

**TOWN OF ELSMERE
COUNCIL MEETING MINUTES
May 8, 2025
6:30 p.m.**

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

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENCE:

ROLL CALL:

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

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

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

Minutes of the April 10, 2025, Council Meeting.

ACTION: A motion was made by Councilwoman Jensen to approve the minutes of the April 10, 2025, Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

VOTE: 4-0 with 3 Vacant All in Favor Motion Carried

Minutes of the April 17, 2025, Special Council Meeting.

ACTION: A motion was made by Councilman Holloway to approve the minutes of the April 17, 2025, Special Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

VOTE: 4-0 with 3 Vacant All in Favor Motion Carried

Minutes of the April 30, 2025, Special Council Meeting.

ACTION: A motion was made by Councilwoman Jensen to approve the minutes of the April 30, 2025, Special Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

VOTE: 4-0 with 3 Vacant All in Favor Motion Carried

OLD BUSINESS:

Introduction of Third and Final reading of Ordinance 680.

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

ACTION: A motion was made by Councilwoman Jensen to approve the Third and Final reading of Ordinance 680. The motion was seconded by Mayor Personti.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion Carried

Discussion to provide update on the Deeded Parking Pilot Program and consideration of adding the 2nd Council District to the program.

Town Manager Steven Martin stated that in the first iteration of the Deeded Parking Program, the responses received were from four residents, only one of which expressed interested. Therefore, at this time we are considering extending the program to the 900 block of Dover Avenue.

Councilwoman Jensen suggested opening the program to everyone who has deeded parking spaces since she is aware of two other residents who may be interested as well. She also suggested improving the flyer by clarifying that deeded parking spots are not always located directly behind residents' properties, including the approximate cost of signage and installation, and rewording a potentially confusing sentence about towing costs to specify that it is the vehicle owner, not the resident, who would pay for towing removal.

Chief Giles added that we want to make sure that if they call the police out and the police tow a vehicle if they choose to sue somebody, they will be suing the owner.

Councilwoman Jensen agreed wording needs to be more clear.

Chief Giles suggested that Town Solicitor Jim McMackin should finalize the wording.

Councilwoman McDaniel asked if there is anyway of giving the person a warning, some sort of thing that says your car will be towed if it continues?

Chief Giles advised it will be well marked and there will be no excuse.

Town Manager Steven Martin agreed and added that since it will be well marked, there is no way anyone could be confused.

Chief Giles stated it is going to be uniformed throughout the Town as to how it is marked as well.

Town Manager Steven Martin confirmed by stating that we will have signage out there, but the issue is that if someone is parked illegally in a parking spot, the car must get towed. There is no warning.

Councilwoman Jensen personally thanked Town staff and the Chief for working on this project, as it has been a known issue a long time.

NEW BUSINESS:

The Mayor and Council will consider the following organizational issues:

a. The appointment of a President Pro-Tempore.

ACTION: A motion was made by Mayor Personti to appoint Councilwoman Sally Jensen as President Pro-Tempore. The motion was seconded by Councilwoman McDaniel.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

b. The appointment of a Secretary of Council.

ACTION: A motion was made by Mayor Personti to appoint Councilwoman Jane McDaniel as the Secretary of Council. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

c. The appointment of a Town Treasurer.

ACTION: A motion was made by Mayor Personti to re-appoint Mr. Paul Chalfant as the Town Treasurer. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

d. The appointment of a Town Solicitor.

ACTION: A motion was made by Mayor Personti to re-appoint Mr. James McMackin as the Town Solicitor. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

e. Designating a member of Council to serve on the Pension Committee.

ACTION: A motion was made by Mayor Personti to appoint Councilwoman McDaniel as the member of Council to serve on the Town's Pension Committee. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

Consideration of appointing the following members to the Town's Planning Commission. If appointed, their terms would expire on June 1, 2028.

a. Mr. Frank Obara

ACTION: A motion was made by Mayor Personti to appoint Mr. Frank Obara to the Town's Planning Commission with a term to expire on June 1, 2028. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

b. Ms. Ja’Nikka Caraballo

ACTION: A motion was made by Mayor Personti to appoint Ms. Ja’Nikka Caraballo to the Town’s Planning Commission with a term to expire on June 1, 2028. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

Introduction of First and Second 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 due to a prescheduled yearly commitment, she will not be in attendance for the regular July Council Meeting, which according to the ordinance, would be the night of the swearing-in of any newly elected council members. She has asked if the swearing in could be moved to another date.

At this time, there was a brief discussion among the Mayor and Council regarding different dates.

ACTION: A motion was made by Mayor Personti to approve the First and Second reading of Ordinance 681 with a correction that the ordinance state that a Council Meeting will be held on Tuesday, July 8, 2025 at 6:30 p.m. as part of the regular monthly meeting for the purpose of swearing in any newly elected Council Members. The motion was seconded by Councilwoman Jensen.

VOTE: 4-0 with 3 Vacant All-in-Favor Motion carried

Consideration of adding a second Town Wide Yard Sale in the fall.

Councilwoman McDaniel stated that since it seemed like residents did not have time to prepare for the Town Wide Yard Sale this year, so she would like to hold a second one with better notice for the residents to prepare.

Town Manager Steven Martin stated that since there is no need for resources from the Town, we could hold a second one. The staff would make announcements on the website, Facebook, CodeRed, and put signage up around the Town.

Councilwoman Jensen asked if the Town still puts notice in the News Journal?

Town Manager Steven Martin stated no since it is costly.

Councilwoman McDaniel asked if the signs could be put up earlier.

Town Manager Steven Martin stated yes, we could put them up about a month before, but we have to select a date. He recommended September 13th.

After a brief discussion, the date for the Town Wide Yard Sale in the fall would be September 13th.

Consideration of amending the Town's Telecommunication Policy.

Mayor Personti stated that former Councilwoman Steppi wanted to review this, but she is no longer on Council, but they reviewed it anyway. The original copy was more geared during the time of COVID-19 pandemic. However, the Town Manager has made some amendments to update it. She asked if Council had an opportunity to review it.

Due to most of Council not receiving a copy of the new version of the policy, Town Manager Steven Martin recommended tabling this agenda item to next month to allow time for Council to review the policy and provide their input.

Consideration of amending Resolution 09-07 – Take Home Vehicles for both the Police and Administrative Departments.

Mayor Personti summarized this by stating that a new policy has been sent out by the Chief for the Police Departments Take Home Vehicle Policy. Additionally, there is not a policy for staff to take home vehicles as a routine assignment on the administrative side. However, historically, there were certain instances where, for example, a Public Works employee could take home a work truck that is used for snow removal if there was an impending snowstorm so they could come into Town and begin work without delay. She also recalled the Code Department vehicles being used occasionally for instances where an employee were to have a meeting or training in Dover, they were permitted to take the vehicle home the evening prior so they did not have to come to Town Hall the morning of the meeting and then drive all the way back down to Dover. This was always at the discretion of the Town Manager. Mayor Personti then asked the Council if they see any need to amend any of the administrative policies regarding take-home vehicles?

The Council agreed that for these reasons and circumstances, they see no issues.

Mayor Personti then stated that if they amend Resolution 09 - 07, it will need to be mentioned and then included in the back of the personnel policies, a list of resolutions that amended the policy. For example, Resolution 09 - 07 was amended because that is what the policy that restricted anyone from having a take-home vehicle Townwide was. So, we need to propose a new resolution to then reflect whatever is decided today. However, for the police, she asked if the Council had an opportunity to review the policies and if there are any questions.

Councilwoman Jensen apologized and then stated that she believes it may be a bit early to start discussing this topic since they just went through collective bargaining. She also stated that in her opinion, this is a benefit, or a perk and it would be taxable if it were agreed upon under federal guidelines. She would like to see the costs that might be added, such as fuel and additional miles on tires. She stated she is concerned because if an officer is at home and gets called in for an emergency she does not see where it could save time in an instance where an officer is out with their family in their personal vehicle at the grocery store or taking kids to school for example, that officer is called in to work, then they need to drive home to pick up their Town vehicle and then drive to work. She stated she would still like to see numbers with the added costs to vehicles. She concluded by stating she would be up for considering the Chief and the Detective who was always on call being permitted to do so, but the rest she need more discussion on.

