

TOWN OF ELSMERE
COUNCIL MEETING MINUTES
March 13, 2025
6:30 p.m.

CALL TO ORDER: Mayor Thompson called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENCE:

ROLL CALL:

MAYOR	ERIC SCOTT THOMPSON	PRESENT
1 ST DISTRICT	JANE MCDANIEL	PRESENT
2 ND DISTRICT	SALLY JENSEN	PRESENT
3 RD DISTRICT	MARY STEPPI	PRESENT
4 TH DISTRICT	CHARLES MCKEWEN	PRESENT
5 TH DISTRICT	JOANN I. PERSONTI	PRESENT
6 TH DISTRICT	DAWN DIBIASO	PRESENT

Town Solicitor, James McMackin – Present

Chief of Police, Laura Giles – Present

Town Manager, Steven Martin – Present

Finance Director, Valarie Strzempa – Present

PUBLIC COMMENT:

Mark Miller from Leech Avenue commented on the ongoing planning for Kirkwood Highway. He explained that there is a proposal to classify parts of the highway as either a "road" or a "street." A "road" is meant for faster travel, while a "street" focuses more on safety and slower traffic. According to the current proposed plan, the section of Kirkwood Highway from Wawa to Wilmington would be designated as a street, while the section heading west from Wawa would be classified as a road. Mark feels this does not align with the Town's wishes and encourages others to voice their opinions on the WILMAPCO website. He also urged the Town Council to advocate for all of Elsmere to be considered a street.

Mayor Thompspon replied that he also sits on the WILMAPCO Board and they have discussed traffic calming efforts across all of New Castle County. He clarifies that these changes will not happen immediately due to funding, which depends on uncertain federal money. Mayor Thompson also encouraged people to visit the WILMAPCO website, where they can fill out a form to share feedback and ideas, as very few people have been providing input online. He mentions that most comments have come from in-person meetings, but even those have been limited.

APPROVAL OF MINUTES:

Minutes of the February 13, 2025, Council Meeting.

ACTION: A motion was made by Councilwoman Jensen to approve the minutes of the February 13, 2025, Council Meeting with no corrections. The motion was seconded by Councilman McKewen.

VOTE: 7-0 All in Favor Motion Carried

OLD BUSINESS:

Consideration and discussion of Third and Final reading of Ordinance 678.

An Ordinance amending Chapter 164 of the Code of the Town of Elsmere as it relates to Police Service Fees.

Chief Giles stated that this ordinance is simply a housekeeping item, since in the last update, the speed for school zones was missed.

ACTION: A motion was made by Councilwoman Jensen to approve the Third and Final reading of Ordinance 678. The motion was seconded by Councilwoman Personti.

VOTE: 7-0 All-in-Favor Motion Carried

NEW BUSINESS:

Chief Giles stated that she heard that Senator Mantzavinos was running late but should be arriving shortly.

Mayor Thomspson then moved on to the next new business item until Senator Mantzavinos arrived.

Consideration of awarding a contract in response to RFP 24-07 – Chestnut Run & Little Mill Creek Drainage Improvements (Silverbrook Drive at Taylor Rd).

Town Manager Steven Martin stated that the heading on this RFP is incorrect and should reference the Taylor Tract and Silverbrook Drive project. He also stated that the initial budget for the project, set by KCI, was \$284,000, but the revised bid came in at \$430,000. At this time, he suggested waiting for the designs of the Vilone Park-Dogwood Hollow project before proceeding, as bids are coming in higher than expected. Town Manager Steven Martin recommended holding off on the bid until the next Council meeting when the next phase of design will be complete.

Councilwoman Steppi stated that she disagrees. She believes we have waited 2 to 3 years for this and since we have the funds available, there is no reason to wait any longer.

Town Manager Steven Martin replied that he would be okay with moving forward, he is just concerned that we may not have the funds to do all the projects.

Councilwoman Steppi replied that we may not have funds, however we received \$470,000 for Dogwood Hollow already, the Congressional Direct Spending funds from Senators Coon and Lisa Blunt-Rochester and the BRIC grant from DEMA is questionable. While doing research, we may be able to explore other avenues of funding if needed for other parts of the project. We have the funds

available to do both of the projects relating to storm water on this agenda and believes it is time to pull the trigger in the event that waiting longer will drive costs further up.

Mayor Thompson asked what the numbers look like if we approve both of these projects tonight?

Town Manager Steven Martin replied \$680, 000.

Mayor Thompson then asked what would that leave us with for the Vilone Park-Dogwood Hollow portion?

Town Manager Steven Martin replied that Vilone Park-Dogwood Hollow would need to come in at roughly \$270,000. While we have \$470,000 from the New Castle Conservation District, that part of the project was quoted at \$800,000 at the time. Now it may come in over one million dollars.

Councilwoman Steppi stated we are not going to have enough to do Vilone from the pool of money we currently have. However, we can complete these two on the agenda tonight.

Councilwoman Jensen agrees with Councilwoman Steppi that we should move forward with this project.

Town Manager Steven Martin also stated that it should be noted that the contractor stated he can begin both projects simultaneously and estimates it should take roughly six weeks to complete.

ACTION: A motion was made by Councilwoman Steppi to award a contract to Guardian Environmental Services (GES) in the amount of \$430,000 for RFP 24-07 – Chestnut Run & Little Mill Creek Drainage Improvements (Silverbrook Drive at Taylor Rd), subject to review by the Town Solicitor. The motion was seconded by Councilwoman Jensen.

VOTE: 7-0 All-in-Favor Motion Carried

At this time, Senator Mantzavinos arrived at the meeting.

Presentation from Senator Mantzavinos recognizing Detective Sowden for receiving Officer of the Year for small departments through Delaware Crime Stoppers.

Senator Mantzavinos stated that on behalf of the Delaware State Senate, he would like to present a tribute to Detective Sowden and read aloud on the record.

“Be it hereby known to all that Senator Spiros Mantzavinos is joined by the Senate of the 153rd General Assembly in commending Detective Scot Sowden upon being selected as the 2025 Delaware Crime Stoppers Robert J. Seinsoth Law Enforcement Officer of the Year and in recognizing the vital role he plays in the public safety of the Town of Elsmere and its environs.

Detective Sowden has served with distinction throughout his career in law enforcement and has known numerous accomplishments during his tenure. Along the way, he has gained the respect and high regard of many and has contributed much.

Senator Mantzavinos takes pleasure in requesting tribute to an exemplary officer upon this most recent accolade. With congratulations and best wishes, the Senate directs this tribute, issue Thursday, the 13th of March, 2025.”

At this time, there was a round of applause for Detective Sowden and members of the Police Department and Mayor and Council gathered for photos.

Senator Mantzavinos then gave a brief overview of updates and discussions happening at Legislative Hall in Dover. He stated there are unique challenges the State is facing this year, but they are trying to remain as flexible and nimble as possible. While the Joint Finance Committee has concluded its hearings, much uncertainty remains concerning the Federal government and understanding how much funding may or may not be coming, or how much may or may not be frozen that typically comes to the State and ultimately through to all the other projects. He is hopeful that the State will be able to craft a budget that is responsible and meets the needs of all Delawareans. He also stated that he still a member of the Bond Bill Committee, and in past years he was able to get some Bond Bill funds to the Town. He is not sure how much of that he will be capable of doing this year, but encouraged the Town to submit the applications as normal although Bond Bill could have the most direct impact on the Town. However, he stated he is always available to the public, Mayor, members of Council and Town Staff.

Consideration of awarding a contract in response to RFP 25-02 – Town Hall Window Replacements.

Town Manager Steven Martin stated that this was put out to bid originally for the replacement various 47 windows throughout Town Hall initially. The first bid came in north of what our budget was, however, we worked with the contractor and reduced the number of windows down to 35. The windows to be replaced will be located in the Code Office, the Administrative Assistant to the Town Manager's Office, downstairs in the basement and kitchen, and select windows on the second floor. The new bid is \$119,400. The windows should be in by end of July due to their size with a rough completion date of the end of September.

ACTION: A motion was made by Mayor Thompson to award a contract to Garozzo & Scimeca Construction for RFP 25-02 – Town Hall Window Replacements. The motion was seconded by Councilwoman Personti.

VOTE: 7-0 All-in-Favor Motion Carried

Consideration of awarding a contract in response to RFP 25-03 – Patty Blevins – Tamarack Drainage Improvements.

Town Manager Steven Martin stated this is the second stormwater project that was placed out to bid. There were three bidders for the project, however, the low bid, again, was Guardian Environmental Services. The budget was \$141,000 and Guardian Environmental came in at \$263,650. As we know, the budget was created two and a half years ago, and we expected some elevation in the cost.

ACTION: A motion was made by Councilwoman Steppi to award a contract to Guardian Environmental Services (GES) for RFP 25-03 – Patty Blevins – Tamarack Drainage Improvements. The motion was seconded by Councilwoman Jensen.

VOTE: 7-0 All-in-Favor Motion Carried

Consideration of extending a contract to Delaware Lawn & Landscape for the landscape maintenance throughout Town.

Town Manager Steven Martin stated that this is year two of our contract with Delaware Lawn and Landscape and the bid came in at \$63,600, which is to maintain the median on Kirkwood Highway and

do selective sites for grass cutting and park maintenance.

Mayor Thompson asked if there is an increase on this contract?

Town Manager Steven Martin replied no, it is a decrease.

There was a brief discussion regarding the original contract being a three-year contract. Delaware Lawn and Landscape has been a good company to work with and has been very responsive to our needs.

Councilwoman Jensen asked if we could ask them about that area in front of the Wawa where the sidewalk is in disrepair and the tree stumps remain?

Town Manager Steven Martin replied that he would inquire with them about the work, however he has already contacted a tree company for the grinding of the stumps already.

Mayor Thompson stated there is no action needed on this agenda since it is already a signed three-year contract.

Introduction of First and Second reading of Ordinance 679.

An ordinance relinquishing any claim the Town has over certain portions of a property located on B&O Lane and owned by the Delaware Rifle and Pistol Club and Medori Enterprises which are shown on the Official Map of the Town of Elsmere as paper streets dedicated for future public use.

Town Manager Steven Martin stated that the Planning Commission has already reviewed and supported the vacating of certain "paper streets", so this could be considered a housekeeping matter.

Mayor Thompson stated his concern about how this could impact MSA funding allocations, as paper streets were previously included in these calculations for more funding. However, the streets are not used, and the land is maintained by property owners, so the impact might be minimal.

At this time, there was discussion among the Town Manager, Chief Giles and multiple Councilmembers regarding how the property owners are willing to compensate the Town for vacating these streets, but the exact amount still needs to be determined. The vacating will also increase property tax revenue, as the parcels will be reassessed and expanded. We will need to balance any reduction in MSA funding with the future development and increased tax revenue from the parcels. Additionally, vacating the streets relieves the Town of any liability for those areas, as the property owners will now be fully responsible for them.

The Planning Commission has recommended approval, and the process will proceed as long as the financial details are clarified.

ACTION: A motion was made by Councilwoman Jensen to approve Ordinance 679. The motion was seconded by Mayor Thompson.

VOTE:

7-0

All-in-Favor

Motion Carried

Consideration to combine the Elsmere Police Advisory Commission with the Newport Police Advisory Commission.

