

**TOWN OF ELSMERE**  
**COUNCIL – FINANCE COMMITTEE MEETING MINUTES**  
**June 12, 2025**  
**5:00 p.m.**

**CALL TO ORDER:** Mayor Personti called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:**

**ROLL CALL:**

MAYOR	JOANN I. PERSONTI	PRESENT
1 <sup>ST</sup> DISTRICT	JANE MCDANIEL	PRESENT
2 <sup>ND</sup> DISTRICT	SALLY JENSEN	PRESENT
3 <sup>RD</sup> DISTRICT	VACANT	VACANT
4 <sup>TH</sup> DISTRICT	JOHN HOLLOWAY	PRESENT
5 <sup>TH</sup> DISTRICT	MARC HENRY	PRESENT
6 <sup>TH</sup> DISTRICT	VACANT	VACANT

Town Solicitor, James McMackin – Present  
Chief of Police, Laura Giles – Present  
Town Manager, Steven Martin – Present  
Finance Director, Valarie Strzempa – Present

At this time, Mayor Personti called for a brief recess to allow Councilwoman McDaniel to arrive in order to move forward with a quorum.

At roughly 5:15 p.m., Councilwoman McDaniel arrived and Mayor Personti called the meeting back into session. Mayor Personti then stated she would like to switch the order of agenda items to swear in the newly elected 5<sup>th</sup> District Councilman and newly hired Code Enforcement Officer.

**SWEARING IN:**

At this time, Mr. Marc Henry was sworn into office by Town Solicitor Jim McMackin as 5<sup>th</sup> District Councilman and joined the council for the meeting.

At this time, Mark Bowers was sworn in as the newest Code Enforcement Officer for the Town of Elsmere.

**PUBLIC COMMENT:**

Michael Matthews of 34 Richard Avenue stated he is officially withdrawing from the 6<sup>th</sup> District Council race. Additionally, Mr. Matthews expressed concern about the process and transparency of the Town, specifically how our current Mayor was appointed. He stated he believes the Town Charter has a blind spot that left us vulnerable to confusion and potentially error when the mayoral vacancy arose two months ago. The 2025 mayoral election was canceled, leaving the next regular election in 2027, which is outside the 365-day window. He believes a special election should have happened. At the very least, the appointed mayor should only have served until the end of the

prior mayor's term, which was May of 2025. Mr. Matthews asked Council to consider a Charter amendment to fix this by adding language that still allows for a special election, but with a shorter filing window perhaps. Mr. Matthews also stated he would like the Council to address how the Elsmere Police Department will respond if approached by ICE soon. Mr. Matthews expressed that he does not support our law enforcement working with this agency that could bring fear into the Town. Lastly, Mr. Matthews asked if the Town would turn the Facebook comments back on for the public. He believes it is embarrassing that public dialogue is shut down on what could be the Town's main communication channel. He believes shutting comments off entirely may send a message that the Town is not interested in hearing from the public. If town management will not change it, Council should pass an ordinance that requires it. He concluded by wishing the remaining candidates in the 6<sup>th</sup> District Special Election the best of luck.

John Viarengo of 117 Chestnut Avenue asked that the Town take a public stance against the humanitarian crisis in Gaza. Mayor Personti respectfully declined, stating the Town should remain focused on local matters, though she did express her personal support for Israel.

#### **APPROVAL OF MINUTES:**

##### Minutes of the May 5, 2025, Council Swearing In Ceremony.

**ACTION:** A motion was made by Councilwoman Jensen to approve the minutes of the May 5, 2025, Council Swearing In Ceremony with no corrections. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            5-0 with 2 Vacant                      All in Favor                      Motion Carried

##### Minutes of the May 8, 2025, Council Meeting.

**ACTION:** A motion was made by Councilman Holloway to approve the minutes of the May 8, 2025, Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            5-0 with 2 Vacant                      All in Favor                      Motion Carried

#### **OLD BUSINESS:**

##### Consideration of Third and Final reading of Ordinance 681.

##### An Ordinance establishing a procedure and rules for the 2025 Special Election for the 3rd, 5th and 6th Council Districts.

Mayor Personti stated that this Ordinance needs to be amended to read the Special Election is now only for the 6<sup>th</sup> Council District.

**ACTION:** A motion was made by Councilwoman Jensen to approve the Third and Final reading of Ordinance 681 with the above amendment. The motion was seconded by Councilman Holloway.

**VOTE:**            5-0 with 2 Vacant                      All-in-Favor                      Motion Carried

Town Manager Steven Martin noted that only one volunteer had committed to working the Special

Election polls and that eight workers were required. Staff intended to reach out to residents and Board Members for assistance.

#### **NEW BUSINESS:**

The Mayor, Council and Finance Committee will review, discuss and consider approving the Fiscal Year 2025 – 2026 Revenue, Operating and Capital Improvement budgets.

Mayor Personti explained that there are two versions of the FY 2025–2026 budget: one included a 4% salary increase for administrative staff, while the other included a 3% increase. The preferred budget followed a staggered approach—4% this year and 3% next year—to mirror the Police Union's recent collective bargaining terms. This approach aimed to address longstanding pay disparities compared to other municipalities while implementing raises incrementally. Both budget versions required a \$180,000 property tax increase. However, under the preferred version, \$97,000 of the increase would be allocated to the Town's Long-Term Planning fund to support ongoing projects, such as stormwater management. No new capital expenditures were included in the current budget, although funds from the prior year would be used to purchase a needed public works vehicle.

Below is a summary and overview of the preferred proposed budget:

1. This budget is fully balanced.
2. This budget proposes a property tax increase of \$180,000.00, yielding a surplus of \$97,821.73 that is recorded in the Long-Term Planning - Future Projects Allocation line. This tax increase is to provide necessary funding for this year and next year's budget for line items such as the new trash contract, EPD contract salaries and potential increases in health and property/business insurance.
3. This budget includes a performance-based increase for all non-police employees of up to 4%.
4. This budget includes a proposed pay scale amendment for the Department of Public Safety as agreed in the Collective Bargaining Agreement with the FOP.
5. This budget continues to fund the Town's various public events (weather permitting).
6. This budget continues to fund the Long-Term Planning line items which help offset large costs.
7. This budget absorbs the significant increase of \$40,753.00 to the Trash, Recycle and Yard Waste Contract with Republic Services.
8. This budget does not include any proposed capital expenditures.
9. The Town will be requesting a capital expenditure from the prior year's Long Term Planning Department which is not recognized in the current proposed budget. This request will be for the purchase of a new Public Works Vehicle.

A lengthy discussion was held on different departments within the preferred proposed budget. They are as follows:

#### Administration Department:

A brief discussion was held regarding the potential basement of Town Hall. The tenants occupying the space may be vacating at the end of the year, resulting in a loss of income. Town Manager Steven Martin explained that he is already working with a commercial realtor for new tenancy, however the proposed budget encompasses a new lease with no loss of income.

The Five-Year update to the 2021 Comprehensive Plan is included in this year's budget with the amount of \$12,500.

#### Code Enforcement:

Permit fees were adjusted based on collection trends.

Penalties for business and rental licenses were now itemized separately.

#### Finance Department:

Transfer tax revenues have exceeded projections.

Franchise fees were declining due to cord-cutting trends and switching to streaming services.

Banking services increased due to account sweep strategies, which offset service costs via investment interest.

#### Public Safety:

Increases in overtime were due to staffing changes and salary increases with the recent unionization.

Evidence processing costs were reviewed. Chief Giles explained that this fluctuates based on the crimes that occur and what evidence needs processing, it is difficult to project, but recently the costs have gone down.

Medical costs were questioned, to which Chief Giles stated this is typically part of the costs to hire a new officer.

Chief Giles plans to increase the cost of accident reports, expecting slight increase in revenue.

#### Public Works:

Abatement recovery remained low, with many resulting in tax liens which are not recognized in the Abatement line.

Fines for illegal dumping have increased, which may result in additional income depending on identifying the offenders.

Councilwoman Jensen raised concerned regarding the Street Maintenance line. As of April, only \$2,800 of the \$67,500 street maintenance budget was spent, despite her ongoing complaints about potholes.

Town Manager Steven Martin explained the difference between cold vs. hot patch for pothole repairs.

The low spending is partly due to the use of cold patch, which is less costly and not charged to the same budget line. Hot patches are more durable, has been delayed due to lack of training for the Public Works Department to begin utilizing. In the meantime, the Town is pursuing third-party vendors to perform hot patching before the fiscal year ends. As far as the remaining funds in that budget line, there are active proposals, including for storm catch basin repairs, that may use the remaining funds before June 30.

Councilwoman Jensen restated the street conditions. Several districts have worsening road conditions.

The overall concern is about underutilization of budgeted funds and the slow pace of road maintenance improvements.

#### Sanitation:

We are in the final year of the 3-year trash contract with Republic Services. An RFP will go out sometime in the fall of 2025.

#### Voluntary Assessment Center:

Chief Giles explained that Administrative fees were retained since adopting Title 21 into our ordinances, which allows us to set our own fine schedule.

#### Parks & Recreation:

Event funding was preserved, however, the fireworks have been discontinued from the Fall Festival to reduce costs.

Mayor Personti emphasized the value of community events. She believes they build community spirit, especially for families with young children, and that attendance had recently improved. She recognized staff efforts to secure donations and savings of roughly \$13,000 from the Police Department.

#### Reimbursable Department:

Finance Director Valarie Strzempa explained that expenses previously lumped under "Other Income" are now itemized to show reimbursable costs that the Town recoups, since it appeared that this was previously recognized as revenue instead of just a reimbursement, especially legal fees as an example. The Town will front the cost to take a property to Sheriff Sale, but once the property sells, the Town is reimbursed those costs and will be shown in this line.

#### Long-Term Planning:

Finance Director Valarie Strzempa explained that budgeted funds for Long-Term Planning rolled into prior-year accounts if unspent and could only be used with Council approval. These accounts are now fully backed by cash and maintained in a high-yield money market account. As of May 31, 2025, the account held \$722,070.60 in cash, with prior-year total allocations equaling \$757,358.51. The difference accounted for authorized expenditures such as the \$17,000 toward a street sweeper repair.

Chief Giles asked the Finance Director, to which was confirmed, that it is projected that the total Long-Term Planning funds from prior year would exceed \$1 million by the end of the fiscal year.

