MINUTES OF THE MEETING
OF
LEIPSIC TOWN COUNCIL
Held September 8, 2026

1.0 Meeting Details & Call to Order

September 8, 2026, 7:00 PM, Leipsic Town Hall, 207 Main Street, Leipsic, Delaware. The meeting was called to order at 7:00 PM.

2.0 Attendance

Council Members Present	Council Members Absent
Mayor, Jim Fox Deputy Mayor, Tom Antoniou Secretary, Deborah McKeever Treasurer, Josh Miller Councilwoman, Martha Wilkinson Councilwoman, Donna Ortelli	All Council members were present.

3.0 Approval of Previous Minutes

Upon motion duly made and seconded, the minutes of the July 8, 2026 Council meeting were approved.

4.0 Building/Land Use Applications and Permits

- **35 West Street** — Chip Fox requested a variance to place a shed on his property. Required setbacks were described as five feet from the side and ten feet from the rear. The request must be referred to the Board of Adjustment and requires a public meeting. Because the property is in a floodplain, a permit is required. Mr. Fox was advised to obtain a letter from the rear adjoining neighbor.
- **8 Lombard Street** — Harry Marshall discussed a proposed subdivision to create a lot for another house. A variance is needed in connection with the location of an existing chicken house and minimum lot-size requirements. The variance request must be referred to the Board of Adjustment.

5.0 Reports

5.1 Planning Commission — Chairperson Brian Geller reported that research and updates for the 2029 Comprehensive Plan continue.

- The resident survey, open since June 1, was publicized through the Town website, Facebook, Town Hall bulletin board, paper flyers and a reminder with tax bills. The survey closes September 30, 2026; 23 responses had been received as of September 7.
- No next Commission meeting had been scheduled.

Upon motion duly made and seconded, the report was unanimously approved.

5.2 Treasurer's Report — The July and August 2026 balance sheets and income statements were read.

- The July 31 balance sheet reflected total assets of $183,454.72; July revenues were $4,679.03; expenses $2,423.00; and net income $2,256.03. The August 31 balance sheet reflected total assets of $210,708.65; August revenues were $31,536.90, expenses $4,282.97, and net income $27,253.93. Upon motion duly made and seconded, the Treasurer's report was approved.
- The 2025–2026 fiscal year-end report was presented and approved upon motion duly made and seconded.
- Council discussed the need to address future fiscal years and balance the budget. The proposed 2026–2027 budget was presented.
- Council unanimously approved, upon motion duly made and seconded, transfer of funds from realty transfer tax funds to general funds for streetlight electricity when Municipal Street Aid funds are exhausted.

5.3 Tax Collector's Report — Mayor Fox read the Tax Collector's report.

- It identified 149 properties (132 non-exempt and 17 exempt), current-year property tax of $11,285.20, capitation tax of $435.00, waste/recycling charges of $27,550.00, and prior-year

balances of $5,406.02. The report listed $44,673.23 collectible, August deposits of $26,500.27 and $18,172.96 outstanding.
- Six owners did not take the available discount; corresponding credits are to be applied to their 2027–2028 accounts.
- Corrected statements following the mail-merge issue were mailed without further issue.

Upon motion duly made and seconded, the report was unanimously approved. A motion to make the Tax Collector's semiannual payment was duly made and seconded.

6.0 Business Items

6.1 In-Progress Business

- Council reviewed online accounts, administrator credentials, passwords and security access, including Verizon and Microsoft online bill payment, Citizens Bank access, website administration, the Municipal Street Aid portal, Delmarva Power and Republic Services online accounts, security cameras, and the Microsoft cloud administrator account. Mayor Jim Fox was designated secondary authorized administrator for the Verizon and Microsoft accounts and security cameras. Secretary McKeever is the secondary website administrator. Mayor Fox is currently authorized to access Citizens Bank accounts. Future designated administrators should be from different Council classes. The designations were unanimously approved upon motion duly made and seconded. The Town has six video-only cameras (four exterior and two interior), all without audio; camera viewing is on-site and no app is available.
- Council was advised by the Leipsic Fire Co. President Samantha Grimminger that the firehouse has not served as a public shelter since 2012 due to changes to the building. President Grimminger will research how to requalify as such for the residents of Leipsic and report to Council her findings.

6.2 New Business

- Emergency Town Hall HVAC repairs were completed August 5, 2026 by JAM Air at a cost of $612.88. The expense was unanimously approved upon motion duly made and seconded. Research into annual HVAC maintenance contract pricing was suggested.
- Brian Geller thanked Tax Collector Vicky Antoniou for her prompt response regarding the email/telephone mail-merge error. Treasurer Josh Miller raised other tax bill issues. The Secretary and Tax Collector will conduct a minimum three-year tax book review and report findings. Discussion of definitions for livable, unoccupied and condemned properties was tabled pending that report.
- The Christmas tree pot build was announced for November 21.
- Brian Geller proposed initiating a community solar power project; Mayor Fox appointed Mr. Geller project lead.
- Secretary McKeever presented information with regard to the Delaware League of Local Governments and recommended that the Town join for support/guidance in governing items, concerns, issues and opportunities. Annual membership is $100. Upon motion duly made and seconded, membership was unanimously approved.

7.0 Public Comments

- None.

8.0 Adjournment and Next Meeting

Upon motion duly made and seconded, the meeting adjourned. The next regularly scheduled meeting of Council is November 2, 2026.

Respectfully submitted,

Deborah McKeever

Deborah McKeever, Secretary