Chief Giles stated that with the constraints of getting this Board together in such a small Town, combining with another small department makes the most sense. Chief Giles intends to have Deacon

Dave DeGhetto and the Police Department's Clinician, Dr. Mack, sit on that committee with Newport. Chief Giles stated that Town Solicitor McMackin is going to draft an MOU as well.

ACTION: A motion was made by Mayor Thompson to combine the Elsmere Police Advisory Commission with the Newport Police Advisory Commission, subject to both agreeing to Memorandums of Understanding. The motion was seconded by Councilwoman Jensen.

VOTE: 7-0 All-in-Favor Motion Carried

Town Solicitor Jim McMackin added that he wants to ensure the Police Advisory Board is not a FOIA-governed organization and they establish the statutes of how the committee will run.

DEPARTMENTAL REPORTS:

Code Enforcement

Code Enforcement Officer Nicole Facciolo gave a brief overview of the Code Enforcement Report which is attached to these minutes:

- Councilwoman Steppi asked if the properties listed under the Failure to obtain permits or license section are rental properties.
- Code Enforcement Officer Nicole Facciolo replied that some of them are the remaining properties which have not renewed their rental licenses.
- Councilwoman Steppi asked what happens next if they do not comply?
- Code Enforcement Officer Nicole Facciolo replied that since then, most have complied, but they will continue to receive Cease & Desist notices along with citations and fines, ultimately until they become a Repeat Public Nuisance.
- Councilwoman McDaniel stated that most of the citations are categorized as "Garbage and Rubbish", was there something that happened to cause an increase in this?
- Code Enforcement Officer Nicole Facciolo stated no, just an increase in violations.

Finance Department

Finance Director Valarie Strzempa gave a brief overview of the Finance Department Report, which is attached to these minutes:

- Councilwoman Personti thanked Finance Director Valarie Strzempa for the way the report was coded this month, it was much easier to go through the variances.
- Councilwoman Steppi asked the Finance Director how she sees the transfer tax projection?
- Finance Director Valarie Strzempa replied that it will surpass the budgeted amount for this year. As far as the future projection, as far as the economic outlook of the meetings she attends, it is believed it will hold steady throughout the year. If anything, interest rates are dropping slightly, by one point or so, she foresees it to remain consistent with sales.
- Mayor Thompson asked if there were any areas of concern in the current budget?
- Finance Director Valarie Strzempa replied there are notes from the previous budget analysis where the budget has gone over, but this was already projected. There are other areas where line transfers should be considered and will be discussed with the Town Manager

beforehand.

Public Safety

Police Chief Laura Giles gave a brief overview of the Public Safety Report, which is attached to these minutes:

- Chief Giles stated that the police holding cell renovation is nearly complete, which will add to officer safety.
- Chief Giles stated that the department's annual reports have been placed in the Mayor and Council's mailboxes.
- Chief Giles stated she will be out of Town on vacation from March 16th through the 24th and Lt. Gregg Shelton will be in charge during her absence.

Public Works

Town Manager Steven Martin gave a brief overview of the Public Works Department Report on behalf of the Public Works Supervisor (who was not present at the meeting), which is attached to these minutes:

- Councilwoman Steppi asked if the issue with the foul smell downstairs in Impact Life has been rectified?
- Town Manager Steven Martin replied yes, the issue was simply that the system had not been used in so long, it needed to be run a few cycles.
- Councilwoman Personti asked how many days Impact Life is occupying the building now.
- Chief Giles replied 2 days a week, occasionally 3 and they will be here through September. An extension has not been requested as of yet.

Town Manager

Town Manager Steven Martin gave a brief overview of the Town Manager's Report, which is attached to these minutes:

- Mayor Thompson asked when the last time an update was given to the Town regarding the Congressional Direct Spending funds?
- Town Manager Steven Martin replied that he submitted it by the deadline and heard from John who works for Senators Blunt-Rochester and Coons
- Councilwoman Jensen asked if there was still an opening for a Code Enforcement Officer?
- Town Manager Steven Martin replied yes, we have interviewed 2 people and have 4 more scheduled.
- Town Manager Steven Martin reported that we are implementing a pilot program for the deeded parking spaces on the south side of Town, beginning with D Alley within the next few weeks.
- There are two parties interested in renting out the baseball fields at Vilone Park

PUBLIC COMMENT:

New Castle County Councilman Brandon Toole provided an update about a meeting they had this morning. The New Castle County Council met to extend the deadline for the formal property tax reassessment appeals, which was initially scheduled for tomorrow but has now been moved to the end of the month. As of last week, 279 people had requested residential adjustments, and they anticipate a large increase in submissions. Due to this, the Council had to cancel all budget meetings in April and reschedule them for May. This shift makes it challenging for them to determine the property tax rate until the assessments are completed.

Councilwoman Steppi asked how long does he believe the hearings will last?

New Castle County Councilman Toole replied that he will provide more information and get back to the Town Manager, but in order to figure out the tax, the County needs to determine when County Executive Henry intends to set the tax rate. Councilman Toole does not believe they will be able to get through all the assessments before then.

Mayor Thompson stated he was under the assumption that there was not going to be an increase, so you could expect it unless your property was assessed differently.

Councilman Toole replied it is revenue neutral, but the effective tax rate is not set.

Mayor Thompson confirmed that from a municipal perspective, the Town revenue should be the same as last year, we can at least estimate and adjust ours.

Finance Director Valarie Strzempa added that she is in contact with the assessment department and will receive a list by July 1st of properties in Town that are pending a hearing. These properties will be assessed with their proposed value, unless the hearing decision overrides it. She also stated that that based on personal encounters, most residents who have gone through hearings have had their property values upheld, with no reductions yet encountered and she assumes only a few properties will see adjustments. Additionally, the County has revised its exemption criteria for seniors and disabled individuals based on a different assessed value, which is expected to rise as property assessments increase. Finance Director Strzempa's primary concern is to reduce the number of refunds the Town may need to issue, as it could cause complications. Her department plans to proactively identify and differentiate properties in a pending hearing status and handle them on a case by case basis to avoid issues in the future.

STATEMENTS BY THE MAYOR AND COUNCIL:

Councilwoman Jensen stated she would like another executive session to be scheduled and requested to receive the information needed at Tuesday night's meeting before the negotiating teams meet again.

EXECUTIVE SESSION AND ADJOURNMENT:

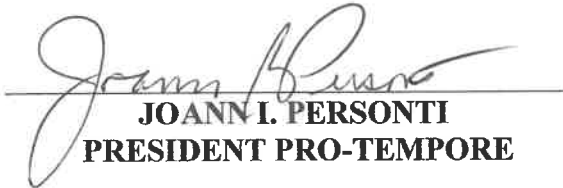
Pursuant to 29 Del. C. Section 10004(b)(9), the Mayor and Council will adjourn into an executive session to discuss personnel matters and a potential litigation matter. The Mayor and Council will not return to public session.

Mayor Thompson stated that since there are no new items that have arisen from the litigation, there is no need for an Executive Session this evening.

ACTION: A motion was made by Mayor Thompson to adjourn. The motion was seconded by Councilwoman Jensen.

VOTE: 7-0 All-in-Favor Motion carried

These minutes summarize the agenda and other issues discussed at this Council Meeting. Votes are recorded accurately. The audio recording of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio recording may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.


JOANNI. PERSONTI
PRESIDENT PRO-TEMPORE


SALLY JENSEN
SECRETARY



Code Enforcement Department
Monthly Report
February 2025

Citations:

Issued: 52 Corrected: 27 Fines Issued: 15 Pending: 10

Council Districts:

1st District	4
2nd District	23
3rd District	10
4th District	1
5th District	10
6th District	4

Issued this calendar year: 95

Permit Fees:

Town Fees issued:	\$	1,947.60
BIU Billed:	\$	1,287.00
Town Revenue:	\$	660.60

BIU Billed CYTD:	\$	2,284.00
Town Revenue CYTD:	\$	1,321.02

Current Nuisance Properties:

- 103 Beech Avenue
- 114 Forrest Avenue – 2nd or Subsequent Occurrence
- 412 New Road

Vacant Properties

We currently have the following number of registered vacant properties on file:

1st District	0
2nd District	0
3rd District	0
4th District	1
5th District	2
6th District	2
<hr/>	
Total	5

Abatements:

The following are properties that we have requested the Public Works Department to correct the violations that owners have failed to abate:

- None.

Pre-Rental Inspections Performed

The following inspections were performed in rental properties prior to the tenant's taking occupancy:

1st District	3
2nd District	3
3rd District	2
4th District	1
5th District	7
6th District	0
<hr/>	
Total	16

Petitions Heard

The Code Department drafted agendas, prepared petition packets, mailed notices, hand distributed notices, and attended meetings for the following addresses:

- 25-03 – 1343 Maple Avenue (Appeal to the Board of Adjustment)

Permits Processed

1st District	1
2nd District	2
3rd District	6
4th District	1
5th District	2
6th District	3

Total 15

Business Licenses Processed

The total number of new business licenses processed during the month:

IN TOWN	TYPE	OUT OF TOWN	TYPE
N/A	N/A	Pactrico Home Improvements	General Contractor
N/A	N/A	Expert Environmental LLC	General Contractor
N/A	N/A	Whitfield Plumbing LLC	Plumbing Contractor
N/A	N/A	Modern Exteriors LLC	General Contractor
N/A	N/A	Kingdom Roofing LLC	General Contractor
N/A	N/A	ID Griffith Inc.	Mechanical Contractor

Total: 6 Out of Town, 0 In Town

Rental Licenses Processed

The total number of new rental licenses processed during the month:

PROPERTY ADDRESS	TYPE
NONE	NONE

Total: 0 Rental License Processed

Abandoned Vehicles

The following were the total amount of abandoned vehicles that were tagged for tow, and the total that resulted in being removed by the Police Department after the owners failed to remove them or bring them into compliance:

<u>Vehicles Tagged</u>	<u>Vehicles Towed</u>
4	0

Notable Projects Pending

The Town's street improvement project with Paoli Services is well under way, however, the project is at a standstill currently due to the weather. Please see the Town Manager's report for further updates on the street improvement program, if any.

Departmental Update:

Code Enforcement Officer Nicole Facciolo renewed her Property Maintenance & Housing Inspector Certification on February 5th, 2025, which is now valid until 2028.

Administrative Assistant Denise Lardani renewed her Notary Commission on February 13th, 2025, which is now valid until 2027.

Code Enforcement Officer Nicole Facciolo assisted with the Mobile Food Drive event held on February 18th, 2025.