Chief Giles stated that she has been allowing this since April of 2021. For items such as gas, their budget was never exceeded. The only year the gas mileage was exceeded was in 2022 by \$2,500, and that equals the car washes that were taken out of that line item. Every other year the budget has come

in under the gas mileage. Chief Giles also sent the Council the status of Wilmington Police Department. Mayor Carney is exploring this because for police vehicles to be in any neighborhood, it has been found to deter crime. The City of Newark completed a survey where they looked at the usage on the vehicles and found the wear and tear on the vehicles was better because those officers were actually taking better care of their vehicles. She is not suggesting that every officer will take home the car when they are not working, but usually our officers work 12 hour shifts. So for example, an officer coming in on a Monday, get the car, complete their shift, drive home in the car, and then drive back Tuesday for their shift. Upon completion of their shift on Tuesday, they would leave the car at the Police Department. They would not be taking the car to be home Wednesday and Thursday when they are scheduled to be off, but when they come back in Friday, they could take the car home on Friday night. Otherwise, when they are coming on shift, the officer reports to the Police Department, has to get changed into uniform, get the car all ready and prepped and several other things prior to hitting the road. This policy allowed for most of this to be already done. When they come to work, they are already dressed, prepped, and in the mindset of they are going to go to work. Additionally, if they hear anything that comes in on the scanner, they are available to help any other officer, resident or citizen. When they come in and see something, they are going to stop whether it is in Elsmere or not, just like any other police officer does. Now, we have in our policy what they can and cannot stop for. They are not going to stop somebody that goes by them going a little over the speed limit. That would not be their focus, but if they were to see a car accident, they could stop. For example, the Chief explained there was one day she was driving home and there was an officer calling for help in Newport, and she was getting off the exit and was right there to assist and was the first car there. In her opinion, that is invaluable. There is no way to put a number on that. She further explained that she always has her vest in the car. There would be no officer casually taking their car to the ACME, if they are going to be at home, they are sleeping because they have to get up and go to work in 12 hours. Unless it is the Detective who happens to live roughly a mile away. The Detective having a vehicle is invaluable to him because he will respond to the hospital to speak to victims or wherever the incident happens. Chief Giles stated she understands where Councilwoman Jensen is coming from, but also believes that we've been very conscious of the budget, and we have not gone over. If she were to see where this was causing more effect on the budget, she would not allow it, but since 2021, it has not happened. It is a motivator and another way to attract people who are going to be viable candidates in the future.

Councilwoman Jensen stated she is not familiar with our shifts, so when talking about taking them home on Friday and coming in on Monday, that is new to her. She then asked how police cars can deter crime when they are all stealth or unmarked vehicles?

Chief Giles replied that the criminals all know the vehicles. They know the Tahoe's. They know the Explorers. They know what is a police car, and in the neighborhood, they know where the cop is. If there is a cop who lives in your neighborhood, everybody knows it. Also, people know and that makes them feel comfortable they knowing the police are there.

Councilwoman Jensen stated that we have not found the money yet for collective bargaining that we are coming up against in a couple years. While she has nothing against the CBA, but those are her concerns.

Mayor Personti stated that she understands the visibility out in communities but remembered being asked why our tax dollars would be going to make other communities safe. She also understands that this has been going on since 2021 and asked if the Chief would be open to having only certain positions or ranks being able to have take home vehicles?

Councilwoman McDaniel stated that the fact that the Chief has been doing this for some time, she seems to have it under control overall and it has been working well so far. She could understand if they were constantly over budget every year on the vehicles, but that has not been the case.

Mayor Personti stated that in the body of the email, the Chief explains that three officers south of the canal use the pool vehicle, which is the oldest vehicle in the fleet. The Chief also indicated in that email that she would be willing to have those officers park the patrol vehicles at the Middletown Police Department so it would be parked in a safe location. Mayor Personti asked if there any comments or concerns about that?

Councilwoman Jensen stated that if there are take-home vehicles, that is wise because she recalls New Castle County Police doing the same thing by using a parking lot.

Chief Giles stated that the Mayor and Council have employed her to be the Chief of Police for 14 years now and does not make decisions haphazardly, but simply looking out for what is best for the Town, what is best for the Department and what is best to recruit new officers. Recruiting has become extremely difficult, even in trying to get good applicants to be good to be police officers. Being in a small town, there is only so much we can offer them. The Chief explained that she wants to try and keep our current officers since it costs so much more money to put a new officer in the academy, which is a whole year's pay, health benefits, etcetera.

Councilwoman Jensen stated that is why we went with the pay scales we did.

Chief Giles stated that people are looking at things such as who is going to pay me the most, what benefits am I getting and comparing them to the benefits they already had. Ultimately, they were getting this benefit and now it is being taken away, like a punishment. But they take better care of their cars when they take them home. Additionally, the average distance an officer lives is seven or eight miles from work.

Mayor Personti asked if there is something that states that the vehicles cannot be taken out of state?

Chief Giles confirmed and stated that, it states they cannot be taken out of the County, which is why she suggested one could be parked in Middletown's Police Department.

Mayor Personti stated that perhaps that should be in the written policy, that it should stay within New Castle County.

Councilwoman Jensen agreed since it would be helpful for the next Chief, because that is what this Chief already does, but that doesn't mean the next Chief might not.

Chief Giles replied that she feels as though she still has the authority to allow an officer who may live in Pennsylvania, if he is attending a training for instance, to take a vehicle for that purpose. For example, the Lieutenant was attending training in Pennsylvania and permitted him to take a vehicle home the entire week since he would be traveling back and forth daily to the training each day. The Chief stated she believes that it is an operational, day-to-day matter that she has the authority to permit. Nevertheless, there is always a reason she permits or denies those operational items.

Councilwoman Jensen agreed that is a day-to-day matter.

Mayor Personti agreed and stated there are different circumstances that do not necessarily fall under take home vehicle policy, especially when she referenced the administrative side.

Chief Giles agreed and stated that previous Town Manager John Giles always allowed it under certain circumstances. For instance, if there was going to be a snowstorm, he wanted assurance that the employees could report in to work with no travel or safety issues. Especially if someone drove a smaller vehicle with the anticipated 12 inches of snow, he wanted to assurance that the employees would be able to plow their way into Town and immediately begin clearing our own roadways.

Chief Giles also stated that we can always revisit the policy in six months and evaluate the status of the maintenance and gas, but if she notices an increase, she will end the policy before that in order to stay within budget.

Councilwoman Jensen stated she would prefer to see the numbers.

Chief Giles stated that they must take into consideration the idle mileage which is what shortens the life of the cars significantly.

Councilwoman Jensen asked how many miles are put on the vehicle a day between idling and driving?

Chief Giles replied that driving mileage isn't much at all. It is idle mileage that is the issue.

Councilwoman Jensen stated she understands, but taking home a car regularly, how many more miles would that be?

Chief Giles replied that it wouldn't be an increase since she has already been allowing it.

Finance Director Valarie Strzempa stated that she performed a five-year analysis on the gas and maintenance lines not too long ago and forwarded it to them just now via email.

Chief Giles stated, to put it in perspective, one car she is selling is a 2017 and it has 68,000 miles on it, but in terms of idle miles, it has 491,000, totaling 600,000 miles.

Councilwoman Jensen stated so those officers that go out of Town on Route 1 and doing 65 miles an hour are doing their vehicle a service by taking it down on the highway?

Chief Giles stated possibly, because when we sit here and we have idle miles only because we are sitting, that is what is killing the cars.

Mayor Personti asked the Finance Director if the budget has ever been exceeded in the maintenance line?

Finance Director Valarie Strzempa replied that current year to date, that line is just under budget.

Chief Giles warned that line is going to go over because the older car's transmission is going to cost \$4,500 and is cheaper to fix than replace the whole car. It could be kept as a pool car. Chief Giles noted that two cars were recently purchased from SHI and two more were bought by the Town—marking the first Town-funded vehicles since 2017. Chief Giles emphasized that the department takes good care of its vehicles, especially since they are all equipped with valuable equipment like computers, sirens, lights, and cameras.

Finance Director Valarie Strzempa stated that prior fiscal year, the maintenance line went over by almost \$5,000. But historically, in fiscal year 2023, that line was under budget.

Mayor Personti asked if our insurance carrier specifically inquires if we have take-home vehicles?

Finance Director Valarie Strzempa stated that they ask on our application, but they do not consider that answer. They consider the entire application. So, answering yes or no on that question wouldn't specifically impact our premium because it is also that question in addition to 50 others that the consideration is taken when they derive our premiums.

Chief Giles stated that the police department is the biggest liability on insurance. The department has to take CEUs every year, but sometimes accidents happen when they are driving all the time.

Mayor Personti suggested creating a new resolution to be presented at next month's meeting to allow take home vehicles with the exception that those vehicles may not be taken out of New Castle County. She stated she would work with the Town Solicitor on creating the resolution.

Chief Giles asked the Mayor and Council to confirm that it is permitted for the Detective and herself to continue utilizing take home vehicles to which they did confirm.

Consideration of setting a date/time for the Annual Budget Hearing.

Mayor Personti stated that in recent years, this would be held on the regular June Council meeting night, but it would start earlier because it would be including the Finance Committee.

Councilwoman Jensen confirmed, and stated the start time would be at 5 p.m. like in the past.

Mayor Personti then confirmed that the Annual Budget Hearing will be on Thursday, June 12th at 5 p.m. with dinner provided—typically sandwiches, pizza, or salad—so we don't have to worry about arranging a meal ourselves.

Discussion regarding District Police Officers and their current functions and responsibilities.

Mayor Personti stated that she requested this item be placed on the agenda since she recalls the value of having a dedicated district police officer when she first joined the Council in 2003. She stated that over the past decade, contact with district officers has diminished, as issues are now typically directed straight to the Chief, as they should be, but also hopes that once the vacancies in the Council are filled, members can reestablish regular communication with their assigned district officers to stay informed about neighborhood issues that may not require the Chief's involvement. She also suggests bringing back the practice of Council members doing ride-alongs with officers.

