

**MINUTES OF THE MEETING**  
**OF**  
**LEIPSIC TOWN COUNCIL**  
**HELD: MAY 6, 2024**

A regularly scheduled meeting of the Leipsic Town Council was held on May 6, 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 Councilwoman Donna Ortelli. Councilwoman Martha Wilkinson was not present due to a previous commitment and was excused.

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

The Minutes of the March 4, 2024 meeting were unanimously approved.

The Minutes of the November 6, 2023 meeting were unanimously approved by Councilpersons Ortelli, Parenzan and Miller. For the meeting of November 6, 2023, Councilman Jim Fox was not present and Deborah McKeever was not on Council.

Mayor Fox presented two Land Use Applications submitted directly to Council on this same date by property owner Shawn Russum.

For the property known as 61 Walnut Street, Leipsic, the property owner is requesting permission to pour a cement garage floor, interior flooring, add door to building and cement walkway. Upon motion duly made and seconded, the application was approved and will be released upon the property owner satisfying outstanding tax obligations due to the Town.

For the property known as 384 Denny Street, Leipsic, the property owner is requesting permission to complete replacement of existing siding, window replacement, fix/redo back lean-to and to replace the roof. Upon motion duly made and seconded, the application was approved.

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

For the property known as 411 Denny Street, Leipsic, the property owner is requesting permission to demolish the existing structure. Upon motion duly made and seconded, the application was approved.

For the property known as 354 Second Street, Leipsic, the property owner is requesting an easement for use of 2.7 feet into town-owned right of way as shown on the survey map submitted. Upon motion duly made and seconded, the easement is approved contingent upon the homeowner filing the easement with the deed folks and providing proof of completion of filing.

Upon motion duly made and seconded, the Committee Chairman's report was unanimously approved and is attached as Exhibit A.

Next, 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.

Next, Mayor Fox called for the Tax Collector's report. Tax Collector Rylee Lynch presented and read her written report. Councilwoman McKeever inquired as to what the payment terms are for properties known as TL101 and TL551. This approval was prior to Ms. Lynch's appointment; she will research and advise Council at the next regularly scheduled meeting. Upon motion duly made and seconded, the Tax Collector's report was unanimously accepted and is attached here as Exhibit C.

Next, the Council discussed In-Progress business.

Council was asked at the previous meeting to consider electronic or virtual access to publicly-held meetings of Town of Leipsic as a reasonable means of accommodation for persons with disabilities as defined by The Americans with Disabilities Act. Planning Commission member Tom Antoniou volunteered to research and report to Council State of Delaware mandates and short and long-term requirements related to establishing such virtual meetings.

As requested at the previous meeting, Treasurer Miller reported on the upcoming renewal of the annual Verizon internet service provider contract. The contract is auto-renewed annually and is due approximately mid-July. As a means to reduce expense, the Treasurer will speak with Verizon to learn about alternative options, e.g., hotspot, lower speed.

Next, Mayor Fox reviewed the renewal of the municipality bonds. Bonds are in place for the Mayor and Treasurer protecting the Town of Leipsic for a maximum loss of \$15,000 per person. Secretary McKeever raised the question as to the adequacy of the level of protection given that the Town's aggregated funding accounts exceed \$160,000. Further discussion took place as to the necessity of insuring the Tax Collector given that the position has no account withdraw or checking writing or signing capabilities. Upon motion duly made and seconded, it was unanimously agreed that, for cost consideration, the current bond value for the Mayor and Treasurer are sufficient and that coverage for the Tax Collector is required. Ms. McKeever will order the Tax Collector bond.

At this time there is no Leipsicde.us email address for the Planning Commission. Upon motion duly made and seconded, it was unanimously agreed to establish an email address for planningcommission@ at a cost is approx. \$60/year.

Next, the Council discussed New business.

Treasurer Miller introduced the Town of Leipsic website (LEIPSIC.DELAWARE.GOV) established by the Delaware Government Information Center. A page by page review was conducted highlighting features and opportunities of the site. Treasurer Miller's efforts in bringing to fruition this long-anticipated project were acknowledged and appreciation was expressed by all Council members. Mayor Fox appointed the Treasurer and Secretary responsibility for posting of content and events following approval by Council and/or the Mayor. It was also agreed that no linking permissions would be granted to any third party.