Submitted By: *Nicole Facciolo* Date: 03/05/2025

Vacant Property Log

Property Address	Council District	Tax Parcel	Property Type
1101 Matti Ave	5	1900-100-003	Residential
106 1/2 Washington Ave	5	1900-100-013	Residential
403 S. Cleveland Ave	6	1900-200-100	Residential
1336 Cypress Ave	4	1900-400-205	Residential
26 Richard Ave	6	1900-200-071	Residential

Pre-Rental Inspections Performed

Date Performed	Property Address	Type of Rental	Council District
2/3/2025	807 Kirkwood Highway	Residential	2
2/4/2025	133 Birch Avenue	Residential	3
2/6/2025	114-A Northern Avenue	Residential	2
2/11/2025	1241 Maple Avenue	Residential	3
2/21/2025	1410-3 Cypress Avenue	Apartment	5
2/21/2025	1407-3 Cypress Avenue	Apartment	5
2/21/2025	1408-1 Cypress Avenue	Apartment	5
2/21/2025	1349-3 Maple Avenue	Apartment	4
2/24/2025	105-4 Sanders Road	Apartment	5
2/24/2025	103-4 Sanders Road	Apartment	5
2/24/2025	14-4 Ruth Road	Apartment	5
2/24/2025	11-5 Ruth Road	Apartment	5
2/24/2025	600 Baltimore Avenue	Residential	2
2/28/2025	2702 F-101 Boulevard Road	Apartment	1
2/28/2025	2704 C-201 Eastwood Road	Apartment	1
2/28/2025	2101-B Seneca Road	Residential	1

Permits Processed

Property Location	Permit Type	Issue Date	Council District
1012 Kirkwood Hwy	Building	2/4/2025	3
1335 Rodman Rd	Building	2/5/2025	1
14 Tamarack Ave	Building	2/5/2025	3
14 Tamarack Ave	Plumbing	2/5/2025	3
151 Olga Rd	Building	2/6/2025	6
Route 2 & Route 100	Electrical	2/7/2025	2
1 Parklynn Ct	Building	2/10/2025	5
1008 Dover Ave	Mechanical	2/18/2025	3
1227 Sycamore Ave	Building	2/21/2025	3
1419 Cypress Ave	Plumbing	2/26/2025	5
111 Locust Ave	Mechanical	2/26/2025	3
233 Filbert Ave	Plumbing	2/26/2025	2
1300 Kirkwood Hwy	Building	2/26/2025	4
4 Rigdon Rd	Building	2/27/2025	6
5 Hall Ave	Building	2/27/2025	6

February 2025 Citations

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2500418	1348 CYPRESS AVE	CODE 71-8C	Own, Keep, Possess, Harbor, or Maintain an animal in such a manner as to constitute a public nuisance. Repeat Public Nuisance - 2nd or subsequent occurrence within 12 month period.	2/4/2025	N. Facciolo
V2500419	916 DOVER AVE	CH 145 2ND	Repeat Public Nuisance Property	2/6/2025	N. Facciolo
V2500420	18 ELSMERE BLVD	CH 145	Repeat Public Nuisance Property	2/6/2025	N. Facciolo
V2500421	906 KIRKWOOD HWY	CH 145	Repeat Public Nuisance - 2nd or subsequent occurrence within 12 month period.	2/6/2025	N. Facciolo
V2500422	239 LOCUST AV	CH 145 2ND	Failure to obtain a permit or license	2/10/2025	N. Facciolo
V2500423	926 KIRKWOOD HWY	60-7	Outdoor furniture / appliances	2/10/2025	N. Facciolo
V2500424	926 KIRKWOOD HWY	IPMC12-302.10	Garbage / rubbish	2/10/2025	N. Facciolo
V2500425	926 KIRKWOOD HWY	IPMC12-308.1	Responsibility - Safe conditions of the structure and/or exterior of the property	2/10/2025	N. Facciolo
V2500426	926 KIRKWOOD HWY	IPMC12-301.2	Screen for window	2/10/2025	N. Facciolo
V2500427	103 BEECH AV	IPMC12-304.14	Garbage / rubbish	2/10/2025	N. Facciolo
V2500428	103 BEECH AV	IPMC12-308.1	Failure to obtain a permit or license	2/19/2025	N. Facciolo
V2500429	23 VILONE RD	60-7	Failure to obtain a permit or license	2/19/2025	N. Facciolo
V2500430	512 BELMONT AVE	60-7	Failure to obtain a permit or license	2/19/2025	N. Facciolo
V2500431	512 BELMONT AVE	60-7	Failure to obtain a permit or license	2/19/2025	N. Facciolo
V2500432	412 NEW RD	60-7	Failure to obtain a permit or license	2/19/2025	N. Facciolo
V2500433	1 MARVILO AVE	182-2	Rental Licenses Required.	2/19/2025	N. Facciolo
V2500434	259 LINDEN AVE	IPMC12-302.2	Grading and drainage	2/19/2025	N. Facciolo
V2500435	259 LINDEN AVE	COD192-1	Removal of Snow & Ice	2/19/2025	N. Facciolo
V2500436	23 VILONE RD	IPMC12-106.3	Failure to comply	2/19/2025	N. Facciolo
V2500437	512 BELMONT AVE	IPMC12-106.3	Failure to comply	2/19/2025	N. Facciolo
V2500438	512 BELMONT AVE	IPMC12-106.3	Failure to comply	2/19/2025	N. Facciolo
V2500439	412 NEW RD	IPMC12-106.3	Failure to comply	2/19/2025	N. Facciolo
V2500440	1 MARVILO AVE	IPMC12-106.3	Failure to comply	2/19/2025	N. Facciolo

V2500441	806 KIRKWOOD HWY	IPMC12-308.1	Garbage / rubbish	2/19/2025 N. Facciolo
V2500442	21 BEECH AV	187-2B5	Trash Collection	2/19/2025 N. Facciolo
V2500443	227 DUMONT RD	IPMC12-308.1	Garbage / rubbish	2/19/2025 N. Facciolo
V2500444	305 TAYLOR RD	IPMC12-308.1	Garbage / rubbish	2/19/2025 N. Facciolo
V2500445	305 TAYLOR RD	COD127-4	Dumping of yard waste and refuse.	2/19/2025 N. Facciolo
V2500446	915 BALTIMORE AV	IPMC12-308.1	Garbage / rubbish	2/19/2025 N. Facciolo
V2500447	209 OLD DUPONT RD	IPMC12-308.1	Garbage / rubbish	2/19/2025 N. Facciolo
			Responsibility- Safe conditions of the structure and/or exterior of the property	
V2500448	116 NORTHERN AVE	IPMC12-301.2	property	2/20/2025 N. Facciolo
V2500449	239 LOCUST AV	IPMC12-302.1	Sanitation of property	2/24/2025 N. FACCIOLO
			Own, Keep, Possess, Harbor, or Maintain an animal in such a manner as to constitute a public nuisance.	
V2500450	239 LOCUST AV	CODE 71-8C		2/24/2025 N. FACCIOLO
V2500451	239 LOCUST AV	IPMC12-304.7	Roof / Gutters / Downspouts	2/24/2025 N. FACCIOLO
V2500452	239 LOCUST AV	60-7	Failure to obtain a permit or license	2/24/2025 N. FACCIOLO
V2500453	239 LOCUST AV	211	Abandoned Vehicles	2/24/2025 N. FACCIOLO
V2500454	239 LOCUST AV	IPMC12-308.1	Garbage / rubbish	2/24/2025 N. FACCIOLO
V2500455	239 LOCUST AV	IPMC12-106.3	Failure to comply	2/24/2025 N. FACCIOLO
V2500456	918 DOVER AV	IPMC12-302.3	Sidewalks and driveways	2/24/2025 N. FACCIOLO
			Electrical equipment / wiring / appliances	
V2500457	918 DOVER AV	IPMC12-605.1		2/24/2025 N. FACCIOLO
V2500458	233 FILBERT AVE	IPMC12-505.3	Water supply	2/26/2025 N. Facciolo
V2500459	233 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	2/26/2025 N. Facciolo
V2500460	8 WESTERN AVE	IPMC12-308.1	Garbage / rubbish	2/27/2025 N. Facciolo
V2500461	10 WESTERN AVE	IPMC12-308.1	Garbage / rubbish	2/27/2025 N. Facciolo
			Responsibility- Safe conditions of the structure and/or exterior of the property	
V2500462	10 WESTERN AVE	IPMC12-301.2	property	2/27/2025 N. Facciolo
V2500463	10 WESTERN AVE	IPMC12-308.2	Disposal of rubbish	2/27/2025 N. Facciolo
V2500464	510 NEW RD	IPMC12-308.1	Garbage / rubbish	2/27/2025 N. Facciolo
V2500465	1238 MAPLE AVE	IPMC12-304.7	Roof / Gutters / Downspouts	2/27/2025 N. Facciolo
V2500466	1300 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	2/27/2025 N. Facciolo



Finance Department
Monthly Report
February 28, 2025

- Continued collection of current and delinquent taxes
 - Total taxes received during the month: \$9,929.02
 - Total penalties and interest received during the month: \$808.58
 - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
 - 7 active and current payment plans at 2/28/25
 - 1 defaulted in January 2025 and then paid off the balance, plus penalties, in February 2025.
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
 - Collected \$14,130.67 in Transfer Taxes during the month
- Town of Elsmere Sheriff Sale Properties
 - 7 Beech Ave., No update; t/d with Jim Landon early March.
 - 239 Locust Ave., pay off demand issued by Jim Landon. Property settled and sold/transferred to a property management company.
- Properties on the February Sheriff Sale List (Elsmere is not the Plaintiff)
 - 131 Bungalow Ave.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$400.00

Note: YTD totals can be found on the Monthly Revenue and Expense Reports

- Completed Office of Highway Safety State Grant account set-up and closure of our records in conjunction with EPD.
- Completed EIDE and SALLE Grant account set-up in conjunction with EPD.
- The PNC Commercial Rewards Credit Card Program is now active, and we are in the process of phasing out our old card program with ELAN Bank with the intention of closing this account during the month of March.
- Initiated a request for inter-account electronic transfers from PNC to M&T Banks in conjunction with the Mayor's authorization. This will streamline accounting/reduce the number of entries and decrease fraud by eliminating the need for check issuance from one Town account to another Town account.
- Processed a former employee withdrawal request for the Secondary Police Pension Plan (Empower Plan).
- Disputed Chargeback cases with the Credit Card merchant for the VAC.

- Continually contacted the State Treasury Special Payments office regarding the active officer pension contribution mailed check status. Historically in 10+ years this check does not arrive later than the 2nd week in January. As of 2/7/25 the state has officially deemed the check as lost in the mail. This should be arranged for ACH and is the only state payment not sent in this manner. I am working with the State to update our vendor settings to have this check reissued as an ACH and processed as an ACH moving forward to eliminate mailing issues. 2/28/25 the State has updated our vendor settings to issue as ACH. I requested the official check stop and reissue as ACH with the special payments department. They are to process this request, and I anticipate the pension contribution funds to be received in the next 2 weeks.
- Prepared a 5-year analysis of the State of Delaware Pension Contribution to First State Trust Transfer requested by Chief Giles.
- Checked in with Whisman Giordano on the possibility of our Audit being performed earlier than April. They stated that earlier in April might be a possibility rather than the end of the month.
- Quarterly Verizon Franchise Fees received 2/13/25: \$6,648.89. (Last Qtr: \$6,605.49).