Chief Giles also clarified that this is not the Contingency Fund which is separate. Finance Director Valarie Strzempa confirmed this is not the Contingency Fund. That fund has approximately \$245,000 in cash, also held in a money market account.

Mayor Personti asked if any of the large upcoming projects, such as the Vilone Stormwater project, the Patty Blevins Walking Path project will need funding from these lines?

Town Manager Steven Martin replied no, they are going to be grants.

Mayor Personti then commended Both the Town Manager and Chief Giles on their efforts on obtaining grants for Town improvements.

#### Council Operations:

Special Election costs and other operating items were discussed due to the vacancy in the 3<sup>rd</sup> Council District.

#### Capital Improvements:

No capital projects were budgeted, as recent needs had been met via grant funding.

#### The overall FY 25 – 26 Operating Budget:

Mayor Personti restated that the proposed FY25–26 budget includes a 4% raise for administrative staff.

Councilwoman Jensen questioned the reasoning for the 4% as opposed to 3%, she believes this budget should be 3% and next fiscal budget should propose 4%.

Mayor Personti stated this was her recommendation, since next year, there will be 4% raises distributed to the Police Department in accordance with the CBA. She further explained the 4% raise was intended to match police raises, which are set in the CBA: 3%, 4%, and 4.5% over three years. This was intended to spread increases more evenly.

Councilwoman Jensen stated she disagreed. She believes 3% is sufficient in these uncertain times. She expressed concern with the transfer tax revenue being questionable, and the potential loss of income from renting out the basement of Town Hall once the current tenants vacate.

Mayor Personti noted that both the 3% and 4% proposed budgets result in the same tax increase, but the difference lies in where the surplus goes, either Long-Term Planning or salaries for the administrative staff.

Chief Giles added that the police officers are not only receiving a 3% raise, but also an increase due to a step in their pay grade on their anniversary dates.

It was agreed upon by many that non-police staff are significantly underpaid and receive no pension especially the Public Works Department.

However, Councilwoman Jensen felt that instead of across-the-board raises, the Town should consider reclassifying or upgrading specific roles. She believes that she needs street repairs completed and this

should be a priority. She also implied that if the Town staff is trying to be even with the Police Department, they could consider a collective bargaining agreement as well.

Mayor Personti stated that the proposed increases for the Town staff are still performance based. This calls for employees to receive “up to” 4%. It was emphasized that Town employees have been under-compensated for years and the 4% raise is a small but necessary step.

Councilman Henry asked for clarification, asking if there is money in this proposed budget to repave some street? He further stated that withholding a 1% difference from the salary increase is not going to guarantee that a street will get paved.

In conclusion, Mayor Personti stated that in the 4% proposed budget, \$97,821 will go into the Long-Term Planning line. In the 3% proposed budget, \$140,000 will go into the Long-Term Planning line. The only difference is roughly \$40,000.

Chief Giles stated that while she understands where Councilwoman Jensen is coming from, but just like the police — whether there is a collective bargaining agreement or not — we have to take a look at how most of the Town staff are underpaid as it is, especially the Public Works Department. Not to mention the employees are not being provided with a pension. For the past ten years, there have been budget cuts after budget cuts and our employees have taken the brunt of those cuts, while avoiding raising taxes for a decade. That approach is no longer sustainable and it is the Town's responsibility to address this. While no one can force Council to raise taxes, the reality is, if residents want to continue receiving the many services we offer, they need to be willing to fund them. We always talk about wanting Elsmere to feel like a small town, but it comes with a price, and currently, that price is being paid by our employees. We need to take care of our employees because your employees take care of you and the Town.

Councilwoman Jensen agreed, but stated she firmly believes this is not the way to do it, she believes the job descriptions and salaries need to be reevaluated separate from the budget discussion.

Mayor Personti stated that giving the employees an extra 1% is not going to make or break the budget.

**ACTION:** A motion was made by Mayor Personti to approve the FY 25 – 26 Revenue, Operating, and Capital Improvement budget containing 4% increases for Town’s Administrative employees. The motion was seconded by both Councilman Henry and Councilwoman McDaniel.

**VOTE:**        4-1 with 2 Vacant                      Motion carried

**1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – No, 3<sup>rd</sup> District – Vacant, 4<sup>th</sup> District – Yes, 5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Vacant, Mayor – Yes**

**Consideration of approving Resolution 25-02:**

A resolution adopting the New Castle County property tax assessments for the use of the Town of Elsmere for its 2025 – 2026 Fiscal Year.

**ACTION:** A motion was made by Mayor Personti to adopt the New Castle County property tax assessments for the use of the Town of Elsmere for its 2025 – 2026 Fiscal Year. The motion was seconded by both Councilwoman Jensen.

**VOTE:** 5-0 with 2 Vacant All In Favor Motion carried

Consideration of approving Resolution 25-03:

A resolution setting the municipal tax rates for the Fiscal Year 2025 – 2026.

At this time, Finance Director Valarie Strzempa presented a power point to explain the tax increase recommendation. The summary of the presentation entailed a detailed analysis of the 2024 New Castle County property reassessment, which is the first in over 40 years. Since 1983, the total assessed property value townwide has increased by approximately \$585 million. This includes a 363% increase in commercial property values and a 603% increase in residential values. Residential properties make up 82% of Elsmere's tax base, with commercial properties accounting for 18%. For context, the Federal Reserve Bank of St. Louis reports a 644% increase in Delaware's house price index since 1983 — averaging about 6.1% growth annually. While that data covers the entire state, northern Delaware, including New Castle County, has generally experienced even stronger growth due to its proximity to Wilmington and Philadelphia. Notably, major economic events over the past 40 years have not significantly impacted that upward trend. Although the house price index doesn't directly determine assessed values, it's useful to compare, especially given the town's 603% increase in residential assessments.

In conclusion, all tax bills will change as a result of the reassessment. Under revenue neutrality — meaning the Town does not raise additional revenue — properties assessed above average will generally see tax reductions, while those below average will see increases. Actual changes depend on how each property's reassessment compares to others Townwide. At a revenue-neutral rate, the average commercial tax bill would decrease by \$97.13 and the average residential bill would decrease by \$23.53, however, residential figures are somewhat skewed due to apartment complexes being classified as residential. The proposed 2025 - 2026 budget includes a \$180,000 tax increase. To account for this, adjustments to the commercial and residential mill rates will be required.

Mayor Personti asked if mill rate could be explained.

Finance Director Valarie Strzempa explained that mill rate is the tax rate applied to a property's assessed value to calculate the annual property tax. In Elsmere, the current mill rate is \$1.125 per \$100 of assessed value, based on outdated 1983 property assessments. With New Castle County completing a new reassessment, the Town must lower its mill rate to avoid overtaxing property owners. If the rate remained unchanged, the Town would collect significantly more revenue than needed, which is not the goal. The town is aiming for a \$180,000 tax increase as outlined in the proposed budget. To achieve this, new tax rates are being recommended that distribute the increase between commercial and residential properties—56% from commercial and 44% from residential. Under this plan, the average commercial property would see an annual increase of about \$2,041 (or roughly \$170 per month) at a new rate of 0.6986 per \$100. The number of commercial properties experiencing an increase would rise from 90 (under a neutral rate) to 122. Meanwhile, the average residential property would actually see a savings of approximately \$205.40 annually under the recommended rate of 0.1207 per \$100. Nearly 1,919 residential properties would see a decrease in their tax bill, and only 46 would experience an increase.

Finance Director Valarie Strzempa also explained changes needed for unimproved properties, or parcels of land with no structures. These are taxed both on a base rate and a percentage of assessed value. Due to the reassessment, the Town must update the threshold that defines unimproved property values. The old threshold of \$12,000, based on 1983 values, is proposed to increase to \$60,606, using the same percentage formula from the original threshold.



Finally, the Town must adjust the senior and disabled tax exemption. The current exemption is \$32,428.50, which represented 75% of the average residential value in 1983. Using the same logic, the exemption would now increase to \$197,794.50, reflecting 75% of the current average residential assessment, which is approximately \$265,000. These adjustments aim to keep the tax system fair and aligned with the updated property values while responsibly funding Town operations and future projects.

At this time, there was a lengthy discussion regarding the four apartment complexes in Town being taxed at a residential rate as opposed to a commercial rate since technically, they are a profiting business.

**ACTION:** A motion was made by Mayor Personti to approve Resolution 25-03 to set the municipal tax rates for the Fiscal Year 2025 – 2026 with the apartments being reclassified as commercial. The motion was seconded by Councilwoman Jensen.

**VOTE:**            5-0 with 2 Vacant                      All In Favor                      Motion carried

Consideration of appointing Mr. Edward Zielinski to serve on the Town's Board of Adjustment. If appointed, Mr. Zielinski's term would expire on June 1, 2028.

Mayor Personti stated that for those who are not aware, Mr. Zielinski is a former Councilman and is a long time resident who has been involved in many aspects of the Town aside from being a former Councilman.

Mr. Zielinski stated the reason he wants to do it is because less and less residents are willing to get involved anymore and he deeply cares about the Town.

**ACTION:** A motion was made by Mayor Personti to appoint Mr. Edward Zielinski to serve on the Town's Board of Adjustment with a term to expire on June 1, 2028. The motion was seconded by Councilwoman Jensen.

**VOTE:**            5-0 with 2 Vacant                      All In Favor                      Motion carried

Introduction of First and Second reading of Ordinance 682.  
An Ordinance amending the Article III of Chapter 204 of the Code of The Town of Elsmere concerning Senior Citizens and Disabled Tax Exemption.

A lengthy discussion was held discussing how the current exemption is based on outdated 1983 property values and is set at \$32,428.50. At that level, the exemption fully offset the assessed value for five properties. The reassessment increased the average residential assessed value to about \$263,726, so the proposed exemption would rise to \$197,794.50, which keeps it at roughly 75% of the average—matching the intent of the original exemption. It was acknowledged that while this would benefit more residents, it may have fiscal impacts, especially since the Town already offers a generous exemption compared to the County. For context, New Castle County's exemption level is around \$173,000 with an income cap of \$65,000 per household, while Elsmere uses different thresholds and includes Social Security income in calculations.

There was also discussion regarding the application deadlines and how this change may impact those

who already applied. Because the deadline has passed, the new exemption level won't benefit current applicants but may help more residents in the next fiscal year.

Town Manager Steven Martin confirmed that the Town keeps all applications on file and will follow up with those who narrowly missed qualifying.