Next, Mayor Fox presented the schedule of Council appointments for consideration. Upon motion duly made and seconded, all appointments were unanimously approved; the schedule is attached here as Exhibit D.

Next, Linda Mozick presented her invoice in the amount of \$270 for landscaping services for the period March 3 to April 28, 2024. Upon motion duly made and seconded, it was unanimously approved to pay Ms. Mozick's invoice.

At this time, Council reviewed Ms. Mozick's previously submitted invoice for \$900 for the removal of diseased trees at 207 Main Street, Leipsic. Ms. Mozick completed this work without the prior written approval of Council and, therefore, the invoice was deemed non-eligible for payment. After much discussion, Mayor Fox made a motion to pay Ms. Mozick's invoice in full (\$900) with the understanding that no future work will be eligible for payment without prior approval for work and estimated cost. Councilpersons Ortelli and Miller voted Yay and Councilpersons McKeever and Parenzan voted Nay. Mayor Fox withheld his vote and made a new motion to pay Ms. Mozick a reduced amount of \$600, and again, with the understanding that no future work will be eligible for payment without prior approval for work and estimated cost. Councilpersons Fox, Ortelli and Miller voted Yay and Councilpersons McKeever and Parenzan voted Nay. Following this vote, Ms. Mozick was informed that a 1099 Tax Form will be issued for work in 2024 in accordance with Internal Revenue Code requirements.

Mayor Fox reminded Council that no services by vendors or expense by members serving on council will be eligible for payment or reimbursement with the prior consent of the Council or as otherwise empowered by the Mayor according to the Town Charter.

Next, upon motion duly made and seconded, it was unanimously agreed to use funds from the American Rescue Plan Act for the purchase of mulch and labor for Town Hall property beautification.

There being no further business, the meeting was adjourned. The next regularly scheduled meeting of Council is July 1, 2024 at 7PM.

Respectfully submitted,

*Deborah McKeever*

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Deborah McKeever, Secretary



EXHIBIT A  
8 PAGES

207 Main St. Leipsic, DE 19901

### Planning and Zoning Commission Report

May 6, 2024

During the period of March 4, 2024 to May 5, 2024, the following were received by the Planning Commission.

April 10, 2024:

Email received from Attorney Logan Cole regarding the survey completed for the settlement of 354 Second St.

The survey shows that the front deck/porch that was added during the remodel has encroached on the Town's right of way for the road and extended past the front property boundary line. (Email and provided survey attached)

Item was referred to the Council for review at the May 6 meeting.

As an amendment to the email provided to Council, the more appropriate resolution to the issue presented is a granting by the Town Council of an easement to the property. This ensures that it is attached to the property and follows any future ownership transfer of the property. (See attached information for example)

Submitted,

*Brian Geller*

Brian Geller  
Chairperson  
Planning & Zoning Commission

**From:** Brian Geller <bgeller066@gmail.com>

**Sent:** Wednesday, April 10, 2024 8:17 PM

**To:** Mayor <Mayor@leipsicde.us>

**Subject:** Fw: Question on Survey - 2024-0798 Margarita Escobar/Knutson - 354 Second Street

Hi Jim-

I did not want to respond to Attorney Cole directly, as this may require a bigger conversation around this property.

His initial question about the setback requirements for sheds/accessory structures is a straightforward answer, so no issues there.

In regards to his question about the front patio/deck: This property was discussed at the November town meeting. The prior owner, Kevin Burkhardt, had submitted plans to the Town requesting a permission letter for renovations to the house. The Town issued him a permission slip on 3/26/23. He opted not to obtain a County permit and listed the house for sale instead. The property transferred ownership on 10/24/23 to Ana Escobar. On 10/25/23, I received an email from Ms. Escobar inquiring about obtaining a permission letter from the Town. At the time, I advised Ms. Escobar of how the process works. Ms. Escobar ignored the information that was provided to her, and on 10/26/23 took the permission slip that was issued to Mr. Burkhardt previously, and went to the County and obtained a permit and began work on the house. I spoke with Martha about it and she said it was fine and the Town would issue her a new permission slip. At the November meeting, the Council voted to issue a permission slip to Ms. Escobar and it is my understanding that Martha took it to the County. (I am unsure if Ms. Escobar ever received a copy or not as I was never provided a copy of the permission slip either).

