

MINUTES OF THE MEETING

OF

LEIPSIC TOWN COUNCIL

Held March 9, 2026

1.0 Meeting Details & Call to Order

March 9, 2026, 7:00 PM Leipsic Town Hall, 207 Main Street, Leipsic, Delaware.

Mayor Jim Fox officially called the meeting to order at 7:00 PM and opened it with the Pledge of Allegiance.

2.0 Attendance

Council Members Present	Council Members Absent
Mayor, Jim Fox	
Secretary, Deborah McKeever	Deputy Mayor, Mike Parenzan
Treasurer, Josh Miller	Councilwoman, Donna Ortelli
Councilwoman, Martha Wilkinson	

3.0 Swearing In and Council Nominations

First order of business was the swearing in of Samuel James Fox, IV and Michael Parenzan as Council members each serving a three-year term beginning this date. Mr. Parenzan was unavailable to attend and will be sworn in at the next regularly scheduled meeting.

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. This office was previously held by Michael Parenzan. With no other Council member interested in the office, this position is vacant until such time Mr. Parenzan is sworn-in.

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

4.0 Approval of Previous Minutes

Upon motion duly made and seconded, minutes of the January 5, 2026 which were prepared by Acting Secretary Donna Ortelli, were approved by majority.

5.0 Building/Land Use Applications and Permits

Mayor Fox called for any new building or land use applications.

A permit request for 291 Denny Street was presented to Council. As the request was received on February 28, 2026, it bypassed a formal Planning Commission recommendation. The owners request the placement of a 10x12 wood storage shed and a 6-foot-tall pressure-treated wood privacy fence in the rear of the property. Upon motion duly made and seconded, Council approved the shed and privacy fence request.

6.0 Reports

6.1 Planning Commission - Chairperson Brian Geller presented the Planning and Zoning Commission report, which covered activities from January 5, 2026, to March 8, 2026. The commission continues its research and updates for the 2029 Comprehensive Plan. As part of this, an online resident survey is tentatively scheduled to launch on July 1, 2026, and will be open for 90 days. The Town plans to spread awareness of the survey through flyers containing QR codes, website and bulletin board announcements, and a potential email blast utilizing addresses collected during tax payments. A sample of this flyer will be reviewed at the upcoming May 2026 Council meeting.

Upon a motion duly made and seconded, the Planning Commission Report was unanimously approved.

6.2 Treasurer's Report - Treasurer Josh Miller presented the treasurer's reports for January and February 2026. The balance sheet for the period ending January 31, 2026 reflected total assets of \$200,224.63 across the Town's General Funds, Savings, and Municipal Street Aid Fund. The balance sheet for the period ending February 28, 2026 reflected total assets of \$196,823.12 across the Town's General Funds, Savings, and Municipal Street Aid Fund.

Upon a motion duly made and seconded, the Treasurer's Report was unanimously approved.

6.3 Tax Collector's Report – The Tax Collector report was presented by Treasurer Josh Miller due to Tax Collector Vicki Antoniou's absence. The report detailed collection activities from September 9, 2025 through October 25, 2025.

- Total Bank Deposits: \$10,651.58.
- Properties Paid (2025-2026 Tax Year): 110
- Properties with Outstanding Taxes (All Years): 20
- Total Outstanding Taxes Due: \$10,217.61

Upon a motion duly made and seconded, the Tax Collector's Report was unanimously approved.

Councilwoman Wilkinson excused herself from the meeting for another commitment.

7.0 Business Items

7.1 In-Progress Business

- Mayor fox reported regarding Martha and Daniel Tartt property, that the Kent County Conservation confirmed that it does not have responsibility for tax ditch dipping.

7.2 New Business

- Lawn Care Contract: The Council reviewed landscaping proposals and approved Austin's Lawn Care, which has a total proposed cost of \$6,850.00 for the season.
- Mosquito Spraying: Council approved the mosquito spraying program sponsored by Kent County at an annual cost of \$0.

- 2026-2027 Meeting Calendar Approval: The 2026-2027 schedule of Council meetings was officially established and approved. All meetings will take place at 207 Main Street and will begin at 7:00 PM unless otherwise noted.
 - Monday, March 9, 2026.
 - Monday, May 4, 2026.
 - Monday, July 6, 2026.
 - Tuesday, September 8, 2026.
 - Monday, November 2, 2026.
 - Monday, January 4, 2027

8.0 Public Comments

- None.

9.0 Adjournment and Next Meeting

With no further business to discuss, a motion to adjourn the meeting was made, seconded, and approved.

The next regularly scheduled meeting of the Leipsic Town Council will be held on May 4, 2026 at 7PM at Leipsic Town Hall.

Respectfully submitted,

Deborah McKeever

Deborah McKeever, Secretary