The Mayor and Council agreed to move forward with the first and second readings, with the intent to return in July to approve a revised version that will align more closely with the County's standards and potentially reassess the income limits.

**ACTION:** A motion was made by Councilman Holloway to approve the First and Second reading of Ordinance 682 amending Article III of Chapter 204 of the Code of the Town of Elsmere concerning Senior Citizens and Disabled Tax Exemptions. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            5-0 with 2 Vacant                      All In Favor                      Motion carried

Consideration of approving Resolution 25-01 – Take Home Vehicles for both the Police and Administrative Departments.

Mayor Personti summarized this resolution, stating that take-home vehicles will now be allowed only within 25 miles of Elsmere and only within New Castle County. There is no change to the administrative policy, as there is no formal take-home vehicle policy for admin staff. However, the Town Manager has the discretion to allow vehicle use in specific cases, such as when Public Works staff are on call for emergencies like snowstorms or when Administrative staff need to attend out-of-town training for example.

**ACTION:** A motion was made by Mayor Personti to approve Resolution 25-01 – Take Home Vehicles for both the Police and Administrative Departments. The motion was seconded by Councilman Holloway.

**VOTE:**            4-1 with 2 Vacant                      Motion carried

**1st District – Yes, 2nd District – No, 3rd District – Vacant, 4th District – Yes, 5th District – Yes, 6th District – Vacant, Mayor – Yes**

Consideration of amending the Town's Telecommunication Policy.

Mayor Personti stated that this was originally created during the COVID-19 emergency. The Town Manager has updated it to allow staff to work remotely in certain situations, at his discretion. For example, if an employee has a sick child or needs uninterrupted time to complete tasks like meeting minutes, they may work from home. Staff may also use the policy while traveling for town-related training or business.

Councilwoman Jensen asked which employees this would apply to?

Town Manager Steven Martin replied that it mostly pertains to office staff, including Code Enforcement staff.

Councilwoman Jensen expressed concern that this policy was is not fair to all employees, especially those in roles like Public Works or Police who cannot work remotely.

Mayor Personti stated she believes there are different classifications are employees. Many agencies allow for work from home policies, there is a difference between front-facing employees. That is when the Town Manager uses discretion as to who and when employees can work from home.

Chief Giles stated that she has an issue with the policy stating “Town Manager” when the Administrative Assistant to the Chief of Police falls under her authority, not the Town Manager.

**ACTION:** A motion was made by Mayor Personti to amend the Town’s Telecommunication Policy with the addition of adding that administrative staff in the Police Department shall be at the Chief of Police’s discretion. The motion was seconded by Councilwoman McDaniel.

**VOTE:** 4-1 with 2 Vacant Motion carried

**1st District – Yes, 2nd District – No, 3rd District – Vacant, 4th District – Yes, 5th District – Yes, 6th District – Vacant, Mayor – Yes**

## **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 Jensen thanked the Department for being patient with her with all her complaints.
- Mayor Personti stated that she noticed that the vacant properties are projected to decrease in next year’s budget which is in turn a good thing.

### Finance Department

Finance Director Valarie Strzempa gave a brief overview of the Finance Department Report, which is attached to these minutes and received no further questions.

### 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 she hired a new officer, James Bush, who is already certified and began on June 9, 2025. Officer Bush previously worked for the Dover Police Department and the Perryville Police Department in Maryland. Officer Bush will complete 2 weeks of FTO as well.
- Chief Giles stated that at next month’s meeting, she will be presenting to raise the extra duty pay from \$65/hr to \$85/hr and adding in an extra \$15 for the extra fees for the administration and pension for a total of \$95/hr.
- Chief Giles stated that the reaccreditation is on Wednesday, June 18, 2025.

- Mayor Personti asked about the next “Town Hall” meeting hosted by Representative Deshanna Neal, Senator Mantzavinos, and County Councilman Toole.
- Chief Giles replied that it will be at the Unity Church on Lancaster Avenue at 5 p.m. on June 16, 2025.
- A brief discussion was held regarding HB 135 regarding homelessness and how the Town, County and State reps plan to respond.

### Public Works

Public Works Supervisor Leon Joseph gave a brief overview of the Public Works Department Report, which is attached to these minutes:

- Mayor Personti thanked the Department for going above and beyond for a resident at Parklynn Apartments by installing an air conditioning unit that the elderly resident was not able to install. She believes this is what separates us and makes us invaluable to our residents.
- Public Works Supervisor stated that Maple Park has been fenced off and closed to the public due to the severe damage from vandalism that is creating a safety hazard.
- Town Manager Steven Martin stated that he will be submitting this to the insurance company for repair.
- Councilwoman McDaniel asked if the Rosemont sign can be replaced due to it being illegible and the Taylor Rd sign.
- Street Sweeping schedule was discussed and it was noticed that it has been out almost daily, but some sections are being missed.

### Town Manager

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

- Town Manager Steven Martin stated that HB 421 must be watched pertaining the certification for recovery houses has been introduced as this may help with certain properties in Town.
- Councilwoman Jensen asked when Taylor Tract and Patty Blevins will begin?
- Town Manager Steven Martin replied that it could be mid-July, but the parts are on order and hard to determine their delivery.
- Councilwoman Jensen asked where the funding is coming from for the street repairs on his report?
- Town Manager Steven Martin replied that he has submitted an application through the Reinvestment and CTF funds which we will know if we are awarded the funds in July.
- Councilwoman Jensen asked when Paoli Services is supposed to begin the Maple Avenue Basketball court project?
- Town Manager Steven Martin replied he was supposed to begin in May, but has not received an update from him regarding a new start date.
- Councilwoman Jensen expressed her disappointment in Paoli holding to the contract and stated that she is unsure if he will have her vote, even if he is the low bidder.
- The deeded parking program was discussed and a fee for installation and signs need to be discussed at the next Council meeting.

**PUBLIC COMMENT:** None

## STATEMENTS BY THE MAYOR AND COUNCIL:

The Mayor and Council thanked the Town Manager, Chief of Police, Finance Director and all the staff on the efforts put forth presenting the FY 25 – 26 budget.

## ADJOURNMENT:

**ACTION:** A motion was made by Councilman Henry to adjourn. The motion was seconded by Councilman Holloway

**VOTE:**        5-0 with 2 Vacant                      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.

  
JOANN I. PERSONTI  
MAYOR

  
JANE MCDANIEL  
SECRETARY



## **Code Enforcement Department**

### **Monthly Report**

#### **May 2025**

#### **Citations:**

Issued: 64                      Corrected: 37                      Fines Issued: 8                      Pending: 19

#### Council Districts:

1st District	7
2nd District	15
3rd District	17
4th District	12
5th District	9
6th District	4

**Issued this calendar year: 229**

#### **Permit Fees:**

Town Fees issued:	\$	2,756.92
BIU Billed:	\$	2,364.00
Town Revenue:	\$	392.92

BIU Billed CYTD:	\$	11,512.50
Town Revenue CYTD:	\$	6,664.24

*\*Please note that building permit fees are waived for certain projects during the month of May which are reflective of this month's revenue.*

#### **Current Nuisance Properties:**

- 116 Forrest Avenue
- 2117 Seneca Road
- 2133 Seneca 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

Total	5
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### **Abatements:**

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

- 115 Forrest Avenue – High grass/weeds
- 1211 Kirkwood Highway – High grass/weeds
- 2133 Seneca Road – High grass/weeds

### **Pre-Rental Inspections Performed**

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

1st District	2
2nd District	1
3rd District	0
4th District	2
5th District	5
6th District	0

Total	10
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### **Petitions Heard**

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

- 25-06 – 412 New Road (Appeal to the Board of Adjustment - DENIED)

### **Permits Processed**

1st District	4
2nd District	3
3rd District	9
4th District	3
5th District	6
6th District	4

Total 29

### **Business Licenses Processed**

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

IN TOWN	TYPE	OUT OF TOWN	TYPE
RMJ Electric – 11 ½ Vilone Rd	Electrical Contractor	H & H Paving LLC	Paving Contractor
Luna Garden Landscaping – 502 Baltimore Ave	Landscaping	Francis Pollinger & Son LLC	General Contractor
Olivia & Otis Pet Sitting – 404 Old Dupont Rd	Pet Sitting	Integrity Property Solutions	General Contractor
N/A	N/A	JKR Services LLC	General Contractor
N/A	N/A	Mile High Investments, Inc.	Property Investors/Contractors
N/A	N/A	AML East LLC	General Contractor

**Total: 6 Out of Town, 3 In Town**

### **Rental Licenses Processed**

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

PROPERTY ADDRESS	TYPE
146 Birch Avenue	New Residential
233 Filbert Avenue	Existing Residential – New Ownership
1206 Maple Avenue	Existing Residential – New Ownership
224 Filbert Avenue	New Residential

**Total: 4 Rental Licenses 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:

<b><u>Vehicles Tagged</u></b>	<b><u>Vehicles Towed</u></b>
4	1

### **Notable Projects Pending**

The Town's street improvement project with Paoli Services is well under way. Please see the Town Manager's report for further updates on the street improvement program, if any.

### **Departmental Update:**

Code Enforcement Officer Nicole Facciolo had a potential candidate for the open Code Enforcement Officer position shadow her for a few hours on Monday, May 5, 2025.

Code Enforcement Officer Nicole Facciolo attended 3 pre-budget meetings with other department heads on Monday, May 12, 2025, Tuesday, May 13, 2025 and Thursday, May 15, 2025.

Code Enforcement Officer Mark Bowers was hired this month and began on Monday, May 19, 2025.

Code Enforcement Officers Nicole Facciolo and Mark Bowers assisted with the Mobile Food Drive on Tuesday, May 20, 2025.