Chief Giles encouraged it and stated that she believes it will open their eyes as to how drastically things have changed. The Chief also suggested improving communication by having the district officers briefly speak with Council members before or after meetings to share updates and build relationships.

DEPARTMENTAL REPORTS:

Code Enforcement

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

- Mayor Personti referred to an ongoing issue at a property on the south side of Town with water pooling and mud and thanked the department for getting it resolved.
- Code Enforcement Office Nicole Facciolo announced, at the request of the Town Manager, an upcoming fundraiser in honor of Lt. Shelton being held on May 10th hosted by a local Jeep club. There will be raffles, silent auctions, food and drinks, all of the proceeds from which will be presented to the Shelton family.

Finance Department

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

- Mayor Personti asked the status of the audit.
- Finance Director Valarie Strzempa stated that it was progressing well, their field work was complete but she anticipates them having to return to do her interview. She is hopeful of having an update in the upcoming weeks.
- Councilwoman Jensen asked about the bank service fees and legal services on the ARPA report being in red and then lined out. Is that what the bottom line going to be?
- Finance Director Valarie Strzempa replied that those fees should actually be covered by the General Fund since they are not an eligible expense. Once that is done, the total cash spent will decrease by that amount.
- Councilwoman Jensen asked if 1210 Sycamore Avenue was being sent to Sheriff Sale?
- Finance Director Valarie Strzempa replied yes, however, she is assuming that it may not make to the official Sheriff Sale since it is in demand, but they are still in their filing periods as of now.

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 2017 Ford Explorer that she mentioned earlier with almost 600k miles is too unsafe to go to auction, so it is being scrapped for \$2,000.00
- Chief Giles provided an update on the sale of the motorcycle after being asked by Councilwoman Jensen, to which she stated she has had interest but no serious buyers and is in talks with George from First State Towing to post it for sale online.
- Councilwoman Jensen brought up the recent carjacking at Wawa and asked Chief Giles to speak on if the offenders were wearing masks.
- Chief Giles responded that they were wearing masks and, although too late for this Council meeting, she is requesting an ordinance be written up giving the police the ability to stop when people are covering their faces.
- Mayor Personti asked if there is anything that can be done to mitigate the number of juveniles on motor scooters that are running stop signs recently.
- Chief Giles stated no, it is against their policy to chase them but advised if Council sees where they park or ride frequently, to let the police know so they can identify and make contact with them safely.

Public Works

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

- Councilwoman Jensen reminded that she asked last meeting if it is possible to get a list of the streets that the street sweeper is run on to which the Town Manager confirmed they would be sent on Friday with the weekly updates.
- Mayor Personti asked for an update on the ongoing issue with vandalism at the parks.
- Public Works Supervisor Leon Joseph responded, listing what parks need repairs and the continued issues they are having, specifically damage to the ADA compliant swings.
- At this time, there was a brief discussion regarding possible plans for installation of a camera to be used as a deterrent. This was circled back to a second time where it was noted that the ADA compliant swings cost approximately \$780 each back in August of 2023 to replace.

- Councilwoman McDaniel brought up the replacement sign for Old Dupont Rd and asked the status.
- Town Manager Steven Martin responded that it has been ordered and is currently awaiting its arrival. While on the sign subject, a few additional locations were noted to need possible replacing, such as Forrest Avenue being replaced with the correct spelling of 2 letter “R”’s as ours currently only have one.

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 reported on the planter box improvements near the Wawa, specifically addressing the replacement of hazardous tree grates. Since the tree areas were empty and posed a tripping hazard, they were filled with crushed stones for safety. Planter boxes are now being installed in the remaining tree boxes as a solution.
- Councilwoman Jensen asked the status of the street project and when Paoli Services would be returning to complete S. Grant Avenue and Dumont Road since the weather is breaking.
- Town Manager Steven Martin replied that he has briefly spoke to Domenick and was told that our streets are being placed on the schedule and would have a more definitive date in the next week or two.
- Councilwoman Jensen then asked if the Gamble Avenue replacement was simply a construction or engineering bad design or more of a contractor error?
- Town Manager Steven Martin replied that this was the engineers design and that they would be responsible for the corrective actions. He also stated that he will be meeting with the engineer to discuss payment and about installing an additional catch basin in the roadway with a slope flowing to that catch basin.
- Councilwoman Jensen asked when Paoli will be filling the sinkhole on Western Avenue?
- Town Manager Steven Martin replied that he was supposed to fill that within two weeks.
- Town Manager Steven Martin reported on the EECBG grant, the new doors are being ordered and should be here within four weeks. The contractor will start with the atrium doors going to the Library because that door has been giving us problems for a long time, to the point where they would not close, they come off the track daily and then they will replace the two doors on this Poplar side of the building.
- The Town hall windows project, the contract came back out for additional measuring. Those windows have been ordered, but will be about eight weeks for the windows to come in.
- The Maple Avenue Park project is going to start around mid-to-late June, based on Paoli's timeline.
- The ORPT grant for the walking path solar light, we are waiting for the vendor to send pictures of the new lights since the first set was not aesthetically pleasing.
- Councilwoman Jensen expressed frustration with Paoli services, stating that it seems as if after a project is award to Paoli, it suddenly gets placed on the back burner.
- Town Manager Steven Martin stated he has applied to the Reinvestment Fund for renovations to four bathrooms, three street repairs, and a new automated gate for the Public Works yard.
- Town Manager Steven Martin stated he reached out to Senator Mantzavinos and Representative Neal about the CTF funds and tentatively, they will be approving \$50,000 each for streets, but we won't know until July.
- Mayor Personti commended the weekly reports being sent out.

PUBLIC COMMENT:

Anitra Johnson of 926 Dover Avenue stated that the idea of police having take-home vehicles is generally a good idea, she questioned its effectiveness in deterring crime if the cars are parked outside of Town limits. She also noted rising vehicle maintenance costs. She also supports weekly reports from departments and suggested they be sent out to residents to be informed, especially about citations and enforcement actions. She suggested including this information in the Town newsletter to raise awareness and improve compliance with Town regulations. Regarding the deeded parking spaces, Anitra emphasized that deeded parking should be a priority. She brought it up years ago and has seen little progress. A newsletter update on the status and process would help residents understand and be more patient. Anitra then expressed frustration about having limited access to backyards on Dover Avenue. There is no vehicle access to many backyards due to a fenced-off easement. As a result, trees in these areas are overgrown and hazardous. Anitra urged the Town to prioritize resolving this access issue before property damage or injuries occur.

There was a discussion among the Mayor, Council members, Chief, and Town Manager who all acknowledged the concerns in this particular block.

Town Manager Steven Martin confirmed his awareness of the access issues, stating he has met with Anitra numerous times, even out at the location.

Mayor Personti stated that the deeded parking pilot program was initiated following the resident's previous visit to a Council meeting.

Councilwoman Jensen offered to follow up with Anitra since this was a resident in her district.

STATEMENTS BY THE MAYOR AND COUNCIL:

Mayor Personti stated that she has been contacted by Mr. Ed Zielinski who expressed interest in serving on the Town's Board of Adjustment and asked if his appointment with the committee could be placed on the next Council agenda.

ADJOURNMENT:


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

VOTE: 4-0 with 3 Vacant

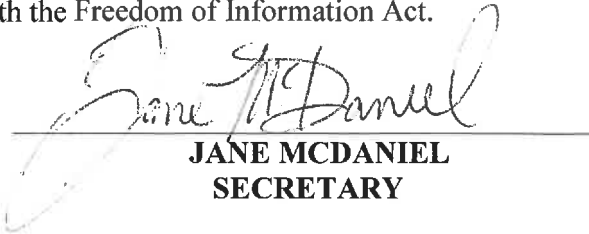
All-in-Favor

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

April 2025

Citations:

Issued: 44

Corrected: 18

Fines Issued: 14

Pending: 12

Council Districts:

1st District	2
2nd District	11
3rd District	12
4th District	1
5th District	8
6th District	10

Issued this calendar year: 165

Permit Fees:

Town Fees issued:	\$	4,827.89
BIU Billed:	\$	2,963.50
Town Revenue:	\$	1,864.39

BIU Billed CYTD:	\$	9,148.50
Town Revenue CYTD:	\$	6,271.32

Current Nuisance Properties:

- 1 Marvillo Avenue
- 306 Olga Road – 2nd or Subsequent

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:

- 2133 Seneca Road – Junk/debris & high grass/weeds → two separate abatements
- 100 Forrest Avenue – Junk/debris & high grass/weeds
- 1510 Second Avenue – High grass/weeds

Pre-Rental Inspections Performed

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

1st District	4
2nd District	0
3rd District	4
4th District	0
5th District	6
6th District	0
<hr/>	
Total	14

Petitions Heard

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

- 25-05 – 0 Audrey Avenue (Planning Commission)

Permits Processed

1st District	7
2nd District	5
3rd District	9
4th District	4
5th District	5
6th District	9
<hr/>	
Total	39

Business Licenses Processed

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

IN TOWN	TYPE	OUT OF TOWN	TYPE
Focus Point Behavioral Health – 916 New Road	Behavioral Health	Plug and Play Electric LLC	Electrical Contractor
Pientka Masonry Construction – 709 New Road	Masonry	Laur Electrical Contracting	Electrical Contractor
N/A	N/A	Roaring Remodeling LLC	General Contractor
N/A	N/A	PSX Inc.	Integrator
N/A	N/A	Blue Hen Fence Company	Fence Installation
N/A	N/A	JM Home Renovations LLC	General Contractor

Total: 6 Out of Town, 2 In Town

Rental Licenses Processed

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

PROPERTY ADDRESS	TYPE
2108-A Seneca Road	Residential
2108-B Seneca Road	Residential
201 Rosemont Drive	Residential
128 Linden Avenue	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:

<u>Vehicles Tagged</u>	<u>Vehicles Towed</u>
3	0

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 assisted with the Mobile Food Drive on Tuesday, April 15, 2025.