Now herein lies the potential issue. The plans Ms. Escobar submitted (attached to this email), did not include the addition of the front patio/deck that was built. As the survey from Attorney Cole shows, this addition has crossed into the Town's right of way property along the street (by 2.7 feet) and is not within the property boundaries of the property. In order to provide an accurate answer to Attorney Cole, the Council will need to make a decision on how they want to proceed in this regard.

Here is how I see the possible options:

1. The Town simply says ok and does nothing else.
2. The Town contacts Ms. Escobar advising that the front patio/deck was not included in the original plans submitted and since it was built outside of the property boundaries and into the Town right of way of the street, it needs to be removed.

3. The Town contacts Ms. Escobar advising of the situation and advising her that she will need to make a formal request to the Town for a variance related to the front patio/deck.

My recommendation is option 3, as the Town can then ensure as well that any variance issued includes proper language indicating that any future projects undertaken by the Town that require use of the right of way will require the property owner to remove the front patio/deck at their expense and the Town holds no liability for removal or replacement.

As the email is from the Settlement Attorney, I'm guessing that any decision is time sensitive since it seems they are ready to move forward with settlement on the property.

Please advise how you would like to proceed on the matter. If you'd like to discuss it in more detail, feel free to give me a call- 302-423-2208.

Thank you,  
Brian Geller

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**From:** Town of Leipsic <information@leipsicde.us>  
**Sent:** Wednesday, April 10, 2024 4:46 PM  
**To:** Brian Geller <bgteller066@gmail.com>  
**Subject:** Fwd: Question on Survey - 2024-0798 Margarita Escobar/Knutson - 354 Second Street

**Town of Leipsic**  
207 Main St.  
Leipsic, DE 19901  
Email: information@leipsicde.us

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**From:** Logan Cole <LCole@Wardtaylor.com>  
**Sent:** Wednesday, April 10, 2024 11:06:24 AM  
**To:** Town of Leipsic <information@leipsicde.us>  
**Subject:** Question on Survey - 2024-0798 Margarita Escobar/Knutson - 354 Second Street

Good Morning!  
We are handling settlement for 354 Second Street.

What is the setback requirement for sheds/accessory structures?

The wood patio in the front of the home is 2.7 feet beyond the property line – the house itself is legal nonconforming due to its age, but wood patio presumably is not. Given how close the home is to the front property line, does the Town have an opinion on the wood patio?

Thank you!

Logan Cole, Esquire  
Managing Attorney – Middletown Office  
Ward & Taylor, LLC  
242 Dove Run Centre Drive  
Middletown, DE 19709  
T (302)225-2412



**OUR OFFICE DOES NOT ACCEPT OR REQUEST  
WIRING INSTRUCTIONS VIA EMAIL  
Always call (302)225-3350 to verify**

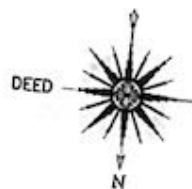
*Our goal at Ward & Taylor is to provide you with a prompt response and service beyond compare. If we do not do so, please contact our HR Manager, Barbara Hall, at [bhall@wardtaylor.com](mailto:bhall@wardtaylor.com) or (302)225-7735, so that we can address your concerns.*

*This e-mail communication is confidential and is intended only for the individual or entity named above. If you are not the intended recipient, please do not read, copy, use or disclose the contents of this communication to others. Please notify the sender that you have received this e-mail in error by replying to the e-mail or by telephoning 302-225-3350. Please then delete the e-mail and any copies of it. Thank you*