Submitted By: *Nicole Facciolo* Date: 06/03/2025

## 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
5/5/2025	5 Ruth Road, Apt 6	Apartment	5
5/14/2025	7 Ruth Road, Apt 5	Apartment	5
5/19/2025	2702-D102 Eastwood Road	Apartment	1
5/22/2025	146 Birch Avenue	Residential	2
5/27/2025	2702-D304 Eastwood Road	Apartment	1
5/27/2025	14 Ruth Road, Apt 3	Apartment	5
5/27/2025	103 Sanders Road, Apt 6	Apartment	5
5/28/2025	1351 Maple Avenue, Apt 1	Apartment	4
5/28/2025	1355 Maple Avenue, Apt 3	Apartment	4
5/30/2025	107 Sanders Road, Apt 5	Apartment	5

## Permits Processed

Property Location	Permit Type	Issue Date	Council District
1002 Kirkwood Highway	Building	5/1/2025	3
108 Western Avenue	Building	5/1/2025	2
1335 Rodman Road	Mechanical	5/2/2025	1
14 Tamarack Avenue	Electrical	5/2/2025	3
61 Brier Avenue	Plumbing	5/2/2025	1
1208 Maple Avenue	Building	5/5/2025	3
29 Spruce Avenue	Pool	5/6/2025	5
29 Spruce Avenue	Building	5/6/2025	5
112 North Dupont Road	Building	5/6/2025	1
221 Locust Avenue	Building	5/7/2025	3
317 Olga Road	Building	5/7/2025	6
111 Beech Avenue	Building	5/7/2025	5
1244 Sycamore Avenue	Building	5/8/2025	3
51 Brier Avenue	Building	5/9/2025	1
262 Filbert Avenue	Mechanical	5/12/2025	2
239 Locust Avenue	Building	5/12/2025	3
100 Olga Road	Building	5/13/2025	6
108 Jefferson Avenue	Building	5/13/2025	5
108 Jefferson Avenue	Building	5/13/2025	5
233 Filbert Avenue	Building	5/14/2025	2
6 Hall Avenue	Building	5/14/2025	6
119 Bungalow Avenue	Building	5/16/2025	4
1370 Maple Avenue	Building	5/16/2025	4
1344 Cypress Avenue	Building	5/16/2025	4
31 Spruce Avenue	Building	5/19/2025	5
34 Richard Avenue	Building	5/23/2025	6
1234 Maple Avenue	Building	5/27/2025	3
203 Birch Avenue	Building	5/28/2025	3
1004 Dover Avenue	Building	5/28/2025	3

## May 2025 Monthly Citation Report

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2500545	1243 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	5/5/2025	N. Facciolo
V2500546	2133 SENECA RD	IPMC12-302.4	High grass / weeds	5/5/2025	N. Facciolo
V2500547	1308 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500548	1308 KIRKWOOD HWY	IPMC12-302.3	Sidewalks and driveways	5/8/2025	N. Facciolo
V2500549	1228 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500550	1210 MAPLE AVE	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500551	1215 MAPLE AVE	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500552	1337 MAPLE AV	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500553	14 TAMARACK AV	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500554	14 TAMARACK AV	IPMC12-308.1	Garbage / rubbish	5/8/2025	N. Facciolo
V2500555	1211 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500556	100 FORREST AV	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500557	100 FORREST AV	IPMC12-302.7	Accessory structure	5/8/2025	N. Facciolo
V2500558	100 FORREST AV	IPMC12-304.7	Roof / Gutters / Downspouts	5/8/2025	N. Facciolo
V2500559	100 FORREST AV	225-8-U	Parking Surfaces	5/8/2025	N. Facciolo
V2500560	147 BUNGALOW AV	IPMC12-308.1	Garbage / rubbish	5/8/2025	N. Facciolo
V2500561	1327 CYPRESS AV	IPMC12-308.1	Garbage / rubbish	5/8/2025	N. Facciolo
V2500562	106 MAPLE AVE	IPMC12-302.4	High grass / weeds	5/8/2025	N. Facciolo
V2500563	502 BALTIMORE AV	152-1	152-1: Parking Regulations- No Parking of trailers on town streets.	5/16/2025	N. Facciolo
V2500564	502 BALTIMORE AV	60-7	Failure to obtain a permit or license	5/16/2025	N. Facciolo
V2500565	278 BIRCH AV	COD127-4	Dumping of yard waste and refuse.	5/19/2025	N. Facciolo
V2500566	404 OLD DUPONT RD	60-7	Failure to obtain a permit or license	5/22/2025	N. Facciolo
V2500567	119 BEECH AVE	IPMC12-302.4	High grass / weeds	5/23/2025	N. Facciolo
V2500568	116 FORREST AV	IPMC12-302.4	High grass / weeds	5/23/2025	N. Facciolo
V2500569	234 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	5/27/2025	N. Facciolo
V2500570	264 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	5/27/2025	N. Facciolo
V2500571	249 FILBERT AVE	IPMC12-304.7	Roof / Gutters / Downspouts	5/27/2025	M Bowers
V2500572	274 FILBERT AV	IPMC12-308.1	Garbage / rubbish	5/27/2025	M Bowers
V2500573	272 FILBERT AVE	IPMC12-302.4	High grass / weeds	5/27/2025	M Bowers
V2500574	275 FILBERT AV	IPMC12-302.4	High grass / weeds	5/27/2025	M Bowers
V2500575	272 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	5/27/2025	M Bowers
V2500576	1300 KIRKWOOD HY	IPMC12-302.4	High grass / weeds	5/27/2025	M Bowers
V2500577	1300 KIRKWOOD HY	IPMC12-304.3	Address numbers missing	5/27/2025	M Bowers
V2500578	1300 KIRKWOOD HY	IPMC12-304.13	Window / skylight / door frame	5/27/2025	M Bowers
V2500579	1300 KIRKWOOD HY	IPMC12-302.7	Accessory structure	5/27/2025	M Bowers
V2500580	1300 KIRKWOOD HY	IPMC12-308.1	Garbage / rubbish	5/27/2025	M BOWERS
V2500581	1304 KIRKWOOD HY	IPMC12-308.1	Garbage / rubbish	5/27/2025	M BOWERS
V2500582	816 KIRKWOOD HWY	IPMC12-308.1	Garbage / rubbish	5/27/2025	M BOWERS
V2500583	2117 SENECA RD	IPMC12-302.4	High grass / weeds	5/27/2025	M BOWERS
V2500584	2117 SENECA RD	IPMC12-304.8	Decorative features	5/27/2025	M BOWERS
V2500585	924 DOVER AVE	IPMC12-308.1	Garbage / rubbish	5/27/2025	M BOWERS
V2500586	227 BIRCH AVE	IPMC12-302.7	Accessory structure	5/29/2025	M Bowers
V2500587	231 BIRCH AVE	IPMC12-302.4	High grass / weeds	5/29/2025	M BOWERS
V2500588	117 NORTHERN AVE	IPMC12-302.4	High grass / weeds	5/29/2025	M BOWERS
V2500589	115 NORTHERN AVE	IPMC12-302.4	High grass / weeds	5/29/2025	M BOWERS



## TOWN OF ELSMERE

### DEPARTMENT OF FINANCE

#### MONTHLY REPORT – MAY 31, 2025

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- Continued collection of current and delinquent taxes
  - Senior/Disabled Tax Exemption Application deadline was on May 1, 2025.
    - We received a total of 93 Applications/Confirmations
    - 3 of these applications exceed the income requirement
  - Total taxes received during the month: \$9,746.26
  - Total penalties and interest received during the month: \$1,898.13
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 6 active and current payment plans at 5/31/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected \$23,740.50 in Transfer Taxes during the month
    - At 5/31/25 this revenue is realized at 111%
- Town of Elsmere Sheriff Sale Properties
  - Ongoing Case (FY 2020 start of this delinquency): 7 Beech Ave., Motion to Vacate filed by the Defendant; hearing planned for 5/9/25; No Update from Jim Landon by 5/31/25, as of 6/5/25 they are awaiting the Courts decision.
  - Town of Elsmere Delinquent Properties Update:
    - 1210 Sycamore Ave. Monition Complaint Filed 4/14/25; Owner is in contact with Jim Landon regarding pay-off.
    - 27 Vilone Rd. Monition Complaint Filed 4/14/25 ; No update/Owner not in contact with Jim Landon
    - 912 Kirkwood Hwy. – Tax Delinquency Resolved 5/28/25
    - 227 Dumont Rd. – Tax Delinquency Resolved 5/23/25
- 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*

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- Completed Office of Highway Safety State Grant account set-up and closure of our records in conjunction with EPD.
- \$50,000.00 Reimbursement received for DNREC Stormwater Grant SWMPG 23-04 on 5/5/25.
- Completed ACH returns/chargebacks for the VAC as necessary. (This requires both updates to our VAC checking account/our accounting software and the CJIS system when this occurs).
- Account Clerk prepared an analysis of open invoice A/R for the Town. The department monitors all open invoices monthly and reports to all departments as appropriate.
- Coordinated an employee requested deduction changes to the Empower Pension Plan. (My Administration of this plan has eliminated an agreement with Pillar Benefits and saved the town \$2,000.00 annually).
- Processed a former employee withdrawal request to the Empower Pension Plan.

- Continued to work with the Bank regarding resolution changes to our account because of Council changes.
- Continued to work with the State of Delaware Office of Pensions regarding employee benefits and contribution updates.
- Continued to evaluate property reassessments values for the Town for presentation to Mayor and Council during this month. I have been in communication with New Castle County as necessary for clarification on assessment values.
- Obtained a COI for the upcoming Town Election as required by the Dept. of Elections.
- Completed future payroll estimates for our Workers Compensation policy renewal. This policy runs from September to September and does cross fiscal years.
- Completed the annual MSA Local Highway Finance Form 536 for submission to DelDOT.
- Completed the annual Municipal Street Aid Report for the Office of the State Treasurer.
- Met with the Town Manager and all pertinent staff for preparation of the proposed FY25/26 Budget.
- Completed Employee Performance Reviews
- Enrolled Account Clerk in Basic Accounting Fundamentals a 6-week online course provided by Delaware Technical Community College.
- Reviewed the overpayment list on our parcel accounts to identify accounts with tax overpayment and address on a case-by-case basis.
- Completed necessary onboarding tasks for a new Code Enforcement Officer.
- Registered for attendance to the 2025 EDGE Conference in Charlotte, NC held by Edmunds in September 2025.
- Coordinated with the Town Auditors for necessary reports to finalize the FY24 Audit.
- Performed extensive analysis on Chapter 204- Taxation- specifically Senior/Disabled Exemptions as it relates to the 2024 NCC Assessment.
- Audited tax accounts for billing discrepancies.
- Coordinated new employee enrollment into the Town of Elsmere Employee Retirement Governmental (Empower) 457(b) Plan.

