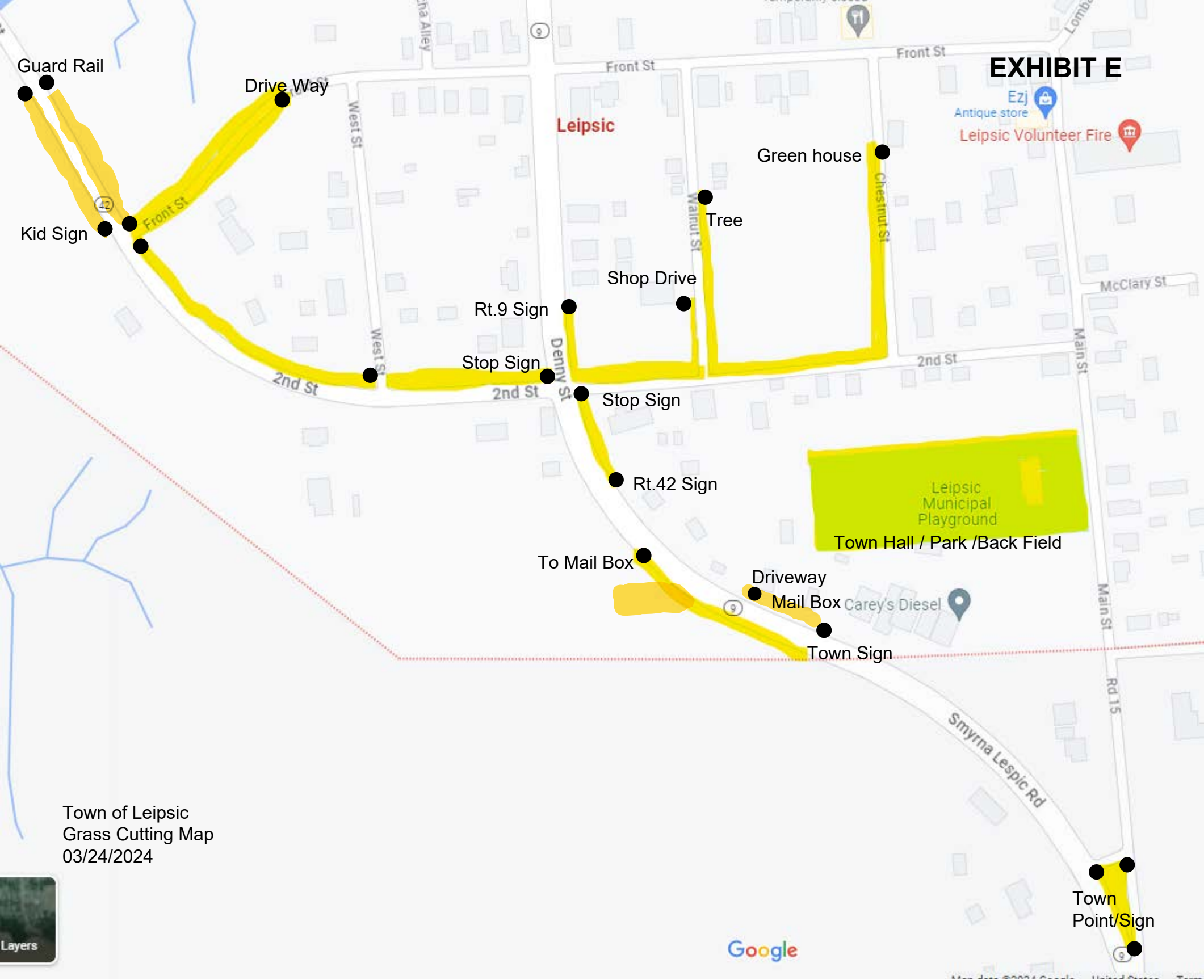
Property Owner: ANURUP MATHUR

Scope of Work: Permanently remove existing roof mounted solar panels and associated electrical equipment.

Sincerely,

Beth Vallandingham  
Sr. Permit Coordinator  
lvallandingham@tesla.com  
(240) 917-9885

Tesla Energy Operations, Inc.  
9000 Virginia Manor Rd, Suite 250,  
Beltsville MD, 20705



# EXHIBIT E

Leipsic

Ezj  
Antique store

Leipsic Volunteer Fire

Green house

Tree

Shop Drive

Rt.9 Sign

Stop Sign

Stop Sign

Rt.42 Sign

To Mail Box

Driveway

Mail Box Carey's Diesel

Town Sign

Leipsic  
Municipal  
Playground

Town Hall / Park /Back Field

Town  
Point/Sign

Town of Leipsic  
Grass Cutting Map  
03/24/2024

Layers

Google