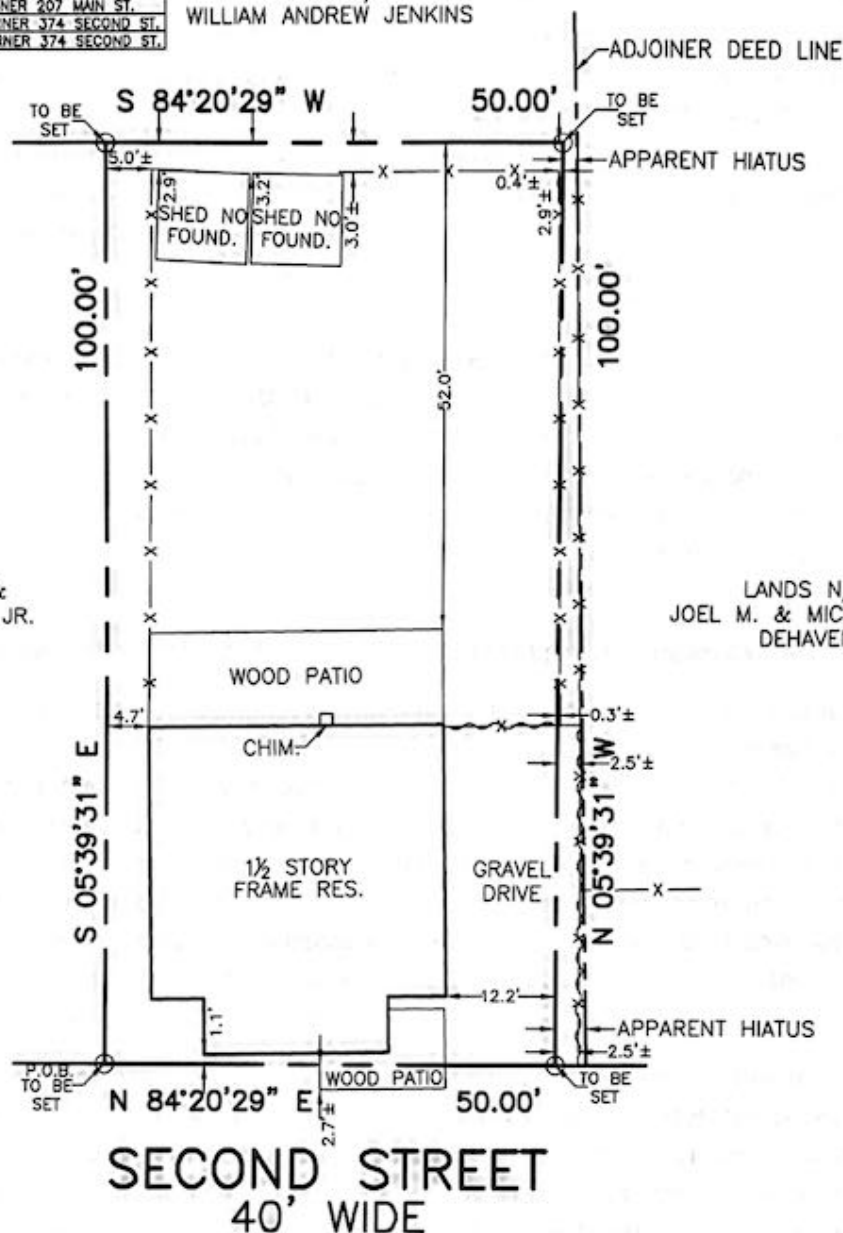


DESCRIPTION	LOCATION OF CONTROL POINTS FROM P.O.B.			
MONUMENT	N 87°32'33" W	283.29'	S.W. CORNER 207 MAIN ST.	
MONUMENT	N 56°04'22" E	84.38'	S.W. CORNER 379 SECOND ST.	
MONUMENT	N 75°04'58" E	248.58'	S.E. CORNER 379 SECOND ST.	
CAPPED REBAR	N 35°00'03" E	52.72'	S.E. CORNER 207 MAIN ST.	
CAPPED REBAR	N 84°30'26" E	99.80'	N.E. CORNER 374 SECOND ST.	
CAPPED REBAR	N 85°05'14" E	49.63'	N.W. CORNER 374 SECOND ST.	

LANDS N/F  
WILLIAM ANDREW JENKINS



LANDS N/F  
BETTY JANE ROWAN &  
JAMES MARION ROWAN, JR.