Submitted By: Valarie Strzempa

Date: 5/31/2025

# ARPA COUNCIL REPORT AT MAY 31, 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	100.00%
	<b>Total ARPA Fund Revenue</b>	<b>\$ 2,915,964.41</b>	<b>\$ 2,915,964.41</b>		

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	100.00%
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00	100.00%
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00	100.00%
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00	100.00%
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00	100.00%
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00	100.00%
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	12,090.00	12,090.00	0.00	100.00%
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00	100.00%
07-05-10-1000-0008	Town Hall Sterilization Supplies (Hailosil)	9,120.00	9,120.00	0.00	100.00%
07-05-10-1000-0009	Playground Revitalization	709,929.10	709,929.10	0.00	100.00%
07-05-10-1000-0010	EPD HVAC Replacement	328,989.99	328,989.99	0.00	100.00%
07-05-10-1000-0011	Baseball Field Improvement (Diamond Tex)	5,480.00	5,480.00	0.00	100.00%
07-05-10-1000-0012	Stormwater Planning Projects Vilone Village, Vilone Park & Dogwood Hollow	278,392.45	160,116.58	(118,275.87)	57.51%
07-05-10-1000-0013	Stormwater Projects	921,289.81	-	(921,289.81)	0.00%
07-05-10-1000-0014	Street Maintenance	221,026.24	92,669.16	(128,357.08)	41.93%
<del>07-05-10-2070-0000</del>	<del>Bank Service Fees</del>	<del>0.00</del>	<del>5,798.42</del>	<del>5,798.42</del>	<del>0.00%</del>
<del>07-05-10-2270-0000</del>	<del>Legal Services</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00%</del>
	<b>Total ARPA Budget/Expenditures</b>	<b>\$ 2,915,964.41</b>	<b>\$ 1,753,840.07</b>	<b>\$ (1,162,124.34)</b>	

<b>ARPA FUND BALANCE (Total Grant Revenue less Expenses at 5/31/25)</b>	<b>\$ 1,162,124.34</b>
<i>Considering \$5,798.42 Expense Adjustment for Bank Fees</i>	<b>\$ 1,167,922.76</b>

07-05-10-2270-0000	ARPA LEGAL SERVICES*	11,413.09
	Addition to ARPA Revenue (FEDERAL REPORTING ONLY)	11,413.09
*LEGAL SERVICES cost of \$11,413.09 reduced the ARPA initial deposit therefore the Town could not recognize the true revenue (as on Federal Reporting). This is because the ARPA Funds dispersed to the Town after a reduction to encumber legal services expenses. The ARPA revenue for the Town in our accounting records is \$2,915,964.41. (The Federal Reports Revenue at \$2,927,377.50; which is \$2,915,964.41 + \$11,413.09 legal service fees)		

FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE <i>There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting</i>			
07-05-10-2070-0000	ARPA BANK SERVICE FEES	0.00	5,798.42

May 2025 Council Finance Report

**COUNCIL REPORT AT MAY 31, 2025**

<b>REVENUE</b>	<b>BUDGET</b>		<b>CASH RECEIVED</b>	<b>OVER/(UNDER) BUDGET</b>	
Administration	165,325.72		172,350.03	7,024.31	104.25%
Finance	3,588,988.62		3,596,965.76	7,977.14	100.22%
Public Safety	293,500.00		260,228.65	(33,271.35)	88.66%
Code Enforcement	451,200.00		405,552.41	(45,647.59)	89.88%
Public Works	19,000.00		1,662.64	(17,337.36)	8.75%
Parks & Recreation	6,100.00		5,118.47	(981.53)	83.91%
Voluntary Assessment Center	145,000.00		129,048.24	(15,951.76)	89.00%
Reimbursable Expenses	66,746.00		90,371.92	23,625.92	135.40%
<b>Total General Fund</b>	<b>4,735,860.34</b>		<b>4,661,298.12</b>	<b>(74,562.22)</b>	<b>98.43%</b>
<b>EXPENSE</b>	<b>BUDGET</b>		<b>CASH EXPENDED</b>	<b>(OVER)/UNDER BUDGET</b>	
Administration	494,060.00		500,988.79	(6,928.79)	101.40%
Finance	341,815.00		348,947.15	(7,132.15)	102.09%
Council Operations	22,305.00		14,994.27	7,310.73	67.22%
Public Safety	1,752,865.00		1,518,437.47	234,427.53	86.63%
Code Enforcement	287,145.00		222,850.45	64,294.55	77.61%
Public Works	452,553.00		343,409.44	109,143.56	75.88%
Sanitation	815,243.00		747,122.97	68,120.03	91.64%
Parks & Recreation	104,446.00		92,762.03	11,683.97	88.81%
Voluntary Assessment Center	118,910.00		83,785.20	35,124.80	70.46%
Reimbursable Expenses	16,000.00		30,133.72	(14,133.72)	0.00%
Long Term Planning Current Year	306,518.34		63,642.67	242,875.67	20.76%
Long Term Planning Prior Year	757,358.51		0.00	757,358.51	0.00%
Long Term Planning Total*	1,063,876.85		63,642.67	1,000,234.18	5.982%
NPDES	24,000.00		11,830.65	12,169.35	49.294%
<b>Total General Fund</b>	<b>4,735,860.34</b>		<b>3,978,904.81</b>	<b>756,955.53</b>	<b>84.017%</b>
<b>Total All Expenditures*</b>	<b>5,757,218.85</b>		<b>4,109,041.96</b>	<b>1,648,176.89</b>	<b>71.37%</b>
<b>STRAIGHT LINE =</b>	<b>91.6667%</b>		<b>Contingency Total</b>	<b>247,667.28</b>	

\*Includes Long Term Planning Prior Year Carry Over Totals



## May 2025 Council Finance Report

### REVENUE

				STRAIGHT LINE = 91.67%	
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	-	-	-	
01-04-10-0110-0000	Other Income- Administration	6,000.00	28,376.12	22,376.12	472.94
01-04-10-0110-0001	General Fund Commitment	-	-	-	
01-04-10-0115-0000	Local Election Registration Fee	420.00	552.00	132.00	131.43
01-04-10-0116-0000	Bid Revenue Fee	-	-	-	
01-04-10-0120-0000	Rental Income	-	-	-	
01-04-10-0120-0001	Rental Income-Library	57,405.72	52,621.91	(4,783.81)	91.67
01-04-10-0120-0002	Rental Income-Basement (Impact Life)	84,000.00	84,000.00	-	100.00
01-04-10-0120-0003	Rental Income-Recreation Center	-	-	-	
01-04-10-0120-0004	Rental Income- Other Sources	-	-	-	
01-04-10-0121-0000	Elevator Reimbursement	-	-	-	
01-04-10-0135-0000	Homeland Security Income	-	-	-	
01-04-10-0150-0000	Abandoned Property Revitalization Income	17,500.00	6,800.00	(10,700.00)	38.86
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	
<b>Administration Total</b>		<b>165,325.72</b>	<b>172,350.03</b>	<b>7,024.31</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0001-0000	Real Estate Taxes	3,012,888.62	2,983,720.92	(29,167.70)	99.03
01-04-11-0001-4STL	Original Rev Account used for Spec Tax	-	-	-	
01-04-11-0001-STLC	Special Tax Assessment-Current Year	100,000.00	105,257.39	5,257.39	105.26
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	
01-04-11-0010-0000	Taxes - Penalties & Interest	16,000.00	22,259.86	6,259.86	139.12
01-04-11-0011-0000	Interest Income	55,000.00	54,481.09	(518.91)	99.06
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	
01-04-11-0080-0000	Franchise Fees	80,000.00	70,034.23	(9,965.77)	87.54
01-04-11-0090-0000	Transfer Taxes	325,000.00	361,086.97	36,086.97	111.10
01-04-11-0110-0000	Other Income - Finance	100.00	125.30	25.30	125.30
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	
<b>Finance Total</b>		<b>3,588,988.62</b>	<b>3,596,965.76</b>	<b>7,977.14</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	200,000.00	188,705.67	(11,294.33)	94.35
01-04-20-0016-0000	Other Courts CCP	1,000.00	1,804.50	804.50	180.45
01-04-20-0017-0000	Accident Reports	8,000.00	7,695.00	(305.00)	96.19
01-04-20-0026-0000	Police Pension Passthru Receipts	60,000.00	43,681.78	(16,318.22)	72.80
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	-	-	-	
01-04-20-0110-0002	Other Income- Towing	16,000.00	12,625.00	(3,375.00)	78.91
01-04-20-0110-0003	Other Income- Grant Passthrough	-	-	-	
01-04-20-0130-0000	Extra-Duty Surcharge	-	-	-	
01-04-20-0130-0001	Extra-duty admin surcharge	1,000.00	1,333.50	333.50	133.35
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	571.50	(428.50)	57.15
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0.00
<b>Public Safety Total</b>		<b>293,500.00</b>	<b>260,228.65</b>	<b>(33,271.35)</b>	

## May 2025 Council Finance Report

### REVENUE

				STRAIGHT LINE = 91.67%	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-25-0000-0001	VAC - Administrative Fees	55,000.00	65,433.13	10,433.13	118.97
01-04-25-0000-0002	VAC - State of Delaware Fees	90,000.00	63,615.11	(26,384.89)	70.68
01-04-25-0110-0000	VAC - Other Income	-	-	-	0
	<b>VAC Total</b>	<b>145,000.00</b>	<b>129,048.24</b>	<b>(15,951.76)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0020-0000	Permit Fees	70,000.00	53,512.41	(16,487.59)	76.45
01-04-30-0020-0001	Permit Penalty Fines	-	200.00	200.00	
01-04-30-0021-0000	Code Violations (Total)	27,000.00	36,300.00	9,300.00	134.44
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	8,000.00		
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	18,000.00		
01-04-30-0060-0000	Board of Adjustment	2,500.00	350.00	(2,150.00)	14.00
01-04-30-0065-0000	Vacant Property Registration Fee	1,000.00	-	(1,000.00)	0.00
01-04-30-0070-0000	Business Licenses	85,000.00	70,100.00	(14,900.00)	82.47
01-04-30-0075-0000	Rental Licenses	265,000.00	244,850.00	(20,150.00)	92.40
01-04-30-0077-0000	Signage Receipt Account	200.00	-	(200.00)	0.00
01-04-30-0080-0000	Home Occupation Lic/Permit	250.00	250.00	-	100.00
01-04-30-0110-0000	Other Income - Code Enforcement	100.00	-	(100.00)	0.00
01-04-30-0110-0030	Zoning Verification Fees	150.00	(10.00)	(160.00)	-6.67
	<b>Code Enforcement Total</b>	<b>451,200.00</b>	<b>405,552.41</b>	<b>(45,647.59)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-40-0110-0000	Other Income - Public Works	100.00	-	(100.00)	0.00
01-04-40-0110-0001	Other Income - Property Abatements	1,000.00	1,637.64	637.64	163.76
01-04-40-0110-0002	Other Income - Recycling	-	-	-	
01-04-40-8511-0000	Gain of Sale of Fixed Assets	17,900.00	25.00	(17,875.00)	0.14
	<b>Public Works Total</b>	<b>19,000.00</b>	<b>1,662.64</b>	<b>(17,337.36)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-47-0136-0000	Other Income - Events/Doncaster/Parks	-	-	-	
01-04-47-0136-0001	Other Income - Doncaster	5,000.00	5,000.00	-	100.00
01-04-47-0136-0002	Other Income - Donations	1,000.00	-	(1,000.00)	0.00
01-04-47-0136-0003	Other Income - Fall Festival	-	-	-	
01-04-47-0136-0004	Other Income - Vandalism Restitution	-	-	-	
01-04-47-0136-0005	Other Income - Park Management	-	60.00	60.00	
01-04-47-0136-0006	Other Income - Town Events	100.00	58.47	(41.53)	58.47
	<b>Park/Recreation Total</b>	<b>6,100.00</b>	<b>5,118.47</b>	<b>(981.53)</b>	