Submitted By: Valarie Strzempa

Date: 2/28/2025

February 2025 Council Finance Report

COUNCIL REPORT AT FEBRUARY 28, 2025

REVENUE	BUDGET		CASH RECEIVED	OVER/(UNDER) BUDGET	
Administration	165,325.72		137,667.21	(27,658.51)	83.27%
Finance	3,588,988.62		3,368,623.80	(220,364.82)	93.86%
Public Safety	293,500.00		167,770.82	(125,729.18)	57.16%
Code Enforcement	451,200.00		369,064.57	(82,135.43)	81.80%
Public Works	19,000.00		83.68	(18,916.32)	0.44%
Parks & Recreation	6,100.00		5,118.47	(981.53)	83.91%
Voluntary Assessment Center	145,000.00		100,807.27	(44,192.73)	69.52%
Reimbursable Expenses	66,746.00		59,130.11	(7,615.89)	88.59%
Total General Fund	4,735,860.34		4,208,265.93	(527,594.41)	88.86%
EXPENSE	BUDGET		CASH EXPENDED	(OVER)/UNDER BUDGET	
Administration	494,060.00		370,551.92	123,508.08	75.00%
Finance	341,815.00		239,969.57	101,845.43	70.20%
Council Operations	22,305.00		9,288.35	13,016.65	41.64%
Public Safety	1,752,865.00		1,106,206.26	646,658.74	63.11%
Code Enforcement	287,145.00		166,597.23	120,547.77	58.02%
Public Works	452,553.00		255,598.09	196,954.91	56.48%
Sanitation	815,243.00		543,362.16	271,880.84	66.65%
Parks & Recreation	104,446.00		71,164.31	33,281.69	68.14%
Voluntary Assessment Center	118,910.00		43,424.40	75,485.60	36.52%
Reimbursable Expenses	16,000.00		28,702.92	(12,702.92)	0.00%
Long Term Planning Current Year	306,518.34		17,591.67	288,926.67	5.74%
Long Term Planning Prior Year	757,358.51		0.00	757,358.51	0.00%
Long Term Planning Total*	1,063,876.85		17,591.67	1,046,285.18	1.654%
NPDES	24,000.00		8,948.45	15,051.55	37.285%
Total General Fund	4,735,860.34		2,861,405.33	1,874,455.01	60.420%
Total All Expenditures*	5,757,218.85		2,959,838.28	2,797,380.57	51.41%
STRAIGHT LINE =	66.6667%		Contingency Total	237,304.30	

*Includes Long Term Planning Prior Year Carry Over Totals

February 2025 Council Finance Report

REVENUE				STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-00-00-0000-0000	GENERAL FUND	-	-	-	
01-01-10-0201-0000	Accounts Receivable - Returned Checks	-	-	-	
01-04-00-0001-0000	Future Year's Tax Receipts	-	-	-	
01-04-00-0002-0000	Future Years Miscellaneous Receipts	-	-	-	
01-04-00-0100-0000	Refund of Prior Year's Exp	-	-	-	
01-04-00-0120-0000	Refund of Prior Year Expense - Police	-	-	-	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-10-0013-0000	Invoice Overpayment Account	-	-	-	0
01-04-10-0110-0000	Other Income- Administration	6,000.00	27,300.92	21,300.92	455.02
01-04-10-0110-0001	General Fund Commitment	-	-	-	0
01-04-10-0115-0000	Local Election Registration Fee	420.00	312.00	(108.00)	74.29
01-04-10-0116-0000	Bid Revenue Fee	-	-	-	0
01-04-10-0120-0000	Rental Income	-	-	-	0
01-04-10-0120-0001	Rental Income-Library	57,405.72	43,054.29	(14,351.43)	58.33
01-04-10-0120-0002	Rental Income-Basement (Impact Life)	84,000.00	63,000.00	(21,000.00)	58.33
01-04-10-0120-0003	Rental Income-Recreation Center	-	-	-	0
01-04-10-0120-0004	Rental Income- Other Sources	-	-	-	0
01-04-10-0121-0000	Elevator Reimbursement	-	-	-	0
01-04-10-0135-0000	Homeland Security Income	-	-	-	0
01-04-10-0150-0000	Abandoned Property Revitalization Income	17,500.00	4,000.00	(13,500.00)	20.57
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	0
Administration Total		165,325.72	137,667.21	(27,658.51)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0001-0000	Real Estate Taxes	3,012,888.62	2,959,237.72	(53,650.90)	98.74
01-04-11-0001-4STL	Original Rev Account used for Spec Tax	-	-	-	0
01-04-11-0001-STLC	Special Tax Assessment-Current Year	100,000.00	93,166.23	(6,833.77)	93.17
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	0
01-04-11-0010-0000	Taxes - Penalties & Interest	16,000.00	18,986.25	2,986.25	106.34
01-04-11-0011-0000	Interest Income	55,000.00	42,658.05	(12,341.95)	69.94
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	0
01-04-11-0080-0000	Franchise Fees	80,000.00	20,996.27	(59,003.73)	17.93
01-04-11-0090-0000	Transfer Taxes	325,000.00	233,478.98	(91,521.02)	67.49
01-04-11-0110-0000	Other Income - Finance	100.00	100.30	0.30	100.5
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	0
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	0
Finance Total		3,588,988.62	3,368,623.80	(220,364.82)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	200,000.00	146,162.62	(53,837.38)	64.06
01-04-20-0016-0000	Other Courts CCP	1,000.00	721.50	(278.50)	62.65
01-04-20-0017-0000	Accident Reports	8,000.00	5,915.00	(2,085.00)	64.06
01-04-20-0026-0000	Police Pension Passthru Receipts	60,000.00	-	(60,000.00)	0
01-04-20-0110-0000	Other Income- Public Safety	1,500.00	3,811.70	2,311.70	254.11
01-04-20-0110-0001	Other Income- Seized Property Sales	-	-	-	0
01-04-20-0110-0002	Other Income- Towing	16,000.00	11,000.00	(5,000.00)	60.94
01-04-20-0110-0003	Other Income- Grant Passthrough	-	-	-	0
01-04-20-0130-0000	Extra-Duty Surcharge	-	-	-	0
01-04-20-0130-0001	Extra-duty admin surcharge	1,000.00	112.00	(888.00)	112.35
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	48.00	(952.00)	0
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0
Public Safety Total		293,500.00	167,770.82	(125,729.18)	

February 2025 Council Finance Report

REVENUE

				STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-25-0000-0001	VAC - Administrative Fees	55,000.00	51,004.40	(3,995.60)	80.43
01-04-25-0000-0002	VAC - State of Delaware Fees	90,000.00	49,802.87	(40,197.13)	48.27
01-04-25-0110-0000	VAC - Other Income	-	-	-	0
	VAC Total	145,000.00	100,807.27	(44,192.73)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0020-0000	Permit Fees	70,000.00	36,399.57	(33,600.43)	47.59
01-04-30-0020-0001	Permit Penalty Fines	-	200.00	200.00	0
01-04-30-0021-0000	Code Violations (Total)	27,000.00	27,325.00	325.00	101.20
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	-	-	
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	-	-	
01-04-30-0060-0000	Board of Adjustment	2,500.00	250.00	(2,250.00)	6
01-04-30-0065-0000	Vacant Property Registration Fee	1,000.00	-	(1,000.00)	0
01-04-30-0070-0000	Business Licenses	85,000.00	63,050.00	(21,950.00)	74.15
01-04-30-0075-0000	Rental Licenses	265,000.00	241,800.00	(23,200.00)	91.58
01-04-30-0077-0000	Signage Receipt Account	200.00	-	(200.00)	0
01-04-30-0080-0000	Home Occupation Lic/Permit	250.00	250.00	-	100
01-04-30-0110-0000	Other Income - Code Enforcement	100.00	-	(100.00)	0
01-04-30-0110-0030	Zoning Verification Fees	150.00	(10.00)	(160.00)	0
	Code Enforcement Total	451,200.00	369,064.57	(82,135.43)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-40-0110-0000	Other Income - Public Works	100.00	-	(100.00)	0
01-04-40-0110-0001	Other Income - Property Abatements	1,000.00	58.68	(941.32)	5.87
01-04-40-0110-0002	Other Income - Recycling	-	-	-	0
01-04-40-8511-0000	Gain of Sale of Fixed Assets	17,900.00	25.00	(17,875.00)	0.14
	Public Works Total	19,000.00	83.68	(18,916.32)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-47-0136-0000	Other Income - Events/Doncaster/Parks	-	-	-	0
01-04-47-0136-0001	Other Income - Doncaster	5,000.00	5,000.00	-	100
01-04-47-0136-0002	Other Income - Donations	1,000.00	-	(1,000.00)	0
01-04-47-0136-0003	Other Income - Fall Festival	-	-	-	0
01-04-47-0136-0004	Other Income - Vandalism Restitution	-	-	-	0
01-04-47-0136-0005	Other Income - Park Management	-	60.00	60.00	0
01-04-47-0136-0006	Other Income - Town Events	100.00	58.47	(41.53)	58.47
	Park/Recreation Total	6,100.00	5,118.47	(981.53)	

01-04-70-0130-CODE	Reimbursable- Code Engineering Costs	-	2,235.00	2,235.00	0
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	-	-	-	0
01-04-70-0135-0000	Reimbursable- Sheriff Sale Legal Fees	10,000.00	25,066.85	7,399.14	173.99
01-04-70-0136-0000	Reimbursable- Leasee Utilities (Impact)	6,000.00	4,500.00	(1,500.00)	58.33
01-04-70-0137-0000	Reimbursable- EPD Training Agreement	1,200.00	700.00	(500.00)	0
01-04-70-0142-0000	Reimbursable- Extra Duty	8,000.00	2,080.00	(5,920.00)	13
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	6,018.00	3,565.76	(2,452.24)	49.05
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	6,018.00	3,565.76	(2,452.24)	38.85
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	15,655.00	9,270.96	(6,384.04)	49.03
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	13,755.00	8,145.78	(5,609.22)	49.03
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0
	Reimbursable Expenses	66,746.00	59,130.11	(15,283.60)	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-01-10-0005-0000	Payroll Clearing Account	0.00	-		-	0
01-01-10-0260-0000	Prepaid Insurance	0.00	-		-	0
01-01-10-0270-0000	Prepaid Expenses	0.00	-		-	0
01-01-10-0602-0000	Grant Fund Receivable Account	0.00	-		-	0
01-02-10-2300-0000	Pension Refund Account	0.00	-		-	0
01-05-10-1000-0000	Salary	193,764.00	-	193,764.00	146,000.88	75.35
01-05-10-1001-0000	Overtime	2,000.00	-	2,000.00	546.36	27.32
01-05-10-1010-0000	Payroll Taxes	17,803.00	-	17,803.00	10,826.94	60.82
01-05-10-1015-0000	Employee Incentive Program	0.00	-	0.00	-	
01-05-10-1025-0000	Employee Longevity Benefit	2,900.00	-	2,900.00	3,000.00	103.45
01-05-10-1030-0000	Payroll Expenses	4,000.00	-	4,000.00	2,583.00	64.58
01-05-10-1075-0000	Pension Expenses	3,500.00	-	3,500.00	1,500.00	42.86
01-05-10-2060-0000	Contributions	5,000.00	-	5,000.00	5,000.00	100.00
01-05-10-2070-0000	Contracted Professional Services	23,531.00	-	23,531.00	17,504.45	74.39
01-05-10-2071-0000	Computer Operation	20,000.00	-	20,000.00	15,807.13	79.04
01-05-10-2081-0000	Discretionary Funds	2,500.00	-	2,500.00	2,385.06	95.40
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,300.00	-	5,300.00	4,853.63	91.58
01-05-10-2120-0000	Electricity/Gas	39,350.00	-	39,350.00	27,171.86	69.05
01-05-10-2122-0000	Emergency Operations	0.00	-	0.00	-	
01-05-10-2124-0000	Water/Sewer	4,700.00	-	4,700.00	3,087.04	65.68
01-05-10-2160-0000	Insurance - Business	29,007.00	-	29,007.00	26,222.92	90.40
01-05-10-2161-0000	Insurance - Auto	0.00	-	0.00	-	
01-05-10-2170-0000	Insurance - Health/Dental/Vision/Life	74,065.00	-	74,065.00	49,584.48	66.95
01-05-10-2180-0000	Insurance - Life/Disability	2,090.00	-	2,090.00	1,410.50	67.49
01-05-10-2181-0000	Workers Compensation	800.00	-	800.00	1,082.86	135.36
01-05-10-2266-0000	Legal/Published Notices	5,500.00	-	5,500.00	1,379.93	25.09
01-05-10-2270-0000	Legal Expenses	24,000.00	-	24,000.00	23,171.75	96.55
01-05-10-2280-0000	Postage	150.00	-	150.00	185.12	123.41
01-05-10-2290-0000	Maintenance/Building	12,500.00	-	12,500.00	13,342.41	106.74
01-05-10-2370-0000	Telephone	2,200.00	-	2,200.00	1,285.06	58.41
01-05-10-2390-0000	Training	1,700.00	-	1,700.00	874.00	51.41
01-05-10-3140-0000	Vehicle Services	500.00	-	500.00	250.98	50.20
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	2,000.00	1,526.09	76.30
01-05-10-3340-0000	Miscellaneous	500.00	-	500.00	219.00	43.80
01-05-10-3350-0000	Office Supplies	4,000.00	-	4,000.00	1,469.91	36.75
01-05-10-4100-0000	Civil Remediations	1,000.00	-	1,000.00	-	-
01-05-10-7046-0000	Homeland Security	6,000.00	-	6,000.00	5,950.80	99.18
01-05-10-8250-0000	Lease/Office Equipment	3,700.00	-	3,700.00	2,329.76	62.97
Administration Total		494,060.00		494,060.00	370,551.92	