Code Enforcement Officer Nicole Facciolo and Town Manager Steven Martin had an in-person meeting with the owners of 1508 Second Avenue to inspect a chicken coop on their property as the Town Manager granted them permission to own 3 chickens for their daughters' disability.

Submitted By: *Nicole Facciolo* Date: 04/30/2025

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
4/1/2025	259 Birch Avenue	Residential	3
4/1/2025	135 Birch Avenue	Residential	3
4/4/2025	111-4 Sanders Road	Apartment	5
4/11/2025	1423-2 Cypress Avenue	Apartment	5
4/11/2025	2108-A Seneca Road	Apartment	1
4/14/2025	128 Linden Avenue	Residential	3
4/24/2025	201 Rosemont Drive	Residential	1
4/25/2025	916 New Road	Commercial	3
4/25/2025	18-A Elsmere Boulevard	Apartment	1
4/25/2025	18-B Elsmere Boulevard	Apartment	1
4/30/2025	1403-4 Sycamore Avenue	Apartment	5
4/30/2025	1501-2 Maple Avenue	Apartment	5
4/30/2025	1507-2 Maple Avenue	Apartment	5
4/30/2025	1507-4 Maple Avenue	Apartment	5

Permits Processed

Property Location	Permit Type	Issue Date	Council District
902 New Road	Mechanical	4/1/2025	2
259 Birch Avenue	Building	4/1/2025	3
927 Dover Avenue	Building	4/1/2025	2
315 New Road	Building	4/2/2025	1
228 Birch Avenue	Building	4/3/2025	2
213 Locust Avenue	Electrical	4/3/2025	3
134 Olga Road	Plumbing	4/3/2025	6
216 Filbert Avenue	Plumbing	4/4/2025	2
26 Olga Road	Building	4/7/2025	6
113 Oak Avenue	Building	4/8/2025	4
1335 Rodman Road	Electrical	4/8/2025	1
14 Tamarack Avenue	Building	4/8/2025	3
254 Birch Avenue	Building	4/9/2025	3
1215 Spruce Avenue	Building	4/9/2025	2
237 Linden Avenue	Building	4/10/2025	5
1500 Kirkwood Highway	Building	4/14/2025	5
2 Vilone Road	Mechanical	4/14/2025	6
1331 Sycamore Avenue	Building	4/14/2025	4
7 Alvil Road	Building	4/14/2025	6
235 Locust Avenue	Plumbing	4/15/2025	3
120 Alvil Road	Building	4/15/2025	6
1515 Second Avenue	Building	4/16/2025	5
213 Taylor Road	Building	4/16/2025	1
1335 Rodman Road	Plumbing	4/17/2025	1
6 Beech Avenue	Building	4/17/2025	4
203 Birch Avenue	Building	4/21/2025	3
1103 Edison Avenue	Electrical	4/21/2025	5
215 Birch Avenue	Plumbing	4/21/2025	3
907 New Road	Mechanical	4/21/2024	6
2119 Seneca Road	Mechanical	4/24/2025	1
101 Vilone Road	Building	4/24/2025	6
1341 Sycamore Avenue	Mechanical	4/24/2025	4
2 Vilone Place	Building	4/28/2025	6
Near 1012 S Grant Avenue	Building	4/28/2025	1
Near 1012 S Grant Avenue	Electrical	4/28/2025	1
16 Richard Avenue	Building	4/29/2025	6
271 Birch Avenue	Building	4/29/2025	3
1021 Dover Avenue	Building	4/29/2025	3
105 Forrest Avenue	Building	4/30/2025	5

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2500497	2115 SENECA RD	IPMC12-308.1	Garbage / rubbish	4/1/2025	N. Facciolo
V2500498	10 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	4/1/2025	N. Facciolo
V2500499	2133 SENECA RD	IPMC12-302.4	High grass / weeds	4/1/2025	N. Facciolo
V2500500	100 FORREST AV	CH 145	Repeat Public Nuisance Property	4/1/2025	N. Facciolo
V2500501	23 VILONE RD	60-7	Failure to obtain a permit or license	4/8/2025	N. Facciolo
V2500502	23 VILONE RD	IPMC12-106.3	Failure to comply	4/8/2025	N. Facciolo
V2500503	512 BELMONT AVE	60-7	Failure to obtain a permit or license	4/8/2025	N. Facciolo
V2500504	512 BELMONT AVE	IPMC12-106.3	Failure to comply	4/8/2025	N. Facciolo
V2500505	512 BELMONT AVE	60-7	Failure to obtain a permit or license	4/8/2025	N. Facciolo
V2500506	512 BELMONT AVE	IPMC12-106.3	Failure to comply	4/8/2025	N. Facciolo
V2500507	1 MARVILO AVE	182-2	Rental Licenses Required.	4/8/2025	N. Facciolo
V2500508	1 MARVILO AVE	IPMC12-106.3	Failure to comply	4/8/2025	N. Facciolo
V2500509	1030 S GRANT AVE	IPMC12-304.15	Exterior doors	4/9/2025	N. Facciolo
V2500510	1030 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	4/9/2025	N. Facciolo
V2500511	1008 BALTIMORE AVE	IPMC12-308.1	Garbage / rubbish	4/9/2025	N. Facciolo
V2500512	129 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	4/9/2025	N. Facciolo
V2500513	205 BIRCH AVE	60-7	Failure to obtain a permit or license	4/9/2025	N. Facciolo
V2500514	254 BIRCH AVE	60-7	Failure to obtain a permit or license	4/9/2025	N. Facciolo
V2500515	203 BIRCH AVE	60-7	Failure to obtain a permit or license	4/14/2025	N. Facciolo
V2500516	802 BALTIMORE AVE	IPMC12-506.2	Plumbing drainage maintenance	4/16/2025	N. Facciolo
V2500517	274 BIRCH AVE	COD127-4	Dumping of yard waste and refuse.	4/16/2025	N. Facciolo
V2500518	239 LOCUST AV	IPMC12-302.1	Sanitation of property	4/24/2025	N. Facciolo
			Own, Keep, Possess, Harbor, or Maintain an animal in such a manner as to constitute a public nuisance.		
V2500519	239 LOCUST AV	CODE 71-8C		4/24/2025	N. Facciolo
V2500520	239 LOCUST AV	IPMC12-304.7	Roof / Gutters / Downspouts	4/24/2025	N. Facciolo
V2500521	239 LOCUST AV	60-7	Failure to obtain a permit or license	4/24/2025	N. Facciolo
V2500522	239 LOCUST AV	211	Abandoned Vehicles	4/24/2025	N. Facciolo
V2500523	239 LOCUST AV	IPMC12-308.1	Garbage / rubbish	4/24/2025	N. Facciolo
V2500524	239 LOCUST AV	IPMC12-106.3	Failure to comply	4/24/2025	N. Facciolo
V2500525	239 LOCUST AV	182-2	Rental Licenses Required.	4/24/2025	N. Facciolo
V2500526	239 LOCUST AV	IPMC12-302.4	High grass / weeds	4/24/2025	N. Facciolo
V2500527	502 BALTIMORE AV	60-7	Failure to obtain a permit or license	4/24/2025	N. Facciolo
V2500528	502 BALTIMORE AV	IPMC12-302.10	Outdoor furniture / appliances	4/24/2025	N. Facciolo
V2500529	502 BALTIMORE AV	IPMC12-304.2	Exterior surfaces - Paint	4/24/2025	N. Facciolo
V2500530	502 BALTIMORE AV	IPMC12-308.1	Garbage / rubbish	4/24/2025	N. Facciolo
V2500531	115 FORREST AVE	IPMC12-302.4	High grass / weeds	4/28/2025	N. Facciolo
V2500532	117 BEECH AVE	IPMC12-302.2	Grading and drainage	4/29/2025	N. Facciolo
V2500533	306 OLGA RD	IPMC12-308.1	Garbage / rubbish	4/29/2025	N. Facciolo
V2500534	306 OLGA RD	IPMC12-304.14	Screen for window	4/29/2025	N. Facciolo
V2500535	308 OLGA RD	IPMC12-308.1	Garbage / rubbish	4/29/2025	N. Facciolo
V2500536	308 OLGA RD	IPMC12-304.15	Exterior doors	4/29/2025	N. Facciolo
			152-1: Parking Regulations-		
V2500537	203 OLGA RD	152-1	No Parking of trailers on town streets.	4/29/2025	N. Facciolo
V2500538	203 OLGA RD	60-7	Failure to obtain a permit or license	4/29/2025	N. Facciolo
V2500539	17 OLGA RD	IPMC12-304.7	Roof / Gutters / Downspouts	4/29/2025	N. Facciolo
V2500540	16 RIGDON RD	225-8-U	Parking Surfaces	4/29/2025	N. Facciolo
V2500541	12 RIGDON RD	225-8-U	Parking Surfaces	4/29/2025	N. Facciolo
V2500542	20 RUTH RD	225-8-U	Parking Surfaces	4/29/2025	N. Facciolo