LANDS N/F  
JOEL M. & MICHELLE M.  
DEHAVEN

I, DONALD A. ELROD OR SHAUNTI E. SZWED, HEREBY REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND IT MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, VISUAL IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE. THE IMPROVEMENTS SHOWN HEREON HAVE BEEN LOCATED AND LIE WITHIN THE LOT BOUNDARIES UNLESS SHOWN OTHERWISE. THIS PLAN IS INTENDED FOR THE USE OF THE PARTIES INVOLVED WITH THIS LAND TRANSACTION AND SHALL NOT BE REPRODUCED OR USED FOR ANY OTHER PURPOSE, WITHOUT WRITTEN PERMISSION OF THE LAND SURVEYOR RESPONSIBLE FOR ITS CONTENTS. FENCES, TREES, LANDSCAPING OR OTHER VISUAL FEATURES HAVE NOT BEEN LOCATED UNLESS SHOWN AND DIMENSIONED. PROPERTY IS SUBJECT TO ANY AND ALL RESTRICTIONS AND EASEMENTS OF RECORD. IF THIS DRAWING DOES NOT CONTAIN AN ORIGINAL SIGNATURE AND RAISED IMPRESSION SEAL IT IS NOT IN COMPLIANCE WITH REGULATIONS AND IS A PRELIMINARY DRAFT ONLY.

PROPERTY TO BE CONVEYED TO:  
NATHAN KNUTSON & MARIA KNUTSON

## BOUNDARY SURVEY PLAN

354 SECOND STREET

TOWN OF LEIPSIC - LITTLE CREEK HUNDRED  
KENT COUNTY - DELAWARE  
TAX PARCEL # LC-13-039.14-02-19.00-000

ZONED: CR (BUILT 1900)  
SETBACKS:  
FRONT- 10'  
REAR- 30'  
SIDE- 5'

AMERICAN EASTCOAST  
SURVEYING & MAPPING  
3913 OLD CAPITOL TRAIL  
WILMINGTON, DE 19808  
PHONE: 302-993-1059  
EMAIL: OFFICE@AESURVEYORS.COM

SCALE: 1"=20' DATE: 4/5/24

DEED REF: BK.12731, PG.160

PLAT REF:

JOB # 20240661

CLASS S SURVEY



A property easement is a legal right granted to a person or entity to use a specific portion of another person's land for a particular purpose, without transferring ownership of that portion of land. Easements can be created for various purposes, such as granting access to a neighboring property, allowing utility companies to install and maintain infrastructure (like power lines or pipelines) across private land, or enabling the installation and maintenance of structures like fences, driveways, or drainage systems. Easements are typically documented in written agreements and are recorded in property records to provide notice to future property owners.

A Property Easement Agreement is a document used by the owner of a property, known as a grantor, to give permission for another person, known as the grantee, to use that property, often for a limited or specific purpose. This document is an easy way to grant temporary or long-term access to land without transferring ownership entirely. For example, if neighbors share a driveway but access to the main road is only possible through a portion of the driveway owned by one of the neighbors, they could create an easement to give their neighbor limited permission to use their portion of the driveway to access the road.

This document can create two different types of easements, depending on the circumstances:

If the grantee has a property that shares a boundary with the grantor's property where the easement is being granted, this document will create an easement appurtenant. An easement appurtenant is an easement that is not limited to a specific owner but is instead tied to the property itself. This is often referred to as "running with the land," since it remains in place even when the owners change. An example of an easement appurtenant is a property that offers the only access to a private beach shared by two neighbors. If an easement is created, when the home is sold, the new owners must allow their neighbors access to the beach via their property because the easement stays with the home. An easement appurtenant may be terminated by the parties, but if it is not terminated, it passes automatically to each successive owner of the property.

The other type of easement is known as an easement in gross. An easement in gross is tied to a specific person or entity, not the property itself, and benefits the person who holds the easement. An easement in gross might be someone allowing their friend permission to use their property for hunting or giving a neighbor access to use their pond for fishing. Since this easement is tied only to the original grantee and grantors who make the agreement, it will not pass automatically to another party if the property is sold and its ownership changes.

A Property Easement Agreement creates clear and precise boundaries and specifies the purpose for the easement and any limitations to how it can be used. This is crucial to avoid any future miscommunication or dispute, especially since easements are often put in place for a long time and can last long enough that the parties no longer remember the original terms of their agreement. This document works for all types of properties, whether they are rural or urban, commercial or residential, as long as the person granting the easement is the owner of the property.

