

MINUTES OF THE MEETING
OF
LEIPSIC TOWN COUNCIL
HELD: September 9, 2024

A regularly scheduled meeting of the Leipsic Town Council was held on September 9, 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 July 1, 2024 meeting required an amendment and will be presented at the November 4, 2024 meeting for approval.

Mayor Fox called for the Treasurer's report. Treasurer Miller presented and read the fiscal year report for the period July 1, 2023 through June 30, 2024; and for the periods July and August 2024. Upon motion duly made and seconded, the Treasurer's report was accepted and is attached here as Exhibits A and B.

The Treasurer presented the 2023 – 2024 Budget to Actual comparison, as well as a projected 2024 – 2025 budget. After much discussion, it was agreed that the treatment of the Town's Realty Transfer Taxes to both schedules must be applied using a single methodology. The Treasurer will present revised schedules at the next regularly scheduled meeting.

Next, Josh Miller presented the written Tax Collector's report. Upon motion duly made and seconded, the Tax Collector's report was unanimously approved and is attached hereto as Exhibit C. Mayor Fox informed Council that Tax Collector Lynch has resigned effective this meeting. Her resignation is for personal reasons.

Next, Mayor Fox asked Brian Geller for the Planning Commission Report for the period July 1 through September 8, 2024.

The posted August 20, 2024 meeting of the Planning Commission was canceled as there were no pending items before the Commission.

The Commission Chairperson reported that on July 26, 2024, the Delaware Office of State Planning Coordination issued its letter formally accepting Leipsic's Comprehensive Plan 5-Year Review. Council thanked Mr. Geller and the members of the Planning Commission for completing this important and required initiative.

Mr. Geller reported that a shed was placed on 11 Lombard Street without the required flood zone permit. The Planning Commission has worked with the property owner in providing guidance on requirements and process for securing a Permit Permission Letter from the Town of Leipsic.

The next scheduled meeting of the Planning Commission will be held October 22, 2024 at 6:30PM at Leipsic Town Hall.

Upon motion duly made and seconded, the Planning Commission Report was accepted and is attached here as Exhibit D.

Next, Mayor Fox asked for the Museum Committee Report. Museum Committee Chairperson Donna Ortelli reported that there has been no activity since the last Museum Committee meeting; however, the next meeting will be held Monday, November 4, 2024 at 6PM.

Next, Council discussed In-Progress business.

1) The Town received an on-account deposit refund from Delmarva Power; the reason for the refund was not immediately known. Treasurer Miller presented a schedule of Delmarva Power payments for the period July 26, 2019 through May 28, 2020 which identified the deposit payment in 2020. Upon motion duly made and seconded, it was unanimously agreed that this matter is now satisfactorily closed. The Delmarva Power schedule is attached here as Exhibit E. Council thanked Mr. Miller for his efforts.

2) Upon motion duly made and seconded, it was unanimously agreed to pay Ms. Linda Mozick a total of \$1,001.28 for landscaping services (39 hours at \$10/hour); diseased tree cut down and removal (\$600); and supplies (\$11.28).

3) At the end of the meeting, an In-Process item was addressed by resident Brian Geller regarding virtual meeting requirement under The Americans with Disabilities Act (ADA). Following a brief discussion, Mr. Geller stated he would have the Delaware State ADA coordinator contact Mayor Fox.

Next, Council discussed New business.

1) Mayor Fox asked and nominated Cathy Manley to serve on the Board of Adjustments. Ms. Manley accepted the nomination which was duly seconded and unanimously approved by Council.

2) Mayor Fox stated that Dennis McKeever volunteered to fill the Tax Collector vacancy and made a nomination. Upon motion duly made and seconded, Council approved the appointment of Mr. McKeever. Ms. McKeever abstained due her relationship to Mr. McKeever and Mr. Miller abstained for reasons not stated. Upon completion of Mr. McKeever's appointment, resident Brian Geller asked that it be recorded that he submitted a letter of interest in the position and at a lower annual compensation.

3) Upon motion duly made and seconded, it was unanimously agreed to pay former Tax Collector Rylee Lynch \$360 for tax work completed in the first six months of her appointment.

4) Discussion took place with regard to a 2024 Christmas Tree lighting. It was agreed that the tree would be assembled on Saturday, November 16, 2024 with a public lighting on Saturday, December 7, 2024; time to be determined.

5) A community-wide yard sale was discussed and planned for October 12, 2024. Josh Miller volunteered to be responsible for this initiative.

There being no further business, the meeting was adjourned. The next regularly scheduled meeting of Town Council will be held Monday, November 4, 2024 at 7PM.

Respectfully submitted,

Deborah McKeever

Deborah McKeever, Secretary