

**TOWN OF ELSMERE  
COUNCIL MEETING MINUTES  
July 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 <sup>ST</sup> DISTRICT	JANE MCDANIEL	PRESENT
2 <sup>ND</sup> DISTRICT	SALLY JENSEN	PRESENT
3 <sup>RD</sup> DISTRICT	VACANT	VACANT
4 <sup>TH</sup> DISTRICT	JOHN HOLLOWAY	PRESENT
5 <sup>TH</sup> DISTRICT	MARC HENRY	PRESENT
6 <sup>TH</sup> DISTRICT	ERIK ELLISON	PRESENT

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

**PUBLIC COMMENT:**

Rev. Court Buchanan of 606 New Rd stated he is the pastor of Elsmere Presbyterian and would like to hold a community day at the church on August 9, 2025, as seen on this evening's agenda. They intend to install new blessing boxes at the church, which are meant for donations to be given and taken as needed for anyone needing food. At the event, they plan to do a ribbon cutting and have a community day for anyone wanting to join. There will be music, games, ect. Rev. Buchanan thanked Sgt. Smith and Councilwoman Jensen from the Needy Family Fund for supporting the event and assisting with the new blessing boxes.

Diana Reed of 606 New Rd also stated that this event is aimed at anyone in the community and invited anyone to join and have food and participate. She also requested that the Mayor and Council waive the Special Event permit fee since this is a non-profit organization. Mayor Personti then stated she would like to switch the order of agenda item to consideration waiving the Special Event Permit fee for the Elsmere Presbyterian Church event on August 9th.

Mayor Personti then stated she would like to switch the order of agenda items to consider this agenda item early as opposed to last on the agenda under New Business.

**ACTION:** A motion was made by Councilwoman Jensen to waive the Special Event Permit fee for the Elsmere Presbyterian Church event on August 9<sup>th</sup>. The motion was seconded by Councilwoman McDaniel.

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

## **APPROVAL OF MINUTES:**

Minutes of the June 12, 2025 Council – Finance Committee Meeting.

**ACTION:** A motion was made by Councilman Holloway to approve the minutes of the June 12, 2025 Council – Finance Committee Meeting with no corrections. The motion was seconded by Councilman Henry.

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

## **NEW BUSINESS:**

Swearing in and seating of newly elected 6<sup>th</sup> District Councilman, Erik Ellison.

At this time, Mr. Erik Ellison was sworn into office by Town Solicitor Jim McMackin as 6<sup>th</sup> District Councilman and joined the council for the meeting.

## **AUDIT PRESENTATION:**

Representatives from Whisman, Giordano & Associates have prepared a draft of the FY 2024 Audit Report.

Representative Frank DiFrodo presented the draft of the FY 2024 Audit Report. Mr. DiFrodo stated that overall, the audit was clean and unmodified. There are no concerns with the financial state of the Town at this time. He commended the Town Manager and Finance Director on their work to clean up items that remained from previous the Finance Director.

## **OLD BUSINESS:**

Consideration of Third and Final reading of Ordinance 682.

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

At this time, there was a brief discussion regarding the ordinance. The figures on the ordinance appear to reflect an older ordinance. It was ultimately discussed that this should be further reviewed by the Town and placed on an agenda for a Special Council Meeting to be held on Monday, July 21, 2025 at 5:30 p.m.

## **NEW BUSINESS:**

Discussion regarding recent issues in trash collection with Republic Services.

Town Manager Steven Martin stated that originally, a representative from Republic Services was supposed to be present at the meeting to take any questions and concerns regarding the recent increase in trash, recycle, and yard waste collection issues. However, due to unforeseen circumstances, the representative was not able to make it.

There was a lengthy discussion among Council members regarding the issues with Republic Services, such as the trash trucks leaking fluids, areas consistently not being collected, trash containers going missing and many others.

Town Solicitor Jim McMackin stated he would like to review the contract with Republic Services to determine if there is a clause for liquidated damages.

Town Manager Steven Martin stated he would send Town Solicitor Jim McMackin the contract for review.

Discussion regarding the Town's Facebook page and public comments.

Town Manager Steven Martin stated he requested this item to be placed on the agenda due to the backlash the Town has received for not allowing comments on the Town's official Facebook page. Recently, we have had an increase in complaints and demands from residents regarding this issue. However, we have been sent language that we would like to post on the page that give a disclosure of no comments being permitted due to FOIA purposes. We intend to direct any complaints to our portal.

No action was needed on this agenda item.

Consideration of Resolution 25-04.

A resolution increasing the amount of extra duty cost when an Elsmere Police Officer works what is known as an Extra Duty Assignment.

Chief Giles stated that this is being proposed in order to remain consistent and more so a housekeeping item.