Finance Department
Monthly Report
April 30, 2025

- Continued collection of current and delinquent taxes
 - Total taxes received during the month: \$5,152.53
 - Total penalties and interest received during the month: \$444.15
 - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
 - 6 active and current payment plans at 4/30/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
 - Collected \$56,872.49 in Transfer Taxes during the month
 - This is the highest grossing month year to date
 - 105% of the budgeted revenue realized at 4/30/25
- 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
 - Town of Elsmere Delinquent Properties Update:
 - 1210 Sycamore Ave. Monition Complaint Filed 4/14/25
 - 27 Vilone Rd. Monition Complaint Filed 4/14/25
 - 912 Kirkwood Hwy. – Monition Complaint Filed 4/14/25 - Property owner is now in contact with Jim Landon at 4/29/25
 - 227 Dumont Rd. – Monition Complaint Filed 4/15/25
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$1,200.00

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.
- Continued to monitor and assist the State Pension Office on employee benefit changes.
- Completed the reimbursement request for DNREC Stormwater Grant SWMPG 23-04; \$50,000.00 for Vilone Village / Vilone Park. This grant closed 4/13/25. Pending Reimbursement at 4/30/25.
- Comcast Franchise Fees received on 4/2/25 \$43,167.71; at 4/30/25 The final Verizon (quarterly) is still pending for our final position. At 4/30/25 Franchise Fees are realized at 80.20%. This budget revenue line is anticipated end under 100% realized at FYE.
- Reviewed Auto/Property schedules as part of our annual renewal.

- Prepared documents as requested by the Auditors for the FY25 Audit. The Auditors plan to start field work on 4/22/25 and do not anticipate needing more than 3-5 days in the office for field work. The Auditors were in the office 4/22/25, 4/24/25, 4/25/25, 4/29/25. I continue to work with the Auditors for all requests as needed.
- Completed quarterly reimbursement requests/fiscal reporting for all Federal EPD Grants; including line-item transfer requests as needed for anticipated grant closure.
- Completed VAC quarterly reimbursement (qtr ending 3/31/25) of fees collected to all required state agencies.
- 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).
- Renewals for Council/Finance Director bonds processed with Strategic Insurance Partners.
- Completed an extensive 3-year revenue and expense forecasting analysis for the Town of Elsmere.
- Completed the Annual Survey of Public Employment and Payroll for the U.S. Census Bureau.
- Completed FIS/WIPP Bank Merchant Agreement update. (This is the merchant for our electronic payments through our accounting software Edmunds).
- Attended the Special Council Meeting on 4/17/25.
- As a result of the change in Mayor, I have and continue to coordinate with our banks to make necessary changes. Additionally, I have processed the required business insurance changes.
- Prepared and submitted letters of cancellation to Pillar Benefits and Pitney Bowes contracts, effective FYE 6/30/25. This is an effort to provide the Town cost savings.
- Continued to evaluate the Towns assessed properties both Residential and Commercial for presentation of information to Council next month.
- Established a new Vendor relationship with REIT Lubricants so that we can purchase necessary/specialized hydraulic fluid for our Street Sweeper.
- Processed payment to Trident Law Enforcement Liability deductible recovery. (This is noted because this is not a routine insurance cost. It is based on a claim/deductible payment).
- Completed annual VAC Salary reimbursement to the Admin Salary Line.
- Met with the Town Manager to complete the Annual ARPA Report due by April 30, 2025.

Submitted By: Valarie Strzempa

Date: 4/30/2025

April 2025 Council Finance Report

COUNCIL REPORT AT APRIL 30, 2025

REVENUE	BUDGET		CASH RECEIVED	OVER/(UNDER) BUDGET	
Administration	165,325.72		150,710.03	(14,615.69)	91.16%
Finance	3,588,988.62		3,550,997.87	(37,990.75)	98.94%
Public Safety	293,500.00		235,611.93	(57,888.07)	80.28%
Code Enforcement	451,200.00		392,506.74	(58,693.26)	86.99%
Public Works	19,000.00		593.34	(18,406.66)	3.12%
Parks & Recreation	6,100.00		5,118.47	(981.53)	83.91%
Voluntary Assessment Center	145,000.00		113,527.08	(31,472.92)	78.29%
Reimbursable Expenses	66,746.00		70,062.15	3,316.15	104.97%
Total General Fund	4,735,860.34		4,519,127.61	(216,732.73)	95.42%
EXPENSE	BUDGET		CASH EXPENDED	(OVER)/UNDER BUDGET	
Administration	494,060.00		445,065.79	48,994.21	90.08%
Finance	341,815.00		289,936.67	51,878.33	84.82%
Council Operations	22,305.00		14,038.81	8,266.19	62.94%
Public Safety	1,752,865.00		1,371,571.00	381,294.00	78.25%
Code Enforcement	287,145.00		202,023.89	85,121.11	70.36%
Public Works	452,553.00		314,157.15	138,395.85	69.42%
Sanitation	815,243.00		679,202.70	136,040.30	83.31%
Parks & Recreation	104,446.00		84,657.06	19,788.94	81.05%
Voluntary Assessment Center	118,910.00		83,561.78	35,348.22	70.27%
Reimbursable Expenses	16,000.00		30,133.72	(14,133.72)	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		11,830.65	12,169.35	49.294%
Total General Fund	4,735,860.34		3,543,770.89	1,192,089.45	74.828%
Total All Expenditures*	5,757,218.85		3,673,908.04	2,083,310.81	63.81%
STRAIGHT LINE =	83.3333%		Contingency Total	237,341.94	

*Includes Long Term Planning Prior Year Carry Over Totals

Voluntary Assessment Center	DELJIS has not completed the monthly reports as of 5/2/25 in an effort to not delay the April 2025 Council Report Fine Recording for the month of April has not yet been recognized (The affected line items are highlighted in yellow)
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April 2025 Council Finance Report

REVENUE

				STRAIGHT LINE = 83.33%	
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	312.00	(108.00)	74.29
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	63,000.00	(21,000.00)	75.00
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	6,400.00	(11,100.00)	36.57
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	
Administration Total		165,325.72	150,710.03	(14,615.69)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0001-0000	Real Estate Taxes	3,012,888.62	2,973,974.66	(38,913.96)	98.71
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	104,403.09	4,403.09	104.40
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	
01-04-11-0010-0000	Taxes - Penalties & Interest	16,000.00	20,361.73	4,361.73	127.26
01-04-11-0011-0000	Interest Income	55,000.00	50,622.64	(4,377.36)	92.04
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	
01-04-11-0080-0000	Franchise Fees	80,000.00	64,163.98	(15,836.02)	80.20
01-04-11-0090-0000	Transfer Taxes	325,000.00	337,346.47	12,346.47	103.80
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	-	-	-	
Finance Total		3,588,988.62	3,550,997.87	(37,990.75)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	200,000.00	166,715.54	(33,284.46)	83.36
01-04-20-0016-0000	Other Courts CCP	1,000.00	1,582.91	582.91	158.29
01-04-20-0017-0000	Accident Reports	8,000.00	7,020.00	(980.00)	87.75
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	12,500.00	(3,500.00)	78.13
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	210.00	(790.00)	21.00
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	90.00	(910.00)	9.00
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0.00
Public Safety Total		293,500.00	235,611.93	(57,888.07)	

April 2025 Council Finance Report

REVENUE

				STRAIGHT LINE = 83.33%	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-25-0000-0001	VAC - Administrative Fees	55,000.00	57,518.07	2,518.07	104.58
01-04-25-0000-0002	VAC - State of Delaware Fees	90,000.00	56,009.01	(33,990.99)	62.23
01-04-25-0110-0000	VAC - Other Income	-	-	-	0
	VAC Total	145,000.00	113,527.08	(31,472.92)	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0020-0000	Permit Fees	70,000.00	50,566.74	(19,433.26)	72.24
01-04-30-0020-0001	Permit Penalty Fines	-	200.00	200.00	
01-04-30-0021-0000	Code Violations (Total)	27,000.00	30,175.00	3,175.00	111.76
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	7,100.00		
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	67,625.00	(17,375.00)	79.56
01-04-30-0075-0000	Rental Licenses	265,000.00	243,350.00	(21,650.00)	91.83
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
	Code Enforcement Total	451,200.00	392,506.74	(58,693.26)	

