

MINUTES OF THE MEETING
OF
LEIPSIC TOWN COUNCIL
HELD: May 5, 2025

The scheduled meeting of the Leipsic Town Council was held on May 5, 2025 at 7PM at Leipsic Town Hall, 207 Main Street, Leipsic, Delaware. In attendance were Mayor Jim Fox, Secretary Deborah McKeever, Treasurer Josh Miller and Councilwomen Donna Ortelli and Martha Wilkinson. Deputy Mayor Mike Parenzan was not in attendance.

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

The Mayor asked for approval of the March 24, 2025 Minutes. Upon motion duly made and seconded, the Minutes of the March 24, 2025 meeting were approved.

Mayor Fox called for the Planning Commission Report for the period ending May 4, 2025. Planning Chairman Brian Geller reported that the Planning Commission meeting of April 15, 2025 was not held due to lack of a quorum. With the unanimous approval of Council, on April 7, 2025 a Permit Permission Letter was issued for 118 Front Street for roof replacement.

Two new Permission Permit Letter applications were received but not reviewed by the Planning Commission due to the canceled meeting:

1. Proposed new home construction at 310 Second Street, Leipsic. Mr. Geller reviewed for Council the application and requirements, which are included in the attached Planning Commission report. Upon motion duly made and seconded, it was unanimously agreed to issue a Permission Permit Letter to Joe A. Byler Building, LLC for the construction of a new home with the stipulation that the property owner is solely responsible for connection to the sewer and any associated costs.

2. Placement of a home at 61 Walnut Street, Leipsic. Mr. Geller reviewed for Council the application and requirements, which are included in the attached Planning Commission report. Upon motion duly made and seconded, it was unanimously agreed to issue a Permission Permit Letter to Shawn Russum for the placement of a home with the stipulation that the property owner is solely responsible for connection to the sewer and any associated costs.

Upon motion duly made and seconded, the Planning Commission Report was unanimously approved and is attached here as Exhibit A.

Next, the Mayor asked for the Treasurer's Report. Mr. Miller presented the Treasurer's Report. Upon motion duly made and seconded, the Treasurer's Report was unanimously approved and is attached here as Exhibit B.

Next, the Mayor presented the Tax Collector's Report. It was recommended that follow-up letters be sent to the property owners with outstanding taxes due the Town of Leipsic. Upon motion duly made and seconded, the Tax Collector's Report was approved and is attached here as Exhibit C.

Old Business – None.

New Business –

1. The Mayor presented the Austin's Landscaping renewal contract for Council approval. The cost per cut for 2025 is \$170. Upon motion duly made and seconded, the Austin's Landscaping Contract was approved.
2. Upon motion duly made and seconded, it was unanimously approved to move \$100 from the ARPA account to general funds.
3. Upon motion duly made and seconded, it was unanimously approved to use \$1,155 of ARPA funds for mulch for Town Hall.
4. Upon motion duly made and seconded, it was unanimously approved to close the Town of Leipsic Renovation Fund savings account and to move those funds to the Town of Leipsic General Fund savings account.
5. Upon motion duly made and seconded, it was unanimously approved to pay Linda Mozick \$455 for completion of landscaping work at Town Hall.
6. Upon motion duly made and seconded, a Town Hall landscaping budget of \$750 for the months of May and June was unanimously approved.

There being no further business, the meeting was adjourned. The next regularly scheduled meeting of Council will be held Monday, July 7, 2025 at 7pm at Town Hall, 207 Main Street, Leipsic, Delaware.

Respectfully submitted,

Deborah McKeever

Deborah McKeever, Secretary