Town of Leipsic

[Town Address]

[Date]

To: Current and Future Property Owners of 354 Second St., Leipsic, DE

Subject: Grant of Easement for Front Porch/Deck Extension

Dear [Property Owners],

We, the Town of Leipsic, hereby grant an easement to the current and future property owners of 354 Second St., Leipsic, DE, to allow for the extension of a front porch/deck. This easement permits the front porch/deck to extend 2.7 feet past the front property boundary into the Town-owned right of way.

The terms of this easement are as follows:

1. **Extent of Easement:** The easement permits the extension of the front porch/deck of the property located at 354 Second St., allowing it to protrude 2.7 feet into the Town-owned right of way as shown on the survey attached hereto as Exhibit A.
2. **Responsibility for Structure:** Any future maintenance, repair, or removal of the extended structure shall be the sole responsibility of the property owner(s) of 354 Second St.
3. **Removal:** In the event that any Town of Leipsic approved utility project or roadway project creates the need for the use of the Town-owned right of way, removal of the front porch/deck will be at the expense of the property owner(s) of 354 Second St.
4. **Indemnification:** The Town of Leipsic shall be held harmless from any liability, damage, or expense arising out of the extension of the front porch/deck into the Town-owned right of way.

This easement is granted with the understanding that it is non-transferable and applies only to the specified property address. Any changes to the structure or use of the easement area must be approved by the Town of Leipsic.

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title, if applicable]

Town of Leipsic

# Town of Leipsic Balance Sheet 03/31/2024

## Assets

<u>ARPA ACT x2108</u>		\$2,073.95
<u>Municipal Street Aid Fund x4823</u>		\$345.89
<u>Town General Funds x4807</u>		\$48,488.80
<u>Savings Account</u>		
<u>Realty Transfer Tax Savings x5886</u>		\$72,459.54
<u>Town General Savings x5878</u>		\$31,004.17
<u>Town Hall Renovation Fund Savings x5851</u>		\$5,260.09
<b>Total Assets</b>		<b>\$159,632.44</b>