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	568.34	(431.66)	56.83
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
	Public Works Total	19,000.00	593.34	(18,406.66)	

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
	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	
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	-	-	-	
01-04-70-0135-0000	Reimbursable- Sheriff Sale Legal Fees	10,000.00	26,337.85	7,399.14	263.38
01-04-70-0136-0000	Reimbursable- Leasee Utilities (Impact)	6,000.00	4,500.00	(1,500.00)	75.00
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	2,990.00	(5,010.00)	37.38
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	6,018.00	4,793.32	(1,224.68)	79.65
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	6,018.00	4,793.32	(1,224.68)	79.65
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	15,655.00	12,462.60	(3,192.40)	79.61
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	13,755.00	10,950.06	(2,804.94)	79.61
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00
	Reimbursable Expenses	66,746.00	70,062.15	(5,622.56)	

April 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 83.33%	
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	175,734.33	90.70
01-05-10-1001-0000	Overtime	2,000.00	-	2,000.00	774.97	38.75
01-05-10-1010-0000	Payroll Taxes	17,803.00	-	17,803.00	13,314.64	74.79
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	3,029.10	75.73
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	21,082.24	89.59
01-05-10-2071-0000	Computer Operation	20,000.00	-	20,000.00	17,890.05	89.45
01-05-10-2081-0000	Discretionary Funds	2,500.00	-	2,500.00	2,715.20	108.61
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,300.00	-	5,300.00	5,489.42	103.57
01-05-10-2120-0000	Electricity/Gas	39,350.00	-	39,350.00	34,035.28	86.49
01-05-10-2122-0000	Emergency Operations	0.00	-	0.00	-	
01-05-10-2124-0000	Water/Sewer	4,700.00	-	4,700.00	3,947.16	83.98
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	62,233.62	84.03
01-05-10-2180-0000	Insurance - Life/Disability	2,090.00	-	2,090.00	1,756.42	84.04
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	27,874.25	116.14
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	14,647.41	117.18
01-05-10-2370-0000	Telephone	2,200.00	-	2,200.00	1,637.00	74.41
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	323.16	64.63
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	2,000.00	1,784.57	89.23
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	1,709.62	42.74
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	2,862.52	77.37
	Administration Total	494,060.00		494,060.00	445,065.79	

April 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 83.33%	
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	146,834.66	80.75
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	11,813.42	77.04
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	28,861.96	192.41
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	16,189.79	96.94
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	21,901.23	117.12
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	35,376.00	-	35,376.00	35,649.65	100.77
01-05-11-2180-0000	Insurance - Life/Disability	1,925.00	-	1,925.00	1,650.81	85.76
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	1,535.27	76.76
01-05-11-2370-0000	Telephone - Landline Expenses	1,220.00	-	1,220.00	1,151.51	94.39
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	1,876.48	62.55
Finance Total		341,815.00		341,815.00	289,936.67	

April 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 83.33%	
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	5,999.80	83.33
01-05-15-1010-0000	Payroll Taxes	680.00	-	680.00	531.00	78.09
01-05-15-2071-0000	Computer Operations	4,615.00	-	4,615.00	3,952.20	85.64
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	606.30	10.11
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	404.51	80.90
01-05-15-2500-0000	Council Reimbursements	250.00	-	250.00	-	-
Council Total		22,305.00		22,305.00	14,038.81	

April 2025 Council Finance Report

EXPENSE

					STRAIGHT LINE = 83.33%	
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	757,752.57	79.06
01-05-20-1001-0000	Overtime	20,000.00	16,200.00	36,200.00	29,605.32	81.78
01-05-20-1002-0000	Salary - Police Clerical	65,006.00	-	65,006.00	52,446.45	80.68
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	24,057.83	87.37
01-05-20-1020-0000	Police Pension Expense	108,575.00	-	108,575.00	81,848.84	75.38
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	1,648.51	82.43
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	20,500.00	-	20,500.00	19,125.43	93.29
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	350.00	-	350.00	249.14	71.18
01-05-20-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-20-2160-0000	Insurance-Business	45,600.00	-	45,600.00	52,306.13	114.71
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	156,880.19	81.03
01-05-20-2180-0000	Insurance-Life/Disability	10,500.00	-	10,500.00	7,543.83	71.85
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	179.88	39.97
01-05-20-2290-0000	Building Maintenance	6,000.00	-	6,000.00	1,379.25	22.99
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	10,525.62	70.17
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	10,394.44	108.56
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	-	3,000.00	2,320.29	77.34
01-05-20-2390-0000	Training	8,000.00	-	8,000.00	1,482.95	18.54
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	-	30,000.00	21,800.29	72.67
01-05-20-3141-0000	Firearms/Supplies	9,500.00	-	9,500.00	518.06	5.45
01-05-20-3330-0000	Materials/Supplies	8,000.00	-	8,000.00	14,283.84	178.55
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	2,284.90	58.59
	Public Safety	1,752,865.00		1,752,865.00	1,371,571.00	

April 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 83.33%	
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	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	2,738.40	74.01
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
	VAC Total	118,910.00		118,910.00	83,561.78	

April 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 83.33%	
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	200.00 100.00
01-05-30-1000-0000	SALARY	147,548.00	-	147,548.00	97,850.04 66.32
01-05-30-1001-0000	Overtime	4,427.00	-	4,427.00	1,770.61 40.00
01-05-30-1010-0000	Payroll Taxes	12,150.00	-	12,150.00	8,161.38 67.17
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	23,333.70 66.67
01-05-30-2071-0000	Computer Operations	16,640.00	-	16,640.00	13,303.54 79.95
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	16,555.06 57.79
01-05-30-2180-0000	Insurance - Life/Disability	1,900.00	-	1,900.00	1,203.80 63.36
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	1,517.14 70.56
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	1,600.00	2,205.76 137.86
01-05-30-2370-0000	Telephone	3,400.00	-	3,400.00	2,012.45 59.19
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	488.49 48.85
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	2,709.04 90.30
01-05-30-3400-0000	Uniforms	1,000.00	-	1,000.00	215.06 21.51
Code Total		287,145.00		287,145.00	202,023.89

April 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 83.33%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-40-1000-0000	Salary	167,219.00	-	167,219.00	134,160.53	80.23
01-05-40-1001-0000	Overtime	4,300.00	-	4,300.00	4,048.89	94.16
01-05-40-1010-0000	Payroll Taxes	14,560.00	-	14,560.00	11,379.02	78.15
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	840.00	88.42
01-05-40-2071-0000	Computer Operations	8,655.00	-	8,655.00	7,157.20	82.69
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	1,593.25	83.86
01-05-40-2121-0000	Heating Oil	9,500.00	-	9,500.00	6,410.70	67.48
01-05-40-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-40-2124-0000	Water/Sewer	900.00	-	900.00	767.88	85.32
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	40,338.85	64.27
01-05-40-2180-0000	Insurance - Life/Disability	2,200.00	-	2,200.00	1,885.48	85.70
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	915.55	91.56
01-05-40-2300-0000	Maintenance - Equipment	5,800.00	-	5,800.00	8,333.23	143.68
01-05-40-2320-0000	Maintenance-Vehicle	7,000.00	-	7,000.00	6,316.43	90.23
01-05-40-2370-0000	Telephone	2,450.00	-	2,450.00	2,008.25	81.97
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	5,334.12	71.12
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	3,327.99	59.43
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
Public Works Total		452,553.00		452,553.00	314,157.15	

April 2025 Council Finance Report

EXPENSE

					STRAIGHT LINE = 83.33%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-43-2070-0000	SANITATION	815,043.00	-	815,043.00	679,202.70	83.33
01-05-43-2230-0000	Landfill Fees	200.00	-	200.00	-	-
	Sanitation Total	815,243.00		815,243.00	679,202.70	
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	56,640.00	84.54
01-05-47-2115-0000	Public Events	27,046.00	-	27,046.00	20,110.44	74.36
01-05-47-3252-0000	Park Management	10,400.00	-	10,400.00	7,906.62	76.03
	Parks and Recreation Total	104,446.00		104,446.00	84,657.06	
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	-	-
	Reimbursable Totals	16,000.00		16,000.00	30,133.72	
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	

Town of Elsmere Transfer Report
April 1st 2025 through April 30th 2025

\$4,935.00	Giordano & Gagne
\$1,275.00	Rhodunda, Williams, & Kondraschow, LLC
\$2,550.00	Orlans Law Group
\$3,975.00	Ward & Taylor
\$5,025.00	Ward & Taylor
\$2,550.00	Ward & Taylor
\$3,112.50	Wolfe & Associates
\$3,434.99	Wolfe & Associates
\$2,400.00	Longo & Associates
\$5,100.00	Settlement works
\$4,875.00	Ward & Taylor
\$3,180.00	Ward & Taylor
\$4,875.00	Ward & Taylor
\$2,460.00	Ward & Taylor
\$4,875.00	Wolfe & Associates
\$2,250.00	Nicholas G Kondraschow Esq
\$56,872.49	