February 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr % Realized
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	-	2,500.00	2,635.81 105.43
01-05-11-1000-0000	Salary	181,841.00	-	181,841.00	118,858.06 65.36
01-05-11-1001-0000	Overtime	1,000.00	-	1,000.00	- -
01-05-11-1010-0000	Payroll Taxes	15,335.00	-	15,335.00	9,607.41 62.65
01-05-11-1025-0000	Employee Longevity Benefit	4,399.00	-	4,399.00	4,599.96 104.57
01-05-11-1050-0000	Banking Services	15,000.00	-	15,000.00	23,711.69 158.08
01-05-11-2050-0000	Audit	40,000.00	-	40,000.00	14,241.25 35.60
01-05-11-2071-0000	Computer Operations	16,700.00	-	16,700.00	14,684.00 87.93
01-05-11-2100-0000	Dues/Subscriptions/Meetings	600.00	-	600.00	84.75 14.13
01-05-11-2122-0000	Emergency Operations	0.00	-	0.00	- -
01-05-11-2160-0000	Insurance - Business	18,700.00	-	18,700.00	17,292.97 92.48
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	35,376.00	-	35,376.00	28,089.41 79.40
01-05-11-2180-0000	Insurance - Life/Disability	1,925.00	-	1,925.00	1,321.37 68.64
01-05-11-2181-0000	Workers Compensation Insurance	719.00	-	719.00	902.38 125.50
01-05-11-2280-0000	Postage	2,000.00	-	2,000.00	1,473.02 73.65
01-05-11-2370-0000	Telephone - Landline Expenses	1,220.00	-	1,220.00	895.79 73.43
01-05-11-2390-0000	Training	1,500.00	-	1,500.00	- -
01-05-11-3340-0000	Miscellaneous	0.00	-	0.00	- -
01-05-11-3350-0000	Office Supplies	3,000.00	-	3,000.00	1,571.70 52.39
	Finance Total	341,815.00		341,815.00	239,969.57

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-15-1000-0000	Salary - Council	7,200.00	-	7,200.00	4,799.84	66.66
01-05-15-1010-0000	Payroll Taxes	680.00	-	680.00	424.86	62.48
01-05-15-2071-0000	Computer Operations	4,615.00	-	4,615.00	3,133.76	67.90
01-05-15-2100-0000	Dues/Subscriptions/Meetings	560.00	-	560.00	-	-
01-05-15-2110-0000	Election Expenses	6,000.00	-	6,000.00	606.30	10.11
01-05-15-2160-0000	Insurance - Business (Bond)	2,500.00	-	2,500.00	-	-
01-05-15-2370-0000	Telephone	500.00	-	500.00	323.59	64.72
01-05-15-2500-0000	Council Reimbursements	250.00	-	250.00	-	-
Council Total		22,305.00		22,305.00	9,288.35	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-20-0025-0000	Police Pension Passthrough - payments	60,000.00	-	60,000.00	-	-
01-05-20-0110-0000	Grant Award Passthrough	0.00	-	0.00	-	-
01-05-20-0500-0000	CAPITAL PURCHASE NON-BUDGET	0.00	-	0.00	-	-
01-05-20-1000-0000	Salary	971,399.00	(13,000.00)	958,399.00	583,300.64	60.86
01-05-20-1001-0000	Overtime	20,000.00	16,200.00	36,200.00	28,575.35	78.94
01-05-20-1002-0000	Salary - Police Clerical	65,006.00	-	65,006.00	42,446.44	65.30
01-05-20-1003-0000	Holiday	33,000.00	(3,200.00)	29,800.00	29,800.00	100.00
01-05-20-1010-0000	Payroll Taxes	27,537.00	-	27,537.00	19,578.99	71.10
01-05-20-1020-0000	Police Pension Expense	108,575.00	-	108,575.00	55,799.18	51.39
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00	-	4,400.00	4,399.92	100.00
01-05-20-2071-0000	Computer Operation	4,000.00	-	4,000.00	1,180.07	29.50
01-05-20-2081-0000	Discretionary Fund	2,000.00	-	2,000.00	1,139.33	56.97
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	20,500.00	-	20,500.00	19,042.06	92.89
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	350.00	-	350.00	201.59	57.60
01-05-20-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-20-2160-0000	Insurance-Business	45,600.00	-	45,600.00	40,353.50	88.49
01-05-20-2161-0000	Insurance-Vehicles	22,629.00	-	22,629.00	18,475.20	81.64
01-05-20-2170-0000	Insurance - Health/Dental/Vision	193,605.00	-	193,605.00	132,902.35	68.65
01-05-20-2180-0000	Insurance-Life/Disability	10,500.00	-	10,500.00	6,147.77	58.55
01-05-20-2181-0000	Insurance - Workers Compensation	37,839.00	-	37,839.00	46,924.02	124.01
01-05-20-2280-0000	Postage	450.00	-	450.00	179.88	39.97
01-05-20-2290-0000	Building Maintenance	6,000.00	-	6,000.00	1,329.25	22.15
01-05-20-2300-0000	Equipment Contracts	15,500.00	-	15,500.00	8,684.01	56.03
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	1,000.00	-	-
01-05-20-2320-0000	Maintenance -Vehicle	15,000.00	-	15,000.00	10,465.64	69.77
01-05-20-2331-0000	Medical Costs	5,000.00	-	5,000.00	-	-
01-05-20-2350-0000	Seized Vehicle Expenses	0.00	-	0.00	-	-
01-05-20-2360-0000	Evidence Processing Cost	1,500.00	-	1,500.00	-	-
01-05-20-2370-0000	Telephone	9,575.00	-	9,575.00	8,302.84	86.71
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	-	3,000.00	1,895.45	63.18
01-05-20-2390-0000	Training	8,000.00	-	8,000.00	5,862.95	73.29
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	-	30,000.00	17,881.04	59.60
01-05-20-3141-0000	Firearms/Supplies	9,500.00	-	9,500.00	-	-
01-05-20-3330-0000	Materials/Supplies	8,000.00	-	8,000.00	11,635.44	145.44
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	500.00	1,446.44	289.29
01-05-20-3350-0000	Office Supplies	3,500.00	-	3,500.00	1,412.51	40.36
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	0.00	-	-
01-05-20-3400-0000	Uniforms	5,000.00	-	5,000.00	4,844.41	96.89
01-05-20-3401-0000	Uniforms Cleaning	500.00	-	500.00	149.57	29.91
01-05-20-7510-0000	Grant Award Passthrough	0.00	-	0.00	-	-
01-05-20-8250-0000	Lease/Office Equipment	3,900.00	-	3,900.00	1,850.42	47.45
	Public Safety	1,752,865.00		1,752,865.00	1,106,206.26	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-25-0000-0000	VOLUNTARY ASSESSMENT CENTER					
01-05-25-0000-0001	VAC - Refund of Ticket Payment	-	-	-	-	-
01-05-25-0000-0002	VAC - State of Delaware Fees	90,000.00	-	90,000.00	39,041.97	43.38
01-05-25-1000-0000	VAC - Salary Reimbursement	22,210.00	-	22,210.00	-	-
01-05-25-1050-0000	VAC - Banking Services	400.00	-	400.00	-	-
01-05-25-2071-0000	VAC - Computer Operations	3,700.00	-	3,700.00	2,188.22	59.14
01-05-25-2160-0000	Insurance - Business	0.00	-	0.00	214.23	-
01-05-25-2280-0000	VAC - Postage	1,550.00	-	1,550.00	1,548.42	99.90
01-05-25-3340-0000	VAC - Miscellaneous	50.00	-	50.00	-	-
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	-	1,000.00	431.56	43.16
	VAC Total	118,910.00		118,910.00	43,424.40	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	200.00	100.00	50.00
01-05-30-1000-0000	SALARY	147,548.00	-	147,548.00	81,971.77	55.56
01-05-30-1001-0000	Overtime	4,427.00	-	4,427.00	846.75	19.13
01-05-30-1010-0000	Payroll Taxes	12,150.00	-	12,150.00	6,742.76	55.50
01-05-30-1025-0000	Employee Longevity Benefit	2,425.00	-	2,425.00	2,566.68	105.84
01-05-30-2070-0000	Contracted Professional Services	35,000.00	-	35,000.00	18,205.70	52.02
01-05-30-2071-0000	Computer Operations	16,640.00	-	16,640.00	12,188.53	73.25
01-05-30-2100-0000	Dues/Subscriptions/Meetings	525.00	-	525.00	204.75	39.00
01-05-30-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-30-2160-0000	Insurance - Business	18,700.00	-	18,700.00	17,935.67	95.91
01-05-30-2161-0000	Insurance - Auto	3,455.00	-	3,455.00	2,875.11	83.22
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	28,648.00	-	28,648.00	13,780.58	48.10
01-05-30-2180-0000	Insurance - Life/Disability	1,900.00	-	1,900.00	992.98	52.26
01-05-30-2181-0000	Insurance - Workers Compensation	1,677.00	-	1,677.00	2,105.57	125.56
01-05-30-2280-0000	Postage	2,150.00	-	2,150.00	1,517.14	70.56
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	1,600.00	-	-
01-05-30-2370-0000	Telephone	3,400.00	-	3,400.00	1,594.89	46.91
01-05-30-2390-0000	Training	1,000.00	-	1,000.00	-	-
01-05-30-3140-0000	Gas - Vehicles	1,000.00	-	1,000.00	412.77	41.28
01-05-30-3330-0000	Materials/Supplies	500.00	-	500.00	-	-
01-05-30-3340-0000	Miscellaneous	200.00	-	200.00	-	-
01-05-30-3350-0000	Office Supplies	3,000.00	-	3,000.00	2,481.08	82.70
01-05-30-3400-0000	Uniforms	1,000.00	-	1,000.00	74.50	7.45
Code Total		287,145.00		287,145.00	166,597.23	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-40-1000-0000	Salary	167,219.00	-	167,219.00	108,369.41	64.81
01-05-40-1001-0000	Overtime	4,300.00	-	4,300.00	3,970.06	92.33
01-05-40-1010-0000	Payroll Taxes	14,560.00	-	14,560.00	9,172.42	63.00
01-05-40-1020-0000	Pension Expense	0.00	-	0.00	-	-
01-05-40-1025-0000	Employee Longevity Benefit	1,500.00	-	1,500.00	1,800.00	120.00
01-05-40-2070-0000	Contracted Professional Services	950.00	-	950.00	780.00	82.11
01-05-40-2071-0000	Computer Operations	8,655.00	-	8,655.00	6,075.62	70.20
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	200.00	44.75	22.38
01-05-40-2120-0000	Electricity/Gas	1,900.00	-	1,900.00	1,261.07	66.37
01-05-40-2121-0000	Heating Oil	9,500.00	-	9,500.00	4,302.51	45.29
01-05-40-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-40-2124-0000	Water/Sewer	900.00	-	900.00	588.74	65.42
01-05-40-2160-0000	Insurance - Business	41,159.00	-	41,159.00	30,523.11	74.16
01-05-40-2161-0000	Insurance-Auto	23,412.00	-	23,412.00	18,091.29	77.27
01-05-40-2170-0000	Insurance - Health/Dental/Vision/Life	62,762.00	-	62,762.00	31,802.81	50.67
01-05-40-2180-0000	Insurance - Life/Disability	2,200.00	-	2,200.00	1,505.85	68.45
01-05-40-2181-0000	Insurance - Workers Compensation	7,486.00	-	7,486.00	9,144.17	122.15
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	1,000.00	915.55	91.56
01-05-40-2300-0000	Maintenance - Equipment	5,800.00	-	5,800.00	6,666.36	114.94
01-05-40-2320-0000	Maintenance-Vehicle	7,000.00	-	7,000.00	5,607.56	80.11
01-05-40-2370-0000	Telephone	2,450.00	-	2,450.00	1,605.80	65.54
01-05-40-2390-0000	Training	5,000.00	-	5,000.00	2,957.00	59.14
01-05-40-3140-0000	Gas - Vehicles/Equipment	7,500.00	-	7,500.00	4,174.64	55.66
01-05-40-3251-0000	Maintenance Streets	67,500.00	-	67,500.00	1,391.00	2.06
01-05-40-3330-0000	Materials/Supplies	5,600.00	-	5,600.00	2,186.71	39.05
01-05-40-3340-0000	Miscellaneous	500.00	-	500.00	156.99	31.40
01-05-40-3350-0000	Office Supplies	500.00	-	500.00	54.47	10.89
01-05-40-3400-0000	Uniforms	3,000.00	-	3,000.00	2,450.20	81.67
Public Works Total		452,553.00		452,553.00	255,598.09	