01-04-70-0130-CODE	Reimbursable- Code Engineering Costs	-	2,235.00	2,235.00	
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	-	-	-	
01-04-70-0135-0000	Reimbursable- Sheriff Sale Legal Fees	10,000.00	30,489.60	7,399.14	304.90
01-04-70-0136-0000	Reimbursable- Leasee Utilities (Impact)	6,000.00	6,000.00	-	100.00
01-04-70-0137-0000	Reimbursable- EPD Training Agreement	1,200.00	1,000.00	(200.00)	83.33
01-04-70-0142-0000	Reimbursable- Extra Duty	8,000.00	13,422.50	5,422.50	167.78
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	6,018.00	5,407.10	(610.90)	89.85
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	6,018.00	5,407.10	(610.90)	89.85
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	15,655.00	14,058.42	(1,596.58)	89.80
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	13,755.00	12,352.20	(1,402.80)	89.80
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00
	<b>Reimbursable Expenses</b>	<b>66,746.00</b>	<b>90,371.92</b>	<b>10,535.46</b>	

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 91.67%	
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	199,933.68	103.18
01-05-10-1001-0000	Overtime	2,000.00	-	2,000.00	1,111.82	55.59
01-05-10-1010-0000	Payroll Taxes	17,803.00	-	17,803.00	14,478.69	81.33
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	3,952.99	98.82
01-05-10-1075-0000	Pension Expenses	3,500.00	-	3,500.00	2,000.00	57.14
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	21,357.59	90.76
01-05-10-2071-0000	Computer Operation	20,000.00	-	20,000.00	19,075.72	95.38
01-05-10-2081-0000	Discretionary Funds	2,500.00	-	2,500.00	2,784.75	111.39
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,300.00	-	5,300.00	5,615.35	105.95
01-05-10-2120-0000	Electricity/Gas	39,350.00	-	39,350.00	36,852.90	93.65
01-05-10-2122-0000	Emergency Operations	0.00	-	0.00	-	
01-05-10-2124-0000	Water/Sewer	4,700.00	-	4,700.00	4,117.54	87.61
01-05-10-2160-0000	Insurance - Business	29,007.00	-	29,007.00	32,021.64	110.39
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	68,319.77	92.24
01-05-10-2180-0000	Insurance - Life/Disability	2,090.00	-	2,090.00	1,929.38	92.31
01-05-10-2181-0000	Workers Compensation	800.00	-	800.00	1,092.14	136.52
01-05-10-2266-0000	Legal/Published Notices	5,500.00	-	5,500.00	1,629.33	29.62
01-05-10-2270-0000	Legal Expenses	24,000.00	-	24,000.00	43,664.25	181.93
01-05-10-2280-0000	Postage	150.00	-	150.00	230.60	153.73
01-05-10-2290-0000	Maintenance/Building	12,500.00	-	12,500.00	15,691.71	125.53
01-05-10-2370-0000	Telephone	2,200.00	-	2,200.00	1,812.32	82.38
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	354.72	70.94
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	2,000.00	1,959.99	98.00
01-05-10-3340-0000	Miscellaneous	500.00	-	500.00	471.80	94.36
01-05-10-3350-0000	Office Supplies	4,000.00	-	4,000.00	2,527.27	63.18
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	3,178.04	85.89
	<b>Administration Total</b>	<b>494,060.00</b>		<b>494,060.00</b>	<b>500,988.79</b>	<b>101.40</b>

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 91.67%	
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	167,817.11	92.29
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	13,354.01	87.08
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	31,473.09	209.82
01-05-11-2050-0000	Audit	40,000.00	-	40,000.00	42,304.56	105.76
01-05-11-2071-0000	Computer Operations	16,700.00	-	16,700.00	16,840.38	100.84
01-05-11-2100-0000	Dues/Subscriptions/Meetings	600.00	-	600.00	286.63	47.77
01-05-11-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-11-2160-0000	Insurance - Business	18,700.00	-	18,700.00	21,901.23	117.12
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	35,376.00	-	35,376.00	39,499.64	111.66
01-05-11-2180-0000	Insurance - Life/Disability	1,925.00	-	1,925.00	1,815.53	94.31
01-05-11-2181-0000	Workers Compensation Insurance	719.00	-	719.00	910.12	126.58
01-05-11-2280-0000	Postage	2,000.00	-	2,000.00	1,789.82	89.49
01-05-11-2370-0000	Telephone - Landline Expenses	1,220.00	-	1,220.00	1,279.44	104.87
01-05-11-2390-0000	Training	1,500.00	-	1,500.00	429.00	28.60
01-05-11-3340-0000	Miscellaneous	0.00	-	0.00	-	-
01-05-11-3350-0000	Office Supplies	3,000.00	-	3,000.00	2,010.82	67.03
<b>Finance Total</b>		<b>341,815.00</b>		<b>341,815.00</b>	<b>348,947.15</b>	<b>102.09</b>

## May 2025 Council Finance Report

<b>EXPENSE</b>					<b>STRAIGHT LINE = 91.67%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Modified Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
01-05-15-1000-0000	Salary - Council	7,200.00	-	7,200.00	6,349.79	88.19
01-05-15-1010-0000	Payroll Taxes	680.00	-	680.00	561.99	82.65
01-05-15-2071-0000	Computer Operations	4,615.00	-	4,615.00	4,361.42	94.51
01-05-15-2100-0000	Dues/Subscriptions/Meetings	560.00	-	560.00	45.00	8.04
01-05-15-2110-0000	Election Expenses	6,000.00	-	6,000.00	731.10	12.19
01-05-15-2160-0000	Insurance - Business (Bond)	2,500.00	-	2,500.00	2,500.00	100.00
01-05-15-2370-0000	Telephone	500.00	-	500.00	444.97	88.99
01-05-15-2500-0000	Council Reimbursements	250.00	-	250.00	-	-
<b>Council Total</b>		<b>22,305.00</b>		<b>22,305.00</b>	<b>14,994.27</b>	<b>67.22</b>



## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 91.67%	
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	850,987.46	88.79
01-05-20-1001-0000	Overtime	20,000.00	16,200.00	36,200.00	32,025.41	88.47
01-05-20-1002-0000	Salary - Police Clerical	65,006.00	-	65,006.00	59,946.45	92.22
01-05-20-1003-0000	Holiday	33,000.00	(3,200.00)	29,800.00	30,400.00	102.01
01-05-20-1010-0000	Payroll Taxes	27,537.00	-	27,537.00	26,858.05	97.53
01-05-20-1020-0000	Police Pension Expense	108,575.00	-	108,575.00	89,546.17	82.47
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	1,675.25	41.88
01-05-20-2081-0000	Discretionary Fund	2,000.00	-	2,000.00	3,823.78	191.19
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	20,500.00	-	20,500.00	24,090.43	117.51
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	350.00	-	350.00	273.11	78.03
01-05-20-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-20-2160-0000	Insurance-Business	45,600.00	-	45,600.00	52,390.13	114.89
01-05-20-2161-0000	Insurance-Vehicles	22,629.00	-	22,629.00	23,094.00	102.05
01-05-20-2170-0000	Insurance - Health/Dental/Vision	193,605.00	-	193,605.00	168,867.28	87.22
01-05-20-2180-0000	Insurance-Life/Disability	10,500.00	-	10,500.00	8,217.72	78.26
01-05-20-2181-0000	Insurance - Workers Compensation	37,839.00	-	37,839.00	47,326.31	125.07
01-05-20-2280-0000	Postage	450.00	-	450.00	297.07	66.02
01-05-20-2290-0000	Building Maintenance	6,000.00	-	6,000.00	1,493.21	24.89
01-05-20-2300-0000	Equipment Contracts	15,500.00	-	15,500.00	9,927.76	64.05
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	16,912.87	112.75
01-05-20-2331-0000	Medical Costs	5,000.00	-	5,000.00	264.00	5.28
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	10,621.25	110.93
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	-	3,000.00	3,293.04	109.77
01-05-20-2390-0000	Training	8,000.00	-	8,000.00	1,741.95	21.77
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	-	30,000.00	23,395.65	77.99
01-05-20-3141-0000	Firearms/Supplies	9,500.00	-	9,500.00	1,236.94	13.02
01-05-20-3330-0000	Materials/Supplies	8,000.00	-	8,000.00	14,378.23	179.73
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	1,890.89	54.03
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	4,924.36	98.49
01-05-20-3401-0000	Uniforms Cleaning	500.00	-	500.00	190.20	38.04
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	2,502.14	64.16
	<b>Public Safety</b>	<b>1,752,865.00</b>		<b>1,752,865.00</b>	<b>1,518,437.47</b>	<b>86.63</b>

## May 2025 Council Finance Report

<b>EXPENSE</b>					<b>STRAIGHT LINE = 91.67%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Modified Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
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	56,278.01	62.53
01-05-25-1000-0000	VAC - Salary Reimbursement	22,210.00	-	22,210.00	22,210.00	100.00
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	2,961.82	80.05
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	572.72	57.27
	<b>VAC Total</b>	<b>118,910.00</b>		<b>118,910.00</b>	<b>83,785.20</b>	<b>70.46</b>