TOWN OF ELSMERE TRANSFER TAX REPORT

April 1st 2025 through April 30st, 2025

Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
4/1/2025	Property: 1000 Kirkwood Hwy Grantor(s): Kenneth R Delaney Grantee(s): Quy Tran Bui & Thanh Mai Thi Le 1000 Kirkwood Hwy Wilmington, DE 19805 Parcel # 1900400-422 Giordano & Gagne	\$329,000.00	\$4,935.00
4/4/2025	Property: 104 Forrest Ave Grantor(s): John J. Malloy & Melodie Touloumes-Malloy Grantee(s): John W. Malloy & Beverley M. Malloy 37331 Jasper Lane Millsboro, DE 19996 Parcel # 1900400-107 Hudson, Jones, Jaywork & Fisher LLC		Exempt under 30 Del. C §5401
4/4/2025	Property(s): 104 Forrest Ave Grantor(s): John W. Malloy & Beverley M. Malloy Grantee(s): John J Malloy & Melodie Touloumes-Malloy 104 Forrest Ave Wilmington, DE 19805 Parcel # 1900400-107 Hudson, Jones, Jaywork, & Fisher LLC		Exempt under 30 Del. C §5401
4/8/2025	Property: 403 S Cleveland Ave Grantor(s): King4 Life LLC & GMS Improvements LLC Grantee(s): Astoria Builders LLC 96 Wayland Rd Wilmington, DE 19807 Parcel # 1900200-099 William J Rhodunda Jr Esq	\$8500.00	\$1,275.00
4/8/2025	Property: 113 N. Dupont Rd Grantor(s): Jonathan Watts Grantee(s): JT, Rev Tr. Jonathan & Christina Watts 113 N. Dupont Rd Wilmington, DE 19805 Parcel # 1900200-091 Paul A O'Brien Esq		Exempt under 30 Del. C §5401

4/11/2025	Property: 2133 Seneca Rd Grantor(s): Scott T Phillips Sheriff of NCC (Rafael Garcia Cruz) Grantee(s): M & T Bank 475 Crosspoint Pkwy Getzville, Ny 14068 Parcel # 1900200-201 Orlans Law Group	\$170,000.00	\$2,550.00
4/14/2025	Property: 8 Oak Ave Grantor(s): Karen L. Jones Grantee(s): Kenneth Wilson III 8 Oak Ave Wilmington, DE 19805 Parcel # 1900400-221 Ward & Taylor	\$265,000.00	\$3,975.00
4/14/2025	Property: 512 Red Bud Court Grantor(s): Valerie B. Sampson Grantee(s): Sharnaye & Jayce Moore 512 Red Bud Court Wilmington, DE 19805 Parcel # 1900200-371 Ward & Taylor	\$335,000.00	\$5,025.00
4/14/2025	Property: 147 Birch Ave Grantor(s): Susan M. Fowler, Donna Harrison & Michele Ferrier Grantee(s): Hall-Drinkwater Home Design, LLC 6 Kemble Court Wilmington, DE 19808 Parcel # 1900400-462 Ward & Taylor	\$170,000.00	\$2,550.00
4/15/2025	Property: 200 Olga Rd Grantor(s): Revocable Trust of John S Schelich & Kathleen M Schelich Dated April 28 th Grantee(s): VPR Property Management, LLC 5 Warwick Court Greenville, DE 19807 Parcel # 1900100-185 Wolfe & Associates	\$207,500.00	\$3,112.50

4/16/2025	Property: 26 Richard Ave Grantor(s): Truist Bank Grantee(s): Goodlife Holdings LLC 157 Riverview Dr New Castle, DE 19720 Parcel # 1900200-071 Wolfe & Associates LLC	\$228,999.00	\$3,434.99
4/21/2025	Property: 100 Forrest Ave Grantor(s): Mark A. Cochrane Grantee(s): Safwat Nasr 1 Micheal Townsend Court Newark, DE 19702 Parcel # 1900400-106 Longo & Associates	\$160,000.00	\$2,400.00
4/21/2025	Property: 16 Tamarack Ave Grantor(s): Gitsit Real Property LLC Grantee(s): Andrew Christopher Miazga, Jr 516 West 11 th St New Castle, DE 19720 Parcel # 1900400-320 Settlement Works	\$340,000.00	\$5,100.00
4/21/2025	Property: 124 North Dupont Rd Grantor(s): Leslie F Bottaro Grantee(s): Victoria Ferremi & Joe Jang Hoon Bae 124 North Dupont Rd Wilmington, DE 19805 Parcel # 1900200-121 Ward & Taylor	\$325,00.00	\$4,875.00
4/21/2025	Property: 1206 Maple Ave Grantor(s): Christopher Mc Farland Grantee(s): Daniel J Pugliese Jr 2 W. Mozart Drive Wilmington, DE 19807 Parcel # 1900800-144 Ward & Taylor	\$212,000.00	\$3,180.00

4/21/2025	Property: 111 Vilone Rd Grantor(s): Navy Real Estate LLC Grantee(s): Caleb Kincaid & Lydia Sheilds 111 Vilone Rd Wilmington, DE 19805 Parcel # 1900100-206 Ward & Taylor	\$325,000.00	\$4,875.00
4/22/2025	Property: 910 Dover Ave Grantor(s): David Michael McDaniel Grantee(s): Jennifer Jacklin 451 Valley Brook Dr Hockessin, DE 19707 Parcel # 1900800-350 Ward & Taylor	\$164,000.00	\$2,460.00
4/28/2025	Property: 413 Baldini Blvd Grantor(s): Maria R. Fiscella Grantee(s): Karleigh Alexis Guy 413 Baldini Blvd Wilmington, DE 19805 Parcel # 1900200386 Wolfe & Associates	\$325,000.00	\$4,875.00
4/30/2025	Property: 131 Bungalow Ave Grantor(s): Scott T. Phillips Sheriff of New Castle County. Grantee(s): Bengal Properties LLC 35 Clark Ridge Hockessin, DE 19707 Parcel # 1900400-258 Nicholas G. Kondraschow, Esq	\$150,000.00	\$2,250.00

ARPA COUNCIL REPORT AT APRIL 30, 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	12,090.00	12,090.00	0.00
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 (Hallosit)	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, Vilone Park & Dogwood Hollow	278,392.45	160,116.58	(118,275.87)
07-05-10-1000-0013	Stormwater Projects	921,289.81	-	(921,289.81)
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	5,671.08	5,671.08
07-05-10-2270-0000	Legal Services	0.00	0.00	0.00
	Total ARPA Budget/Expenditures	\$ 2,915,964.41	\$ 1,753,712.73	\$ (1,162,251.68)

ARPA FUND BALANCE (Total Grant Revenue less Expenses at 4/30/25)	\$ 1,162,251.68
Considering \$5,671.08 Expense Adjustment for Bank Fees	\$ 1,167,922.76

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
		5,671.08

ELSMERE POLICE DEPARTMENT
Monthly Report
May 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.

Carjacking @ the Wawa

April 14, 2025:

On April 14, 2025, at approximately 8:50 pm, two unidentified suspects, both wearing black masks, black jackets, blue jeans, and white shoes, exited a black Volvo sedan in the parking lot of the Wawa located at 915 New Road, and pulled a female occupant from her vehicle and fled northbound.

Suspect 1 approached the driver's side door, while Suspect 2 approached the passenger's side. Both suspects simultaneously opened the vehicle's doors. Suspect 2 entered the vehicle, pushing the victim out.

The vehicle was later located and recovered at 100 Dock Street, Wilmington. Last night there was a carjacking at the Wawa. There was no weapon displayed but the victim was pulled from the vehicle by two black males wearing masks. LPR cameras had picked up the stolen vehicle in the area of I-95 S/B. The vehicle was later recovered unoccupied in the City of Wilmington.