February 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-43-2070-0000	SANITATION	815,043.00	-	815,043.00	543,362.16	66.67
01-05-43-2230-0000	Landfill Fees	200.00	-	200.00	-	-
	Sanitation Total	815,243.00		815,243.00	543,362.16	
01-05-45-2010-0000	NPDES Compliance	24,000.00	-	24,000.00	8,948.45	37.29
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	67,000.00	-	67,000.00	50,280.00	75.04
01-05-47-2115-0000	Public Events	27,046.00	-	27,046.00	17,191.23	63.56
01-05-47-3252-0000	Park Management	10,400.00	-	10,400.00	3,693.08	35.51
	Parks and Recreation Total	104,446.00		104,446.00	71,164.31	
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	0.00	-	0.00	1,025.00	-
01-05-70-0135-0000	Reimbursable- Sheriff Sale Legal Reim.	10,000.00	-	10,000.00	14,111.54	141.12
01-05-70-1011-0000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	6,000.00	13,566.38	226.11
01-05-70-2330-0000	Reimbursable- Landfill Fees	0.00	-	0.00	-	-
01-05-70-7043-0000	Reimbursable- Gasoline Purchases	0.00	-	0.00	-	-
01-05-70-8060-0000	Reimbursable- Capital Expenses	0.00	-	0.00	-	-
	Reimbursable Totals	16,000.00		16,000.00	28,702.92	
01-05-80-0027-0000	Long Term Planning Department		-			
01-05-80-0027-0010	Original Police Pension Plan Allocation	35,753.00	-	35,753.00	-	
01-05-80-0027-0011	Carryover from prior year	-	-	-	-	
01-05-80-0027-0020	Capital Depreciation Allocation	25,753.00	-	25,753.00	-	
01-05-80-0027-0021	Capital Deprec. Alloc. - P/Y Carry Over	138,270.71	-	138,270.71	-	
01-05-80-0027-0040	Infrastructure Maintenance Allocation	53,330.00	-	53,330.00	-	
01-05-80-0027-0041	Infrastructure Maint-P/Y Carry Over	251,310.05	-	251,310.05	-	
01-05-80-0027-0050	Capital Building Allocation	15,753.00	-	15,753.00	-	
01-05-80-0027-0051	Capital Bldg Allocation-P/Y Carry Over	137,777.75	-	137,777.75	-	
01-05-80-0027-0060	Contingency Fund Allocation	10,298.00	-	10,298.00	-	
01-05-80-0027-0070	Future Project Allocation	165,631.34	-	165,631.34	17,591.67	1.65
01-05-80-0027-0080	Salary Enhancement Allocation	-	-	-	-	
01-05-80-0027-0081	Salary Enhancement Allocation- P/Y Carry Over	230,000.00	-	230,000.00	-	
	Long Term Planning Total (Includes P/Y Carry Over)	1,063,876.85		1,063,876.85	17,591.67	
	Current Year Budget Total (FY25)	306,518.34			17,591.67	
	Prior Year	757,358.51			-	
01-05-99-0000-0000	Payment of Prior Year's Expenses	0.00			0	
01-05-99-0602-0001	Refund of Tax Overpayments	0.00			0	

ARPA COUNCIL REPORT AT FEBRUARY 28, 2025

Account ID	Revenue	BUDGET	CASH RECEIVED	OVER / (UNDER) BUDGET
07-04-10-1000-0000	American Rescue Plan Act Revenue	2,915,964.41	2,915,964.41	0.00
	Total ARPA Fund Revenue	\$ 2,915,964.41	\$ 2,915,964.41	

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	10,000.00	12,090.00	2,090.00
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00
07-05-10-1000-0008	Town Hall Sterilization Supplies (Haltosil)	9,120.00	9,120.00	0.00
07-05-10-1000-0009	Playground Revitalization	709,929.10	709,929.10	0.00
07-05-10-1000-0010	EPD HVAC Replacement	328,989.99	328,989.99	0.00
07-05-10-1000-0011	Baseball Field Improvement (Diamond Tex)	5,480.00	5,480.00	0.00
07-05-10-1000-0012	Stormwater Planning Projects Vilone Village, Vitone Park & Dogwood Hollow	278,392.45	72,659.51	(205,732.94)
07-05-10-1000-0013	Stormwater Projects	922,670.30	-	(922,670.30)
07-05-10-1000-0014	Street Maintenance	221,026.24	92,669.16	(128,357.08)
07-05-10-2070-0000	Bank Service Fees	0.00	5,388.36	5,388.36
07-05-10-2270-0000	Legal Services	709.51	-	(709.51)
	Total ARPA Budget/Expenditures	\$ 2,915,964.41	\$ 1,665,972.94	\$ (1,249,991.47)

ARPA FUND BALANCE (Total Grant Revenue less Expenses at 2/28/25) \$ 1,249,991.47

Town of Elsmere Transfer Report
March 1st 2024 through March 31st 2024

\$5,025.00	Wolfe & Associates
\$4,875.00	Ward & Taylor
\$1,467.75	Nicholas G. Kondaschow, Esq
-\$2,112.08	Correction for January Transfer
\$4,275.00	Ridgeway Law
\$600.00	ServiceLink

\$14,130.67

TOWN OF ELSMERE TRANSFER TAX REPORT

February 1st 2025 through February 28th, 2025

Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
2/3/2025	Property: 8 Alvil Rd Grantor(s): Christopher M Taylor Grantee(s): Joan M Mulshenock 8 Alvil Rd Wilmington, DE 19805 Parcel # 1900400-081 Wolfe & Associates	\$335,000.00	\$5,025.00
2/3/2025	Property: 14 Tamarack Ave Grantor(s): Dawn Marie Roberts a/k/a Dawn Jackson Trustee of Helen Elizabeth Passmore Irrevocable Trust Grantee(s): Ellen J. Kaneboh 14 Tamarack Ave Wilmington, DE 19805 Parcel # 1900400-319 Ward & Taylor	\$325,000.00	\$4,875.00
2/4/2025	Property: 26 Richard Ave Grantor(s): Secretary of Housing & Urban Development Grantee(s): Truist Bank 1001 Semmes Ave. Richmond, VA 23224 Parcel # 1900200-071 McCabe, Weisberg & Conway PC-PA		Exempt under 30 Del. C §5401
2/7/25	Property: 1515 SECOND AV Grantor(s): Moises Salomon Padilla Torres Grantee(s): Moises Salomon Padilla Torres & Jaszmin Martinez 1515 2 nd Ave Wilmington, DE 19805 Parcel # 1900400-092 Giordano Delcollo Werb & Gagne LLC		Exempt under 30 Del. C §5401

[illegible]

ELSMERE POLICE DEPARTMENT
Monthly Report
March 2025

Significant Events:

On the following dates/times Elsmere Bureau of Police officers handled the below incidents and seized the following drugs, money and/or weapons.