Treasurer : Joshua Miller  
*Joshua Miller*

**Town of Leipsic Income Statement For Period Covering  
03/01/2024 to 03/31/2024**

**Revenues**

Income

Interest Income

\$0.92

Property Taxes

\$230.90

**Total Revenue**

**\$231.82**

**Expenses**

Expenses

Bank Service Charges

\$9.00

Insurance

\$100.00

Landscaping

\$120.00

Tax Collector Salary

\$720.00

Utilities

Electric

\$196.59

Electric-Street Lights

\$752.69

Garbage collection

\$1,575.00

Microsoft

\$29.10

Sewer Town Hall

\$144.11

Verizon

\$129.00

**Total Expenses**

**\$3,775.49**

Net loss for Period

\$3,543.67

Treasurer : Joshua Miller

*Joshua Miller*

# General Ledger

From 03/01/2024 to 03/31/2024

	Date	Num	Description	Account	Amount	Running Balance
ARPA ACT x2108 Balance b/f						\$2,076.95
	3/29/2024		STATEMENT DELIVERY	ARPA ACT x2108	(\$1.00)	\$2,077.95
					(\$3.00)	\$1,101.98
Total For ARPA ACT x2108						
Municipal Street Aid Fund x4823 Balance b/f						\$2,668.82
	3/4/2024	1727	Check - Delmarva Power Feb	Municipal Street Aid Fund x4823	(\$737.62)	\$1,931.20
	3/29/2024		STATEMENT DELIVERY	Municipal Street Aid Fund x4823	(\$2.00)	\$1,929.20
					(\$755.69)	\$1,173.51
Total For Municipal Street Aid Fund x4823						
Town General Funds x4807 Balance b/f						\$51,274.70
	3/4/2024		Deposit - Town Taxes	Town General Funds x4807	\$2,802.80	\$54,077.50
	3/4/2024	5071	Check - Republic Services (March)	Town General Funds x4807	(\$2,125.00)	\$51,952.50
	3/4/2024	5072	Check - Delmarva Power (Town Hall February)	Town General Funds x4807	(\$196.59)	\$51,755.91
	3/4/2024	5073	Check - Verizon (Town Hall Internet February)	Town General Funds x4807	(\$123.00)	\$51,632.91
	3/4/2024	5074	Check - Cathy Manley (Tax Collector Salary Sep - Feb)	Town General Funds x4807	(\$366.00)	\$51,266.91
	3/9/2024	5075	Check - Linda Mosack (Town Hall Landscaping 12/01/2023 - 12/31/2023)	Town General Funds x4807	(\$120.00)	\$51,146.91
	3/9/2024	5076	Check - Cathy Manley (Tax Collector Salary Mar - Aug)	Town General Funds x4807	(\$160.00)	\$50,986.91
	3/19/2024		Debit - Microsoft 365	Town General Funds x4807	(\$22.10)	\$50,964.81
	3/26/2024	5077	Check - Kent County Treasurer (Town Hall Sewer Q1)	Town General Funds x4807	(\$144.11)	\$50,820.70
	3/26/2024	5078	Check - LDW Insurance (Town Bond - Treasurer)	Town General Funds x4807	(\$100.00)	\$50,720.70
	3/28/2024		Deposit - Town Taxes	Town General Funds x4807	\$582.82	\$51,303.52
	3/29/2024		STATEMENT DELIVERY	Town General Funds x4807	(\$1.00)	\$51,302.52
					(\$2.785.90)	\$48,516.62
Total For Town General Funds x4807						
Realty Transfer Tax Savings x5886 Balance b/f						\$72,458.93
	3/31/2024		Interest	Realty Transfer Tax Savings x5886	\$0.61	\$72,459.54
Total For Realty Transfer Tax Savings x5886						
Town General Savings x5878 Balance b/f						\$31,003.91
	3/31/2024		Interest	Town General Savings x5878	\$0.26	\$31,004.17
Total For Town General Savings x5878						
Town Hall Renovation Fund Savings x5851 Balance b/f						\$5,260.04
	3/31/2024		Interest	Town Hall Renovation Fund Savings x5851	\$0.05	\$5,260.09
Total For Town Hall Renovation Fund Savings x5851						

Treasurer : Joshua Miller  
Joshua.miller

# Town of Leipsic Balance Sheet 04/30/2024

## Assets

<u>ARPA ACT x2108</u>		\$2,070.95
<u>Municipal Street Aid Fund x4823</u>		\$17.00
<u>Town General Funds x4807</u>		\$46,334.67
<u>Savings Account</u>		
<u>Realty Transfer Tax Savings x5886</u>		\$72,460.13
<u>Town General Savings x5878</u>		\$31,004.43
<u>Town Hall Renovation Fund Savings x5851</u>		\$5,260.13
<b>Total Assets</b>		<b>\$157,147.31</b>

Treasurer : Joshua Miller

*Joshua Miller*

# General Ledger

From 04/01/2024 to 04/30/2024

	Date	Num	Description	Account	Amount	Running Balance
ARPA ACT x2108: Balance b/f						\$2,073.95
	4/30/2024		STATEMENT DELIVERY	ARPA ACT x2108	(\$3.00)	\$2,070.95
					(\$3.00)	\$345.89
Total For ARPA ACT x2108						
Municipal Street Aid Fund x4823: Balance b/f						\$20.00
	4/7/2024	1728	Check - Delmarva Power Mar.	Municipal Street Aid Fund x4823	(\$325.89)	\$17.11
	4/30/2024		STATEMENT DELIVERY	Municipal Street Aid Fund x4823	(\$3.00)	\$14.11
					(\$328.89)	\$11.11
Total For Municipal Street Aid Fund x4823						
Town General Funds x4807: Balance b/f						\$48,488.80
	4/7/2024		Deposit - Town Taxes	Town General Funds x4807	\$104.68	\$48,593.48
	4/7/2024	5079	Check - Republic Services (April)	Town General Funds x4807	(\$1,575.00)	\$47,018.48
	4/7/2024	5080	Check - Delmarva Power (Town Hall March)	Town General Funds x4807	(\$89.87)	\$46,928.61
	4/7/2024	5081	Check - Verizon (Town Hall Internet March)	Town General Funds x4807	(\$129.00)	\$46,799.61
	4/7/2024	5082	Check - Delmarva Power (Street Lights March)	Town General Funds x4807	(\$427.59)	\$46,372.02
	4/16/2024		Deposit - Town Taxes	Town General Funds x4807	\$50.00	\$46,422.02
	4/22/2024		Debit - Microsoft 365	Town General Funds x4807	(\$84.35)	\$46,337.67
	4/30/2024		STATEMENT DELIVERY	Town General Funds x4807	(\$3.00)	\$46,334.67
					(\$2,154.13)	\$44,180.54
Total For Town General Funds x4807						
Realty Transfer Tax Savings x5886: Balance b/f						\$72,459.54
	4/30/2024		Interest	Realty Transfer Tax Savings x5886	\$0.59	\$72,460.13
Total For Realty Transfer Tax Savings x5886						
Town General Savings x5878: Balance b/f						\$31,004.17
	4/30/2024		Interest	Town General Savings x5878	\$0.26	\$31,004.43
Total For Town General Savings x5878						
Town Hall Renovation Fund Savings x5851: Balance b/f						\$5,260.09
	4/30/2024		Interest	Town Hall Renovation Fund Savings x5851	\$0.04	\$5,260.13
Total For Town Hall Renovation Fund Savings x5851						