## May 2025 Council Finance Report

<b>EXPENSE</b>				<b>STRAIGHT LINE = 91.67%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Modified Budget</b>	<b>Expended Curr % Realized</b>
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	200.00	200.00 100.00
01-05-30-1000-0000	SALARY	147,548.00	-	147,548.00	111,317.87 75.45
01-05-30-1001-0000	Overtime	4,427.00	-	4,427.00	1,962.31 44.33
01-05-30-1010-0000	Payroll Taxes	12,150.00	-	12,150.00	9,155.78 75.36
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	26,297.20 75.13
01-05-30-2071-0000	Computer Operations	16,640.00	-	16,640.00	13,766.20 82.73
01-05-30-2100-0000	Dues/Subscriptions/Meetings	525.00	-	525.00	229.70 43.75
01-05-30-2122-0000	Emergency Operations	0.00	-	0.00	- -
01-05-30-2160-0000	Insurance - Business	18,700.00	-	18,700.00	22,702.71 121.40
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	17,998.24 62.83
01-05-30-2180-0000	Insurance - Life/Disability	1,900.00	-	1,900.00	1,308.30 68.86
01-05-30-2181-0000	Insurance - Workers Compensation	1,677.00	-	1,677.00	2,123.62 126.63
01-05-30-2280-0000	Postage	2,150.00	-	2,150.00	1,697.09 78.93
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	1,600.00	2,211.75 138.23
01-05-30-2370-0000	Telephone	3,400.00	-	3,400.00	2,221.30 65.33
01-05-30-2390-0000	Training	1,000.00	-	1,000.00	60.00 6.00
01-05-30-3140-0000	Gas - Vehicles	1,000.00	-	1,000.00	526.96 52.70
01-05-30-3330-0000	Materials/Supplies	500.00	-	500.00	- -
01-05-30-3340-0000	Miscellaneous	200.00	-	200.00	105.48 52.74
01-05-30-3350-0000	Office Supplies	3,000.00	-	3,000.00	3,309.09 110.30
01-05-30-3400-0000	Uniforms	1,000.00	-	1,000.00	215.06 21.51
<b>Code Total</b>		<b>287,145.00</b>		<b>287,145.00</b>	<b>222,850.45 77.61</b>



## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE =	91.67%
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-40-1000-0000	Salary	167,219.00	-	167,219.00	154,044.81	92.12
01-05-40-1001-0000	Overtime	4,300.00	-	4,300.00	4,148.69	96.48
01-05-40-1010-0000	Payroll Taxes	14,560.00	-	14,560.00	12,860.86	88.33
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	870.00	91.58
01-05-40-2071-0000	Computer Operations	8,655.00	-	8,655.00	7,634.32	88.21
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	1,769.12	93.11
01-05-40-2121-0000	Heating Oil	9,500.00	-	9,500.00	6,685.21	70.37
01-05-40-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-40-2124-0000	Water/Sewer	900.00	-	900.00	819.20	91.02
01-05-40-2160-0000	Insurance - Business	41,159.00	-	41,159.00	37,197.34	90.37
01-05-40-2161-0000	Insurance-Auto	23,412.00	-	23,412.00	22,614.11	96.59
01-05-40-2170-0000	Insurance - Health/Dental/Vision/Life	62,762.00	-	62,762.00	44,671.06	71.18
01-05-40-2180-0000	Insurance - Life/Disability	2,200.00	-	2,200.00	2,074.09	94.28
01-05-40-2181-0000	Insurance - Workers Compensation	7,486.00	-	7,486.00	9,222.57	123.20
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	1,000.00	1,050.55	105.06
01-05-40-2300-0000	Maintenance - Equipment	5,800.00	-	5,800.00	8,723.53	150.41
01-05-40-2320-0000	Maintenance-Vehicle	7,000.00	-	7,000.00	6,980.43	99.72
01-05-40-2370-0000	Telephone	2,450.00	-	2,450.00	2,209.51	90.18
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	5,899.38	78.66
01-05-40-3251-0000	Maintenance Streets	67,500.00	-	67,500.00	2,842.00	4.21
01-05-40-3330-0000	Materials/Supplies	5,600.00	-	5,600.00	3,628.90	64.80
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	54.82	10.96
01-05-40-3400-0000	Uniforms	3,000.00	-	3,000.00	2,450.20	81.67
<b>Public Works Total</b>		<b>452,553.00</b>		<b>452,553.00</b>	<b>343,409.44</b>	<b>75.88</b>

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE =	91.67%
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-43-2070-0000	SANITATION	815,043.00	-	815,043.00	747,122.97	91.67
01-05-43-2230-0000	Landfill Fees	200.00	-	200.00	-	-
	<b>Sanitation Total</b>	<b>815,243.00</b>		<b>815,243.00</b>	<b>747,122.97</b>	<b>91.64</b>
01-05-45-2010-0000	NPDES Compliance	24,000.00	-	24,000.00	11,830.65	49.29
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	67,000.00	-	67,000.00	63,000.00	94.03
01-05-47-2115-0000	Public Events	27,046.00	-	27,046.00	20,363.20	75.29
01-05-47-3252-0000	Park Management	10,400.00	-	10,400.00	9,398.83	90.37
	<b>Parks and Recreation Total</b>	<b>104,446.00</b>		<b>104,446.00</b>	<b>92,762.03</b>	<b>88.81</b>
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	14,632.34	146.32
01-05-70-1011-0000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	6,000.00	14,476.38	241.27
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	-	
	<b>Reimbursable Totals</b>	<b>16,000.00</b>		<b>16,000.00</b>	<b>30,133.72</b>	<b>188.34</b>
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	35,753.00	100.00
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	10,298.00	100.00
01-05-80-0027-0070	Future Project Allocation	165,631.34	-	165,631.34	17,591.67	10.62
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	-	
	<b>Long Term Planning Total (includes P/Y Carry Over)</b>	<b>1,063,876.85</b>		<b>1,063,876.85</b>	<b>63,642.67</b>	<b>5.98</b>
	<b>Current Year Budget Total (FY25)</b>	<b>306,518.34</b>			<b>63,642.67</b>	
	<b>Prior Year</b>	<b>757,358.51</b>			<b>-</b>	
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	

**Town of Elsmere Transfer Report  
May 1st 2025 through May 31st 2025**

\$3,945.00	Brian Frederick Funk
\$1,992.00	Ward & Taylor
\$2,670.00	Longo & Associates
\$5,235.00	Wolfe & Associates
\$3,750.00	Ward & Taylor
\$2,250.00	James P Curran
\$3,898.50	Brian Frederick Funk

**\$23,740.50**

**TOWN OF ELSMERE TRANSFER TAX REPORT**

May 1st 2025 through May 31st, 2025

<b>Date</b>	<b>Property Information</b>	<b>Purchase Price of Property</b>	<b>Amount of Tax or Reason for Exemption</b>
5/1/2025	Property: 35 Spruce Ave Grantor(s): Linda M Hackendorn Grantee(s): Richard Francis Dinardo & Melissa Action 31 Pierson Drive Hockessin, DE 19707  Parcel # 1900100-038 Brian Fredrick Funk	\$263,000.00	\$3,945.00
5/2/2025	Property: 114 Vilone Rd Grantor(s): James & Grace Freebery Trust Grantee(s): Freebery Trust FBO Ronald Freebery 114 Vilone Rd Wilmington, DE 19805  Parcel # 1900100-154 Kevin A O'Brien		<b>Exempt under 30 Del. C §5401</b>
5/2/2025	Property: 234 Tamarack Ave Grantor(s): Jose De Jesus Mora Perez Grantee(s): Maria Guadalupe Gomez Magallanes 234 Tamarack Ave Wilmington, DE 19805  Parcel # 1900800-221 Ward & Taylor	\$132,800.00	\$1,992.00
5/8/2025	Property: 1311 Sycamore Ave Grantor(s): LSF9 Master Participation Trust Grantee(s): Shattered LLC 955 Sharpless Rd Hockessin, DE 19707  Parcel # 1900800-024 Longo & Associates	\$178,000.00	\$2,670.00
5/13/2025	Property: 206 Rosemont Dr Grantor(s): DBF General Contracting LLC Grantee(s): Sharon Squires 206 Rosemont Dr Wilmington, DE 19804  Parcel # 1900500-252 Wolfe & Associates	\$349,000.00	\$5,235.00

5/15/2025	Property: 22 Tamarack Ave Grantor(s): Gregory Wasno Grantee(s): Gary Wasno 22 Tamarack Ave Wilmington, DE 19805  Parcel # 1900400-324 The Kirsh Law Firm		<b>Exempt under 30 Del. C §5401</b>
5/20/2025	Property: 315 Osborne Rd Grantor(s): Jeffrey H. Shoemaker Grantee(s): Jeffrey H. Shoemaker & Jessica Shoemaker 315 Osborne Rd Wilmington, DE 19805  Parcel # 1900500-214 Elaine L Holmes, Esquire		<b>Exempt under 30 Del. C §5401</b>
5/22/2025	Property: 1250 Maple Ave Grantor(s): Christine M Hanahan, Successor Trustee John M. Ambrose Grantee(s): Carlos Julian & Kristina Nicole Rodriguez 1250 Maple Ave Wilmington, DE 19805  Parcel # 1900800-122 Ward & Taylor	\$250,000.00	<b>\$3,750.00</b>
5/22/2025	Property: 233 Filbert Ave Grantor(s): Kenneth T & Lisa K Carter Grantee(s): Michael Andrew Walton 215 Comet Lane Newark, DE 19711  Parcel # 1900400-678 Law Office of James P Curran Jr	\$150,000.00	<b>\$2,250.00</b>
5/23/2025	Property: 8 Vilone Place Grantor(s): Leanne E Cronin NKA Leanne Knieriem Grantee(s): Brett Knieriem 8 Vilone Place Wilmington, DE 19805  Parcel # 1900100-176 Copeland Taylor Harpell, LLC		<b>Exempt under 30 Del. C §5401</b>



**ELSMERE POLICE DEPARTMENT**  
**Monthly Report**  
**June 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.

**Delaware Law Enforcement Memorial**

**May 7, 2025:**

On May 7, 2025, Chief Giles, Sgt. Young and Det. Sowden attended the annual Law Enforcement Memorial at Legislative Hall in Dover. This year they honored the passing of Lt. Gregg Shelton.