No Significant Incidents to Report This Month

Meetings:

- February 7, 2025: Needy Family Mtg. – Chief Giles & Sgt. Smith
- February 11, 2025: DACP Mtg. – Chief Giles
- February 13, 2025: Council Mtg. – Chief Giles
- February 18, 2025: Mtg. w/Stephani Ballard Wagner, Esq. and Steve Martin
- February 20, 2025: 2025 State of the Guard Mtg. – Sgt. Young & Det. Sowden
- February 26, 2025: CBA Mtg. – Stephani Ballard Wagner, Esq., Steve Martin, Chief Giles, M/Cpl. Kerrigan, M/Cpl. Mitchell and Harold Bozeman (FOP) and Jeff Weiner, Esq. (FOP)
- February 26, 2025: NCC Chief's Mtg. – Chief Giles

Trainings/Events:

February 3, 2025: Northwestern University School of Police Staff and Command (10 Week Curriculum @ Philadelphia Police Academy) - Lt. Shelton
February 18,, 2025: DR&BA Promotional Board – Lt. Shelton

Revenue Results:

VAC JP Court 20 Revenue Received (March 2025) = **\$2,266.00**
VAC – Elsmere Revenue (February 2025) = **\$16,401.77**
VAC Administration Revenue Received YTD (February 2025) = **\$4,555.58**
Total VAC Revenue as of February 2025 = **\$146,623.76**
Tow Revenue (Received March 2025) = **\$875.00**

EPD Service Calls
February 2025

Nature of Complaints	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Dist. 6	TOTALS	Out of Dist.
911 Hang-ups	0	0	0	0	0	0	0	
Accidents	4	6	0	1	2	2	15	
Alarms	1	5	1	0	5	1	13	
Alcohol Violations	0	0	0	0	0	0	0	
Animal Complaint(s)	0	0	0	1	0	0	0	
Assaults	1	0	0	0	0	0	1	
Assist Other Agency	0	1	2	1	1	1	6	24
Assist Fire Board	1	1	0	0	0	0	2	
Burglaries	0	0	1	0	0	0	1	
Check On the Welfare	4	1	3	0	1	1	10	
Civil	0	0	0	0	0	0	0	
Criminal Contempt	0	0	0	0	0	0	0	
Criminal Mischief	0	1	0	0	1	2	4	
Death Investigation	1	0	0	0	0	0	1	
Disabled Vehicles	0	0	0	0	0	0	0	1
Disorderly Conduct	0	1	1	0	1	2	5	
Domestic Disputes	0	1	2	2	1	1	7	
Domestic w/Weapon(s)	0	0	0	0	0	0	0	
Drug Violations	0	0	0	0	1	1	2	
Drunk Complaint	0	0	0	0	0	0	0	
Endangering the Welfare	0	0	0	0	0	0	0	
Fights	0	0	0	0	0	0	0	
Found Property	0	0	0	0	0	0	0	
Fraud & Conspiracy	0	0	0	0	0	0	0	
Fugitive Apprehensions	0	1	0	0	0	0	1	
Graffiti	0	0	0	0	0	0	0	
Harassments	1	0	0	0	0	0	1	
Homicide	0	0	0	0	0	0	0	
Injured/Sick Person	0	0	0	0	0	0	0	
Loitering	0	0	0	0	0	0	0	
Loud Radio/Party	0	0	0	0	0	1	1	
Menacing	0	0	0	0	0	0	0	
Mental Person(s)	0	0	0	0	0	0	0	
Misc. investigations	4	1	1	1	1	1	9	
Missing Person(s)	0	0	0	0	0	0	0	
Neighbor Dispute	0	0	0	0	0	0	0	
Noise Complaint	0	0	0	0	0	0	0	
Offensive Touching	0	0	0	0	0	0	0	
Open Door/Window	0	0	0	0	0	0	0	
Overdose	0	0	0	0	0	0	0	
Parking Complaints	0	0	0	1	1	1	3	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	2	1	2	1	4	3	13	
Property Checks	3	2	1	4	1	2	13	
Public Relations	4	4	6	1	2	1	18	
Reckless Endangering	0	0	0	0	0	0	0	
Resisting Arrest	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Sex Crimes	0	0	0	0	0	0	0	
Stolen M.V./Unauth Use	0	0	0	0	0	0	0	
Suicide/Overdose	0	0	0	0	0	0	0	
Suspicious Person/Vehicle	3	0	0	1	1	0	5	
Terroristic Threatening	0	0	0	0	1	0	1	
Thefts	2	0	1	0	1	8	12	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	0	0	0	0	0	1	1	
Transports	3	0	1	0	1	0	5	
Trespassing	1	0	0	0	3	0	4	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
TOTALS	35	26	22	14	29	29	155	25

Daily Activity Report 2029

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

1

ACCIDENTS

2/13/2025 11:45 AM RODMAN RD
2/16/2025 9:00 AM ELSMERE BLVD
2/20/2025 10:00 AM SENECA RD @ KIRKW
2/23/2025 10:06 PM RODMAN RD

ALARMS

2/7/2025 9:09 PM HADCO RD

ASSAULTS

2/23/2025 5:55 PM NEW RD

ASST FIRE BOARD

2/21/2025 12:15 PM SENECA RD

CHECK ON THE WELFARE

2/3/2025 12:45 PM N DUPONT RD
2/5/2025 12:40 PM ELSMERE BLVD
2/14/2025 7:00 PM NEW RD
2/14/2025 8:00 PM NEW RD

HARASSMENTS

2/26/2025 6:25 PM SENECA RD

MISC INVEST

2/5/2025 11:30 PM ELSMERE BLVD
2/10/2025 12:05 PM ELSMERE BLVD
2/12/2025 2:57 PM OLD DUPONT RD
2/23/2025 9:00 AM ELSMERE BLVD