Treasurer: Joshua Miller  
Joshua Miller





## Tax Collector's Report

Tax collection activity for the period March 05, 2024, through May 06, 2024, is as follows:

### Communications Report

Total number of phone calls 1

Total number of emails 6

### Bank Deposit Report

Deposit #	Date	Amount
1	03/04/2024	\$180.90
2	03/28/2024	\$50.00
3	04/07/2024	104.68
4	04/16/2024	50.00
Total Amount of Deposits		\$385.58

### Summary of Properties

Total Taxable Properties	133
Total Properties Paid for 2023-2024 Tax year	119
Total Properties Outstanding for All Tax year	14 (Number of properties 2 year late 1) (Number of properties 1 year late 3)
Total Outstanding Taxes due (plus fees and interest)	\$4,347.07

Ryelee Lynch

Ryelee lynch , Tax Collector

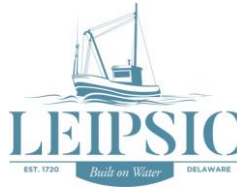
May 06, 2024

Date

## Unpaid Taxes As of 03/04/2024

ACCT #	OWNER NAME 1	OWNER NAME 2	ASSESSMENT	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
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	\$ 166.26
TL559	GEORGE, TAMUNOBARAIBI		\$23,300.00	\$ -	\$ 98.44	\$ 230.00	\$ -	\$ 328.44	\$ 353.44

Total of all out standing Taxes	
\$	4,347.07
3 Year late or more	0
2 Year late	1
1 year late	3
Current Year Past Due	10
Total late	14



**TOWN OF LEIPSIC**  
**COUNCIL AND OFFICIAL APPOINTMENT TERMS**  
**AS OF MAY 2024**

	POSITION	APPOINTED TERM ENDS MARCH	TERM PERIOD
<b>TOWN COUNCIL</b>			
JIM FOX, IV	MAYOR	2026	3 YEARS
MIKE PARENZAN	DEPUTY MAYOR	2026	3 YEARS
DEBORAH MCKEEVER	SECRETARY	2027	3 YEARS
JOSH MILLER	TREASURER	2025	3 YEARS
DONNA ORTELLI	COUNCIL	2025	3 YEARS
MARTHA WILKINSON	COUNCIL	2027	3 YEARS
<b>PLANNING COMMISSION</b>			
BRIAN GELLER	COMMITTEE CHAIR	2027	3 YEARS
TOM ANTONIOU	MEMBER	2027	3 YEARS
NAN FOX	MEMBER	2027	3 YEARS
DONNA SIPPLE	MEMBER	2025	3 YEARS
SHAWN RUSSUM	MEMBER	2025	3 YEARS
<b>BOARD OF ADJUSTMENT</b>			
MANDY RODRIGUEZ	MEMBER	2027	3 YEARS
TREVOR FOX	MEMBER	2027	3 YEARS
VACANT	MEMBER		3 YEARS
<b>ELECTION COMMISSIONERS</b>			
LINDA MOZICK	MEMBER	2027	3 YEARS
NAN FOX	MEMBER	2027	3 YEARS
DONNA SIPPLE	MEMBER	2027	3 YEARS
<b>TAX COLLECTOR</b>			
RYLEE LYNCH		2025	1 YEAR