### **Update from April 14, 2025, Carjacking @ WaWa**

On May 17, 2025, Det. Sowden was able to identify the two suspects from the carjacking that took place at the WaWa (915 New Road). The one suspect was a juvenile and has been apprehended and arraigned on the below charges. He was incarcerated in juvenile detention center on \$51,000 Cash Bail.

Robbery 1<sup>st</sup> Degree-Victim 65 or Older  
Wearing a Disguise During the Commission of a Felony  
Theft Under \$1,500-Victim 65 or Older  
Theft of a Motor Vehicle  
Conspiracy 2<sup>nd</sup> Degree  
Offensive Touching

Warrants are pending for the adult suspect; Leslie McGuire (b/m 18 yrs. old) for the same charges the juvenile was charged with.

### **Burglary Arrest**

**May 26, 2025:**

On May 26, 2025, Elsmere officers responded to the 900 Block of Baltimore Avenue for a report of a burglary. The investigation revealed that two juvenile suspects kicked in the door of the residence while the victim was not home. Both suspects removed various electronics and other collectible items. The suspects attempted to get rid of the evidence by dumping it in bushes in the rear alley of 100 Block of Linden Avenue. Officers were able to recover all of the items from the burglary.

Both were arraigned by Magistrate Court 11 and issued a total of \$4,500 unsecured bond. No contact orders were issued for the defendants to have no contact with the victim and each other. Both were released to the custody of their parents.



**Meetings:**

- May 1, 2025: Elsmere/Newport PAC Mtg. – Chief Giles
- May 5, 2025: Special Council Mtg. – Chief Giles
- May 8, 2025: Council Mtg. – Chief Giles
- May 15, 2025: Pension Mtg. – Chief Giles

**Trainings/Events:**

- May 7, 2025: DE Law Enforcement Memorial – Chief Giles, Sgt. Young and Det. Sowden
- May 12, 13, 15, 2025: Pre-Budget Mtg. – Chief Giles and Linda Sommermann
- May 20-22, 2025: Annual DE Police Chief's Conference

**Revenue Results:**

VAC JP Court 20 Revenue Received (June 2025) = **\$2,757.60**

VAC – Elsmere Revenue (May 2025) = **\$10,620.94**

VAC Administration Revenue Received YTD (May 2025) = **\$2,767.00**

Total VAC Revenue as of May 2025 = **\$189,562.03**

Tow Revenue (Received June 2025) = **\$11,625**



**Public Works Department**  
**Monthly Report**  
**May 2025**

**Roadways:**

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

- Potholes/Sinkholes on the following streets:
  - Locust Ave (2)
  - Tamarack Ave
  - Bungalow Ave (4)
  - S. Gray Ave
  - Seneca Rd (2)
  - Pardee St
  - Ruth Rd (2)
- Replace/Remove/Installed Signs as requested:
  - N/A
- Street Curbs Painted:
  - N/A

**NPDES:**

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

- Alfred Ave
- Alvil Rd
- Gamble Ave
- Harvey Pl
- Olga Rd
- Richard Ave
- Rigdon Rd
- Village Court
- Vilone Rd
- Chestnut Ave
- S. Grant Ave
- Rodman Rd
- Ruth Rd
- Sanders Rd
- Seneca Rd
- Hadco Rd

- North Dupont Hwy
- Poplar Ave
- Spruce Ave
- Matti Ave
- Jefferson Ave
- Edison Ave
- Washington Ave
- Vilone Pl

### **Building Maintenance:**

The following repairs were completed:

- Installed 12 tube light bulbs at EPD
- Installed chain to an outlet box at Townhall
- Assembled office chair for new Code Officer Mark Bowers
- Changed batteries in motion detectors at Townhall
- Adjusted valves in back bathroom to stop excessive trickling from faucets
- Shopvac excess water left by Artesian in Impact Life utility closet

### **Parks:**

Annual Park cleanup project:

- Fixed Seesaw and tighten bolts on frog at Veterans Park playground

### **Abatements:**

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

- 1211 Kirkwood Hwy
- 115 Forrest Ave
- 2133 Seneca Rd

### **Events:**

- Food Pantry

### **Training:**

- Chainsaw - Leon, Thomas, Brice, and Anthony
- Completed employee reviews for Thomas, Brice and Anthony

### **General:**

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

- Removed stump grindings from designated planter location (3)
- Filled tree stumps with crush and run at Wawa (2)
- Assembled the remaining two planters in preparation for phase 2 of Wawa project
- Cut up fallen tree limbs on Rodman Rd
- Cut up two large tree limbs at AA alley

- Cut tree canopy portion at 1508 First Ave
- Mounted new projector in Steve's Office
- Trimmed bushes along Kirkwood Hwy that impeded visibility
- Picked up and disposed of a dead skunk, gopher, and rabbit
- Mounted a flower box onto Wawa sidewalk, laid brick with sand, secured with concrete

Submitted By: Leon Joseph

Date: June 4, 2025

**Town Manager's**  
**Monthly Report**  
**May 2025**

**Stormwater Project:**

- I received the revised plans for Vilone Village and Dogwood Hollow. The new plans are scaled down to This will allow us to select which sub-projects we want to do and make the overall project affordable. We still have roughly \$700,000.00 to fund the project and are focusing on the area that sustains the worst flooding. A determination has been made, and the sub-project have been selected. KCI is finalizing the drawings, and the bids finally will be advertised this month.
- Spoke to Chris Coons office about the CDS funding and the cost sharing requirement which is 75% federal and 25% the applicant. I was informed that we can change the requested amount for the project any time prior to the award and the awards announcement will be made in July 2026. Also, we are eligible for a forgivable loan through the Clean Water or Drinking Water State Revolving Fund.

Senator Coons office extended an invitation to all applicant that advanced to the next phase of the Congressional Direct Spending fund for a briefing on Thursday June 12 at 2 pm. The staff and I will sit down and assess the Clean Water or Drinking Water Revolving fund application and report back to Mayor and Council next month.

We now have our remaining stormwater project being presented by both Senators Lisa Blunt Rochester and Chris Coons.

- I met with GES about both the Patty Blevin and Taylor Tract at Silverbrook projects. He has ordered the new inlets and piping required for the project. He is expecting delivery around mid-July.
- I spoke to a representative from the Treasury Q&A regarding our use of ARPA funds. The representative stated that since we are under NEU Non-entitlement Units (Municipalities with a population of less than 50,000) and we allotted the stormwater funds with a Council vote it seems to be okay. She said someone from the procurement division will be in touch.

**Street Project:**

The GES contractor for Rosemont and Taylor Road applied for their business license and picked up their permit for the road work. They have order will begin work

- Paoli will begin milling Dumont Road in the week of June 16<sup>th</sup> weather permitting, he expects to finish by June 20<sup>th</sup> and will immediately move over to south Grant Ave. Dominick said that he will need help with no parking enforcement in this area.
- Regarding Gamble Ave pooling situation, Vandermark & Lynch completed their recommendation that will address the pooling. We will have to discuss scheduling and what contractor will be performing the repair.
- The street selected for the year 2 of the Street Revitalization Project
  - Sycamore Ave 1400 Blk
  - Ruth Rd (Unit Blk)
  - Seneca Rd
  - Baltimore (600 Blk)
  - Richard Ave

### **EECBG Grant**

- The door for the Atrium should be arriving in the next couple of weeks. This installation is expected to be completed by the week of July 7<sup>th</sup> if not sooner. The two sets of exterior doors to be installed on the Poplar Avenue side of the building are ordered and will arrive around the end of July.

### **Town Hall Window:**

- We have confirmation from the window supply company that the contractor ordered the windows. The contractor will be placing a Pod in the parking lot to store the windows and building materials. The windows should be arriving by late August or early September. It should take about 2 ½ weeks to complete the installation.

### **Park Project:**

- Paoli has moved the start date for the Maple Park project to sometime around mid-June. He will provide an exact date within a couple of weeks. In the meantime, surveillance camera have been ordered and should be received in about three to four weeks. Once received the camera are received, they will be installed and provide surveillance of the play area and the construction site.
- ORPT Grant application – The light supplier provided samples of the Solar Light (attached) for the Patty Blevin Walking Path as well as Bollard solar lights for the entrance to the pathway. We are now prepared to issue the RFP for this project.

### **Deeded Parking Spot Pilot:**

- Now that we have the all in cost for the signs and post, the mailer are going to be sent out to the residents that have Deeded parking spaces along Dover, Baltimore, Linden and Birch Ave. The total cost is \$36.00

- **Miscellaneous Grants:**

- I am still waiting for an announcement regarding the Reinvestment Fund application. The following projects are in the submission: include:

- A new automated gate for Public Work – the existing gate is very old and problematic
- Renovations of 4 bathrooms
- Repair of three street.

- CTF Funds – Vandermark & Lynch have the list of streets that are slated for repair. We are awaiting the estimate to provide to Senator Mantzavinos and Representative Neal for use of CTF funding.

**Meetings:**

- Met with Councilwoman Jensen about a proposed Clean and Sweep project. Also, we met concerning residents on Dover Ave not having the ability to access the rear portions of their yards in order to have tree limbs trimmed.
- Attended a Planning Commission Meeting.
- Attended the May Delaware League of Local Government meeting. I was joined by Mayor Personti and Councilman Hollway.

**Other Items:**

- Did some research on certification of Sober / Rehabbed facility and what legislation is coming down the pike related to licensing and accreditation.
- Met with a consultant who share information about the Safe Streets grant. We will apply for the grant in the next grant cycle.
- I attended a website presentation by Civic Plus. I was very impressed with the presentation and the functionality that their website offers.
- More vandalism at Maple Park. We had to remove the remaining swings and file a insurance clam. We closed this park temporarily.
- The pavement at Wawa has been repaired and the cones removed also the planter box near have been installed.

Submitted By: Steven Martin

Date: June 6, 2025

Due to the uncertainty pertaining to the funding we were awarded and are applying for I recommend we move forward with the advertising the bid for Vilone Park & Dogwood Hollow project and evaluate both projects once we have them in hand. We have \$682,988 secured in funds (470,000 from the conservation district and 212,988 in ARPA funding).



**Maple Park** – Paoli will begin work around the 1<sup>st</sup> or 2<sup>nd</sup> week of May. Also, we received quotes for the surveillance camera it will be presented in April.