NATURAL DEATH

2/11/2025 12:20 PM ROSEMONT DR

PREVENT BREACH OF PEACE

2/3/2025 5:27 PM TAYLOR RD
2/10/2025 10:10 AM GRANT AVE

PROPERTY CHECKS

2/2/2025 1:55 AM ROSEMONT DR
2/19/2025 4:40 PM NEW RD
2/24/2025 10:25 AM SENECA RD

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

PUBLIC RELATIONS

2/5/2025

4:10 PM SENECA RD

2/10/2025

8:30 AM RODMAN RD

2/14/2025

9:25 AM EASTWOOD DR

2/24/2025

6:00 PM ELSMERE BLVD

SUSPICIOUS PERSON/VEHICLES

2/6/2025

7:40 PM TAYLOR RD

2/11/2025

11:00 PM TAYLOR RD @ OSBO

2/28/2025

9:20 PM NEW RD

THEFTS

2/5/2025

3:50 PM ELSMERE BLVD

2/13/2025

12:50 PM S GRANT AVE

TRANSPORT

2/5/2025

6:10 PM SOUTHERN RD

2/16/2025

12:45 PM TAYLOR RD

2/23/2025

8:18 PM SENECA RD

TRESPASSING

2/21/2025

8:55 PM NEW RD

2

ACCIDENTS

2/3/2025

7:00 AM KIRKWOOD HWY

2/3/2025

7:10 AM KIRKWOOD HWY

2/3/2025

7:20 AM KIRKWOOD HWY

2/6/2025

7:00 AM KIRKWOOD HWY @ S

2/18/2025

7:20 PM NEW RD

2/28/2025

8:10 PM FILBERT AVE

ALARMS

2/6/2025

8:50 PM B&O LN

2/7/2025

5:33 PM BALTIMORE AVE

2/10/2025

3:00 PM B&O LN

2/13/2025

5:29 PM BALTIMORE AVE

2/16/2025

8:00 PM WESTERN AVE

ASSIST OTHER AGENCY

2/17/2025

10:05 AM BALTIMORE AVE @ FI

ASST FIRE BOARD

2/13/2025

11:12 PM KIRKWOOD HWY

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

CHECK ON THE WELFARE

2/27/2025 2:45 PM WESTERN AVE

CRIMINAL MISCHIEF

2/8/2025 4:58 PM NEW RD

DISORDERLY CONDUCT

2/8/2025 7:26 PM FILBERT AVE

DOMESTIC DISPUTES

2/10/2025 3:55 PM OHIO AVE

FUGITIVES APPREHENSIONS

2/21/2025 3:19 PM DUPONT RD @ NEW

MISC INVEST

2/3/2025 8:45 AM BALTIMORE AVE

PREVENT BREACH OF PEACE

2/14/2025 1:00 PM NORTHERN AVE

PROPERTY CHECKS

2/1/2025 11:15 PM S DUPONT RD @ KIR

2/27/2025 11:25 PM BALTIMORE AVE

PUBLIC RELATIONS

2/3/2025 7:43 PM BIRCH AVE

2/11/2025 11:30 AM FILBERT AVE @ DOVE

2/15/2025 1:00 PM KIRKWOOD HWY @ S

2/25/2025 2:50 PM BIRCH AVE

3

ALARMS

2/15/2025 12:30 PM TAMARACK AVE

ASSIST OTHER AGENCY

2/2/2025 7:55 AM KIRKWOOD HWY

2/26/2025 10:28 AM LOCUST AVE

BURGLARIES

2/3/2025 8:05 AM BIRCH AVE

CHECK ON THE WELFARE

2/6/2025 8:00 AM LOCUST AVE

2/8/2025 10:15 AM BIRCH AVE

2/27/2025 2:00 PM DOVER AVE

DISORDERLY CONDUCT

2/27/2025 4:15 PM LOCUST AVE

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

DOMESTIC DISPUTES

2/19/2025 9:35 AM SYCAMORE AVE

2/23/2025 6:17 PM DOVER AVE

MISC INVEST

2/3/2025 8:55 AM BELMONT AVE

PREVENT BREACH OF PEACE

2/4/2025 7:20 PM DOVER AVE

2/10/2025 11:45 AM LOCUST AVE

PROPERTY CHECKS

2/27/2025 9:00 PM MAPLE AVE

PUBLIC RELATIONS

2/3/2025 6:35 PM BIRCH AVE

2/5/2025 7:10 AM LOCUST AVE

2/5/2025 11:20 PM LINDEN AVE

2/13/2025 5:10 PM DOVER AVE

2/19/2025 12:00 PM LINDEN AVE

2/21/2025 1:05 AM LOCUST AVE

THEFTS

2/11/2025 1:45 PM TAMARACK AVE

TRANSPORT

2/23/2025 1:10 AM DOVER AVE

4

ACCIDENTS

2/8/2025 7:47 PM SYCAMORE AVE @ M

ANIMAL COMPLAINTS

2/19/2025 8:00 PM CYPRESS AVE

ASSIST OTHER AGENCY

2/4/2025 2:00 PM BUNGALOW AVE

DOMESTIC DISPUTES

2/16/2025 2:00 PM MAPLE AVE

2/16/2025 3:00 PM MAPLE AVE

MISC INVEST

2/23/2025 9:45 AM CYPRESS AVE

PARKING COMPLAINTS

2/25/2025 3:20 PM BUNGALOW AVE

PREVENT BREACH OF PEACE

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

5

PROPERTY CHECKS

2/12/2025

3:45 PM BUNGALOW AVE

2/6/2025

10:40 AM MAPLE AVE

2/14/2025

1:30 PM CYPRESS AVE

2/17/2025

10:25 PM BUNGALOW AVE

2/21/2025

8:45 AM MAPLE AVE

PUBLIC RELATIONS

2/22/2025

8:00 AM MAPLE AVE

SUSPICIOUS PERSON/VEHICLES

2/14/2025

11:20 PM CAROLYN DR

ACCIDENTS

2/10/2025

1:20 PM SPRUCE AVE

2/13/2025

4:58 PM CHESTNUT AVE

ALARMS

2/5/2025

9:45 AM POPLAR AVE

2/5/2025

7:30 PM POPLAR AVE

2/7/2025

12:44 PM POPLAR AVE

2/14/2025

4:05 PM POPLAR AVE

2/20/2025

4:05 PM POPLAR AVE

ASSIST OTHER AGENCY

2/7/2025

10:30 AM MAPLE AVE

CHECK ON THE WELFARE

2/3/2025

9:59 PM KIRKWOOD HWY

CRIMINAL MISCHIEF

2/8/2025

8:27 PM MAPLE AVE

DISORDERLY CONDUCT

2/10/2025

3:35 PM WALNUT AVE

DOMESTIC DISPUTES

2/9/2025

2:30 PM CYPRESS AVE

DRUG VIOLATIONS

2/10/2025

9:40 PM KIRKWOOD HWY

MISC INVEST

2/13/2025

11:50 AM CHESTNUT AVE

PARKING COMPLAINTS

2/13/2025

8:21 PM RUTH RD

DISTRICT	NATURE OF COMPLAINT	DATE	TIME STREET NAME
	PREVENT BREACH OF PEACE	2/1/2025	10:00 AM SANDERS RD
		2/1/2025	8:40 PM SANDERS RD
		2/4/2025	3:20 PM SANDERS RD
		2/4/2025	8:55 PM SANDERS RD
	PROPERTY CHECKS	2/27/2025	1:41 AM CHESTNUT AVE
	PUBLIC RELATIONS	2/3/2025	1:45 PM POPLAR AVE
		2/22/2025	12:30 PM BEECH AVE
	SUSPICIOUS PERSON/VEHICLES	2/26/2025	8:01 AM OLGA RD
	TERRORISTIC THREATS	2/10/2025	12:01 AM CYPRESS AVE
	TRANSPORT	2/26/2025	9:34 PM CHESTNUT AVE
	TRESPASSING	2/16/2025	5:00 PM BEECH AVE
		2/19/2025	10:30 AM BEECH AVE
		2/23/2025	5:15 PM SANDERS RD
6	ACCIDENTS	2/3/2025	1:55 PM OLGA RD
		2/8/2025	5:00 PM NEW RD
	ALARMS	2/14/2025	3:36 AM NEW RD
	ASSIST OTHER AGENCY	2/13/2025	6:21 PM NEW RD
	CHECK ON THE WELFARE	2/28/2025	1:20 AM JUNCTION ST
	CRIMINAL MISCHIEF	2/1/2025	6:40 AM ALVIL RD
		2/26/2025	4:55 PM RIGDON RD
	DISORDERLY CONDUCT	2/8/2025	11:00 AM NEW RD
		2/25/2025	12:40 AM NEW RD

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
OUTSIDE ELSMERE	DOMESTIC DISPUTES	2/2/2025	7:20 PM	OHIO AVE
	DRUG VIOLATIONS	2/13/2025	6:05 PM	ALVIL RD
	LOUD RADIO/PARTY	2/17/2025	11:30 PM	VILONE RD
	MISC INVEST	2/26/2025	9:41 AM	VILONE PL
	PARKING COMPLAINTS	2/13/2025	11:30 AM	RICHARD AVE
	PREVENT BREACH OF PEACE	2/1/2025	7:30 PM	NEW RD
		2/1/2025	7:35 PM	NEW RD
		2/18/2025	2:10 PM	NEW RD
	PROPERTY CHECKS	2/16/2025	1:40 PM	NEW RD
		2/28/2025	8:40 PM	NEW RD
OUTSIDE ELSMERE	THEFTS	2/4/2025	4:29 PM	NEW RD
		2/9/2025	10:32 PM	NEW RD
		2/15/2025	3:20 AM	NEW RD
		2/18/2025	12:30 PM	GAMBLE AVE
		2/22/2025	11:29 PM	NEW RD
		2/24/2025	7:00 PM	NEW RD
		2/26/2025	4:00 AM	NEW RD
		2/27/2025	3:45 AM	NEW RD
	TRAFFIC SERVICE	2/10/2025	7:10 PM	CASSAPULLA AVE @
	ASSIST OTHER AGENCY	2/4/2025	12:42 AM	SCARBOROUGH PAR
OUTSIDE ELSMERE		2/4/2025	6:13 PM	HOMESTEAD RD
		2/5/2025	4:00 AM	FALLON AVE
		2/6/2025	4:20 PM	SCARBOROUGH PAR
		2/8/2025	1:38 PM	S CLIFTON AVE
		2/9/2025	12:00 AM	CENTERVILLE RD

DISTRICT

NATURE OF COMPLAINT

DATE

TIME STREET NAME

2/9/2025	12:33 AM	GREENBANK RD
2/9/2025	1:16 AM	GREENBANK RD
2/9/2025	2:58 PM	MILL RD
2/11/2025	8:45 AM	OLD DUPONT RD
2/11/2025	11:40 PM	SCARBOROUGH PAR
2/12/2025	2:30 AM	SECOND ST
2/12/2025	2:00 PM	MARYLAND AVE @ T
2/13/2025	7:10 PM	COURT DR
2/15/2025	12:30 AM	MATTHES AVE
2/15/2025	2:00 PM	MARYLAND AVE
2/15/2025	6:45 PM	KIRKWOOD HWY @
2/17/2025	3:46 PM	S WOODWARD AVE
2/18/2025	12:09 PM	OLD CAPITOL TRL
2/19/2025	7:15 AM	GLENRICH AVE
2/20/2025	4:15 AM	HILLSIDE AVE
2/22/2025	1:45 AM	W 2ND
2/23/2025	2:53 PM	BROOK LN
2/28/2025	3:10 PM	KIRKWOOD HWY

DISABLE VEHICLES

2/4/2025	9:30 AM	KIRKWOOD HWY @
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Elsmere Bureau of Police

Monthly Report

FEBRUARY 2025

Nature of Violation	
Radar/Lidar summons	168
Traffic enforcement (non-speed)	84
Traffic Warnings	38
Seatbelt Violations	11
Parking Violations	5
Cell Phone Violations	5
DUI's	0
Criminal Arrests	12
Wanted Persons	9
Crime Prevention Checks	0
Community Contacts	0
Total Statistics	332

Voluntary Assessment Violations: 233

Mandatory Appearance Violations: 42



Public Works Department
Monthly Report
February 2025

Roadways:

We are addressing any/all roadway issues as quickly as possible.

- Located and evaluated sinkhole on Western Avenue. Filled hole with crush and run.
- Plowed snow, salt roadways and walkways for snow events.
- Responded to water main break on Tamarack Avenue. Artesian notified.
- Potholes/Sinkholes on the following streets:
 - 2 Seneca Rd
 - 2 Dogwood Hollow
 - 1 Tamarack
 - 1 Birch
 - 1 Rigdon
 - 1 Sanders
 - 1 Chestnut
 - 6 Richard
 - 1 Locust
 - 1 Alvil
 - 3 Vilone Rd
 - 1 Bungalow
- Replace/Remove/Installed Signs as requested:
 - Installed missing Tamarack and Dover street signs
 - Removed signpost from EPD
 - Removed handicap sign at 910 Dover Avenue
- Street Curbs Painted:
 - 910 Dover Avenue

NPDES:

During the Month of February, the Public Works Departments completed Street Sweeping in the following locations in compliance with our NPDES Permit.

- None

Building Maintenance:

The following repairs were completed:

- None

Parks

- Maple Avenue Park - Cut down fallen tree into several pieces and removed manageable pieces.

Abatements

The following abatements were completed as requested by the Code Department:

- None

Events:

- Food Pantry

Training:

- None

General:

In addition to their daily job duties, the department worked on or completed the following projects:

- Maintenance Worker Anthony Disanto evaluated EPD air hose.
- Prepared and loaded dumped tires for Republic Services pick up.
- Dropped off mail to Councilwoman Jensen.
- Evaluated potentially hazardous trees in Vilone Park, affecting the property at 1301 Greenleaf Rd in Oak Hill.
- Gathered fire extinguishers around Public Works Shop and Town Hall for inspection from Austin & Pruitt.
- Identified sewer smell in Impact Life.
- Showed Public Works dump truck to potential buyer.
- Received cold patch delivery, loaded and organized into bays.
- Temporarily fixed flagpole lighting connection.

Submitted By: Leon Joseph

Date: March 5, 2025



Town Manager's Monthly Report February 2025

Stormwater Project:

- With the deadline for the Federal Budget being March 14th, we're just awaiting a decision on the \$1.151 million award from Senators Rochester Blunt and Chris Coons.

Our BRIC application through FEMA has been extend to April 1st. While working with the University of Delaware, we are planning our submission for the week of March 17th. We are waiting for additional information for the application from KCI. Our application is for \$1.8 million.

- We received only one bid for the Taylor Tract at Silverbrook Drive project, the second bidder elected not to submit their bid.
- The Patty Belvins Pedestrian Walking Path and Tamarack Ave project bids are due in the week of March 10th.

Street Project:

- With the weather getting warmer, Paoli will start paving S. Grant Ave within two weeks, as long as the weather holds up.
- Currently working on funding sources and street selection for the Street Project.
- Guardian Environmental Services signed the contract for this project. Work will commence around the latter part of March.

Park Project:

- ORPT Grant application – With being awarded \$35,000 from DNREC for the Patty Blevins Walking Path lighting project, we began exploring vendors that we can invite to bid on the project.

Miscellaneous Grants:

- Held a Prebid meeting for the Window RFP, followed by a bid opening the next week. We had only one bidder for the project. One point of notice is the original bid went out for 47 windows, once the bid came in, we reduced the number of windows to 32 to cost.

Meetings:

- Attended the Kirkwood Highway Land Use and Transportation Plan Public workshop.
- Hosted a meeting with Tiffany Bennet (DTI) and the Chief Security Officer for Department of Technology and Information for State of Delaware regarding the grant we submitted and mandatory training that is required.
- Went to the New Castle County 2025 Hazard Mitigation Plan (HMP) Update meeting, hosted by Vision Planning and Consulting (VPC), along with the New Castle County Department of Public

Safety. The purpose of the meeting was to share hazard-related ideas and new mitigation actions for the plan update. Further, municipal representatives must attend if they are to adopt New Castle County's Hazard Mitigation Plan for funding.

- Attended an iSolved time recording and HR management meeting.
- We had a meeting with our account representatives from PNC Bank regarding a new credit card program and ways to streamline banking.
- Attended the Delaware League of Local Government monthly meeting.
- Contractor responded out to a possible sinkhole on Baltimore Avenue.

Other Items:

- Attended several meetings pertaining to the FOP CBA.
- Had a large tree trunk removed from Maple Park at no cost. The contract wanted the wood for his own use.
- Addressed a hoarding issue along with EPD at 237 Bungalow Ave.
- Staff worked on the flyer for the Lit Drop, which is scheduled to go out during the week of March 17th, weather permitting.
- Continued to hold interviews for the vacant Code Officer position.
- Order the eggs for the Easter Egg Hunt and obtained the prizes.
- Started organizing for Cleanup Day, including obtaining the permit from DSWA with the assistance of Senator Mantzavinos and Representative Neal.

Submitted By: Steven Martin

Date: March 10, 2025