MINUTES OF THE MEETING

OF
LEIPSIC TOWN COUNCIL
Held July 8, 2026

1.0 Meeting Details & Call to Order
July 8, 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 Treasurer, Josh Miller Councilwoman, Martha Wilkinson Councilwoman, Donna Ortelli	Deputy Mayor, Mike Parenzan

Mayor Fox reported that Deputy Mayor Mike Parenzan's son submitted a letter of resignation from Council on behalf of his father; the resignation is due to health issues.

As provided for in the Leipsic Charter, Mayor Fox nominated Leipsic resident Tom Antoniou to fill the vacant seat. Mr. Antoniou meets all of the qualifications required to serve on Council. Upon motion duly made and seconded, Council unanimously approved the nomination. The Secretary swore in Mr. Antoniou who will serve through the next election cycle. Further, upon motion duly made and seconded, Mr. Antoniou was nominated, accepted, and unanimously agreed upon to serve as Leipsic's Deputy Mayor.

Finally, Mr. Antoniou was advised that the deputy mayor is an authorized secondary check signer for the Town. He will meet with the representative at Citizen's Bank for signature cards. Mr. Parenzan has been removed from the account.

3.0 Approval of Previous Minutes
Upon motion duly made and seconded, minutes of the May 4, 2026 meeting were approved.

4.0 Building/Land Use Applications and Permits
- **86 Lombard Street (Demolition):** Ron Virden requested permission to demolish the structure at 86 Lombard Street. A motion was made and seconded to authorize issuance of a demolition permission letter.
- **61 West Street:** A motion was made and seconded to approve payment to Austin's Lawn Care for the cutting of 61 West Street. Several phone attempts to the bank owner were made to advise them they were not in compliance with our Ordinance. The Secretary will review Kent County property records to learn address of record.

5.0 Reports
5.1 Planning Commission - The Planning and Zoning Commission report was presented by Chairperson Brian Geller.
- **2029 Comprehensive Plan & Resident Survey:** Work continued on research and updates for the 2029 Comprehensive Plan. The resident survey went live June 1, 2026. Notice was posted on the Town website, shared on Facebook, posted on the Town Hall bulletin board, and distributed by paper flyers on June 7. The survey will remain open through September 30, 2026, and a reminder is anticipated to be included with annual property tax bills. As of July 5, 2026, 15 responses had been received.
- **Comprehensive Plan Annual Report:** The annual report for the Office of State Planning Coordination was completed, signed by Mayor Fox, and emailed to the Office.
- **Next Meeting:** The next Planning Commission meeting had not been scheduled and will be communicated to Council if scheduled before the next Town Council meeting.

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

5.2 Treasurer's Report - Treasurer Josh Miller presented the reports for May and June 2026.

- **May 2026:** The balance sheet for the period ending May 31, 2026 reflected total assets of $188,053.83. Revenue totaled $1,496.37, expenses totaled $4,041.34, and the net loss for the period was $2,544.97.
- **June 2026:** The balance sheet for the period ending June 30, 2026 reflected total assets of $183,433.69. Revenue totaled $334.21, expenses totaled $4,954.35, and the net loss for the period was $4,620.14.
- **Trash Container Audit:** Secretary McKeever suggested that trash bills be shared with the Tax Collector to audit the number of containers billed.

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

5.3 Tax Collector's Report - Tax Collector Vicky Antoniou presented the report covering March 1 through July 1, 2026.

- **Communications:** The report recorded two phone calls/text messages and eight emails.
- **Deposits:** Two deposits totaling $653.02 were reported: $320.03 on May 7, 2026 and $332.99 on June 13, 2026.
- **Property Summary:** The report listed 132 taxable properties, 123 properties paid for the 2025-2026 tax year, and $5,365.58 in outstanding taxes, fees, and interest as of July 1, 2026.

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

6.0 Business Items

6.1 Old Business

- **Trash Collection Credit:** Council was advised that the previously reported trash collection credit of approximately $15,000 resulted from a data-entry error.

6.2 New Business

- **Online Account Credentials:** Council discussed the need for redundancy in access to the Town's online accounts. The Treasurer will provide a list of accounts at the next meeting and share credentials and passwords with the Mayor.
- **Emergency Services:** Council discussed inviting the President of the Leipsic Volunteer Fire Company to explain and define emergency services for Town residents. Councilwoman Wilkinson will invite Sammy Jo to a future meeting.
- **Delaware League of Local Governments:** A motion was made and seconded for the Town to join the Delaware League of Local Governments at an annualized cost of $100.
- **National Flood Insurance Program:** Council discussed the program, its benefits, and the audit scheduled for August 10, 2026. Council also discussed the need for a Floodplain Administrator. At present, the Town Council serves collectively in that role.

7.0 Public Comments

- None.

8.0 Adjournment and Next Meeting

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

The next regularly scheduled meeting of the Leipsic Town Council will be held on September 8, 2026 at 7:00 PM at Leipsic Town Hall.

Respectfully submitted,

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Deborah McKeever, Secretary