Meetings:

- April 1, 2025: CBA Mtg. – Chief Giles, Stephani Ballard, Esq., Steve Martin, M/Cpl. Kerrigan, M/Cpl. Mitchell, Sgt. Bozeman (WPD) & Jeff Weiner, Esq.
- April 5, 2025: Special Council Mtg. regarding CBA – Chief Giles
- April 8, 2025: DCPA Mtg. – Chief Giles
- April 10, 2025: Council Mtg. – Chief Giles
- April 17, 2025: Special Council Mtg. – Chief Giles
- April 22, 2025: CBA Mtg. – Chief Giles, Stephani Ballard, Esq., Steve Martin, Sgt. Smith, M/Cpl. Mitchell, Sgt. Bozeman (WPD) & Jeff Weiner, Esq.
- April 30, 2025: NCC Chiefs Mtg. – Chief Giles
- April 30, 2025: Special Council Mtg. – Chief Giles, Sgt. Smith & M/Cpl. Kerrigan

Trainings/Events:

- April 1, 2025: CPR/AED Training – EPD and Linda Sommermann
- April 5, 2025: Town Wide Clean-Up Day
- April 12, 2025: Easter Egg Hunt
- April 28, 2025: EPD CBA Vote

Revenue Results:

VAC JP Court 20 Revenue Received (May 2025) = **\$1,987.40**

VAC – Elsmere Revenue (April 2025) = **\$9,617.42**

VAC Administration Revenue Received YTD (April 2025) = **\$2,648.57**

Total VAC Revenue as of April 2025 = **\$174,196.09**

Tow Revenue (Received May 2025) = **\$176,183.49**



Elsmere Bureau of Police

Monthly Report

April 2025

Nature of Violation	
Radar/Lidar summons	112
Traffic enforcement (non-speed)	31
Traffic Warnings	18
Seatbelt Violations	7
Parking Violations	2
Cell Phone Violations	10
DUI's	0
Criminal Arrests	16
Wanted Persons	2
Crime Prevention Checks	2
Community Contacts	0
Total Statistics	200

Voluntary Assessment Violations: 143

Mandatory Appearance Violations: 22

EPD Service Calls

April 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	1	0	0	0	1	
Accidents	1	4	2	0	3	4	14	
Alarms	3	4	1	0	6	0	14	
Alcohol Violations	0	0	0	0	0	0	0	
Animal Complaint(s)	0	0	0	0	0	0	0	
Assaults	1	0	0	0	0	0	1	
Assist Other Agency	2	0	0	0	1	1	4	31
Assist Fire Board	3	1	2	3	3	2	14	
Burglaries	0	0	0	0	0	0	0	
Check On the Welfare	3	1	2	1	2	2	11	
Civil	0	0	0	1	0	1	2	
Criminal Contempt	0	0	0	0	0	0	0	
Criminal Mischief	4	1	1	0	1	0	7	
Death Investigation	0	0	0	0	1	0	1	
Disabled Vehicles	0	2	0	0	0	0	2	
Disorderly Conduct	3	4	0	0	2	4	13	
Domestic Disputes	0	0	2	1	3	1	7	
Domestic w/Weapon(s)	0	0	0	0	0	0	0	
Drug Violations	2	0	0	0	0	1	3	
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	1	0	1	
Fraud & Conspiracy	0	0	0	0	1	0	1	
Fugitive Apprehensions	0	0	0	0	0	0	0	
Graffiti	0	0	0	0	0	0	0	
Harassments	1	0	0	1	0	0	2	
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	1	0	0	1	2	4	8	
Menacing	0	1	0	0	0	0	1	
Mental Person(s)	0	0	0	0	0	0	0	
Misc. Investigations	2	1	2	0	2	0	7	
Missing Person(s)	0	1	1	0	0	0	2	
Neighbor Dispute	0	0	0	0	0	0	0	
Noise Complaint	0	0	0	0	1	0	1	
Offensive Touching	0	0	0	1	0	0	1	
Open Door/Window	0	0	0	0	0	0	0	
Overdose	1	0	0	0	0	0	1	
Parking Complaints	0	1	0	0	0	1	2	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	2	1	1	3	1	0	8	
Property Checks	5	0	0	0	0	5	10	
Public Relations	4	5	2	1	3	2	17	
Reckless Endangering	0	0	0	0	0	0	0	
Resisting Arrest	0	1	0	0	0	0	1	
Robbery	0	0	0	0	0	1	1	
Sex Crimes	0	0	0	0	0	0	0	
Stolen M.V./Unauth Use	1	0	0	0	0	0	1	
Suicide/Overdose	0	0	1	0	0	0	1	
Suspicious Person/Vehicle	3	3	1	2	1	0	10	
Terroristic Threatening	1	0	0	0	0	0	1	
Thefts	2	1	0	1	1	5	10	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	0	0	0	0	0	0	0	
Transports	0	0	0	0	0	0	0	
Trespassing	1	0	1	0	0	0	2	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
TOTALS	46	32	20	16	35	34	183	31



Public Works Department
Monthly Report
April 2025

Roadways:

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

- Potholes/Sinkholes on the following streets:
 - A St
 - J St
 - Vilone Rd (8)
 - Vilone Place (4)
 - Richard Ave (5)
 - Baltimore Ave (4)
 - Linden Ave
 - Western Ave
 - Ruth Rd (4)
 - Rigdon Rd (2)
 - Pardee (3)
 - Bungalow Ave (2)
 - Olga Rd & Vilone Rd (4)
 - New Rd
 - G Street (4)
- Replace/Remove/Installed Signs as requested:
 - Installed handicap sign at 142 Bungalow Ave
 - Replaced damaged Stop signpost at Brier & Blvd
- Street Curbs Painted:
 - N/A

NPDES:

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

- Baldini Blvd
- Boulevard Rd
- Colonial Ave
- Hadco Rd
- New Rd
- Red Bud Ct
- Rosemont Dr
- Southern Rd

- Taylor Rd
- Western Ave

Building Maintenance:

The following repairs were completed:

- Realigned Library sliding doors
- Installed new door sweeps to replace worn sweep
- Fixed wiring issue in Council Chambers
- Realigned Impact Life doors

Parks:

Annual Park cleanup project:

- Fixed broken floorboard in gazebo at Richard Moore Park
- Inspected and temporarily fixed one of dog park water fountains
- Fixed Walling Park ramp connected to playground
- Removed badminton net and installed new signage

Abatelements:

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

- 2133 Seneca Rd
- 110 Forrest Ave
- 1510 Second Ave
- 1512 Second Ave

Events:

- Food Pantry

Training:

- N/A

General:

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

- Dropped off replacement recycling can at 132 Birch Ave
- Removed grates and ripped up concrete to prepare for new planter boxes
- Installed new planter box for Wawa sidewalk
- Put up new Lt. Gregg Shelton banner

Submitted By: Leon Joseph

Date: April 29, 2025



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

Stormwater Project:

- Spoke with KCI regarding scaling back the Vilone Village and Dogwood Hollow stormwater plans to an estimated value of \$750,000.00. The full project plans are completed, and KCI will bifurcate the existing plans to focus on the area that sustains the worst flooding. He said that he could have the revised done by the end of the week. The bid for this project can be advertised the week of May 12th.
- We still have an application in for the 2026 CDS funding, if awarded the remaining portion of the project can be completed.
- There are a few dates changes for the start for stormwater projects they are as follows:
 - Patty Blevin Walkway – The project start date has been changed to mid-June
 - Taylor Tract at Silverbrook – The project start date has been changed to the middle of May.
- Submitted an inquiry to the Treasury Q&A to see what step any we need to take to ensure any unused funds are not claws back. Further we have confirmation from our auditors that we fulfilled the obligated provision.

Street Project:

- Rosemont and Taylor Road will be starting in late May. The same contractor that is working on the stormwater project at Silverbrook and Taylor Tract is also working on the Rosemont & Taylor intersection. He will have multiple crews working on both projects and will save time with mobilization by doing so.
- Dominick will have an exact date later this week for when he will resume paving South Grant Ave.
- Dominick Paoli paved Gamble Ave in late December. It was discovered by a Council member that there was some ponding of water when it rains. I met with Vandermark & Lynch about the situations to determine what corrective actions can be done. Vandermark & Lynch told me that they will get back during the week of May 12th.

EECBG Grant

- The contractor who was awarded this has met all requirements and completed the initial paperwork for Prevailing Wage (Davis Bacon) form.

- The Atrium door is being ordered and it should take approximately 4 – 6 weeks to arrive.

Town Hall Window:

- The contractor came out to do some additional measuring of a few windows last week. The windows are being ordered this week and should take about eight weeks for delivery.

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 cameras have been ordered and should be received in about three to four weeks. Once received the cameras are received, they will be installed and provide surveillance of the play area and the construction site.
- ORPT Grant application – Vendor is sending some samples of solar light for our review for the Patty Blevin Walking Path.

Deeded Parking Spot Pilot:

- Since we didn't have any responses for Deeded Parking Spot from residents living on Baltimore, Linden and Birch Ave. We are going to try a different block and see if we drum up interest from a different location.

Miscellaneous Grants:

- Reinvestment Fund application was submitted. The following projects are in the submission: include:
 - A new automated gate for Public Works – the existing gate is very old and problematic
 - Renovations of 4 bathrooms
 - Repair of three streets.
- CTF Funds – Reach out to Senator Mantzavinos and Representative Neal regard CTF funding for the street project. He told me to identify the work that the Town wants to do and provide us with an estimate. He also said to be mindful that CTF accounts will be reloaded in July and the amount each legislator will receive this year is unknown, due to the uncertain fiscal situation that the state faces.

Meetings:

- Attended a SRLP reporting training.
- Attended a Planning Commission Meeting.
- Sat in on a Board of Adjustment meeting.

Other Items:

- Staff participated in our annual Easter Egg Hunt.
- Held several interviews for the open Code Enforcement Officer position.
- Again, the Public Works department is seeing an increase in vandalism of many of the Town's Park equipment. In some cases, we had to dismantle some equipment.

- The tree stumps by Wawa have all been grinding down and Public Works will now reinstall the brick paver where they can. New planter boxes will be placed over top of the metal grates to provide a safe walking area in this location. Delaware Lawn is providing a quote for installing seasonal flowers.

Submitted By: Steven Martin

Date: May 5, 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 1st or 2nd week of May. Also, we received quotes for the surveillance camera it will be presented in April.