**ACTION:** A motion was made by Councilwoman Jensen to approve Resolution 25-04 to increase the amount of extra duty cost when an Elsmere Police Officer works what is known as an Extra Duty Assignment. The motion was seconded by Councilman Holloway.

**VOTE:**            6-0 with 1 Vacant                      All In Favor                      Motion carried

Introduction of First and Second reading of Ordinance 683.

An ordinance prohibiting certain facial coverings from being worn in certain spaces; under certain terms and conditions.

Chief Giles stated that this is intended to be able to better deter and identify suspects. She stated she has brought it up previously, but it was tabled. However, due to recent crimes that have taken place, she would like this to be reconsidered.

**ACTION:** A motion was made by Councilwoman Jensen to approve the First and Second Reading of Ordinance 683. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            5-1 with 1 Vacant                                      Motion carried

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

Consideration of appointing Mrs. Christina Watts to serve on the Town's Finance Committee.  
If appointed, Mrs. Watts's term would expire on July 1, 2028.

**ACTION:** A motion was made by Mayor Personti to appoint Mrs. Christina Watts to serve on the Finance Committee with a term to expire on July 1, 2028. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            6-0 with 1 Vacant                      All In Favor                      Motion carried

Consideration of appointing Mr. Jonathan Watts to serve on the Town's Planning Commission.  
If appointed, Mr. Watts's term would expire on July 1, 2028.

**ACTION:** A motion was made by Mayor Personti to appoint Mr. Jonathan Watts to serve on the Planning Commission with a term to expire on July 1, 2028. The motion was seconded by Councilwoman Jensen.

**VOTE:**            6-0 with 1 Vacant                      All In Favor                      Motion carried

## **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 asked for an update on the trash/dumping incident that occurred on Maple Avenue.
- Chief Giles added that this was identified as a police issue rather than a Code issue and she will follow up with the officer who handled the complaint.
- Councilwoman Jensen asked about the house located at 700 Baltimore Avenue as the long-time resident there has passed away and the house has been vacant for some time.
- Code Officer Nicole Facciolo responded that it is being placed up for sale and is not considered vacant as of now per the Code.

### Finance Department

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

- Finance Director Valarie Strzempa reported that she has been working on year end reports and stated that the revenues achieved came in at 108.5%.
- The department has satisfied 3 out of 6 payment plan agreements.
- All but one Sheriff Sale property has been resolved.

### Public Safety

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

- Chief Giles stated as a reminder that she will be out of town from July 9, 2025 to July 14, 2025 and Sgt. Smith will be in charge in her absence.

### Public Works

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

- Public Works Supervisor Leon Joseph reported that the street sweeping schedule that took place on Dover Avenue went smoothly.
- Councilman Holloway requested Sycamore and/or Cypress Avenue be added next on the street sweeping schedule.
- Councilwoman Jensen thanked the Town Manager and the Public Works Department on the trash remediation at 816 Kirkwood Highway.
- Mayor Personti thanked all the staff on the Dinner and a Movie Night event, stating that despite the weather, it was a nice turn out and the event was well put together.

### Town Manager

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

- Councilwoman Jensen asked the status of the street repairs being performed by Paoli Services.
- Town Manager Steven Martin reported that the milling portion is complete, and the paving will be done this week, weather depending. After that, Paoli intends to begin S. Grant Avenue the following week.
- Councilwoman Jensen asked the status of the Maple Park project.
- Town Manager Steven Martin stated Paoli is behind schedule and possibly in breach of the contract.
- Town Solicitor Jim McMackin requested a copy of the contract to review for possible clauses.
- Councilwoman Jensen reported weeds are growing in the Kirkwood Highway median beginning at Linden Avenue and all the way down to Rt. 100, bricking in the same median need to be relayed, and the traffic barrel at the catch basin on Kirkwood Highway, across from Leach Avenue remains and there has been no action from DelDot to repair the catch basin.
- Town Manager Steven Martin stated he will contact Sen. Mantzavinos to expedite the remediation from DelDot.
- Councilman Ellison requested a copy of the storm water project to which the Town Manager stated he will supply him a copy.

**PUBLIC COMMENT:** None

**STATEMENTS BY THE MAYOR AND COUNCIL:** None

**EXECUTIVE SESSION AND ADJOURNMENT:** Pursuant to 29 Del. C. Section 10004(b), the Mayor and Council will adjourn into an executive session to discuss a personnel matter and strategy with regard to collective bargaining. The Mayor and Council will not return to public session.

**ACTION:** A motion was made by Mayor Personti to adjourn into executive session not to return to public. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            6-0 with 1 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.

  
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**JOANN I. PERSONTI**  
**MAYOR**

  
\_\_\_\_\_  
**JANE MCDANIEL**  
**SECRETARY**



## **Code Enforcement Department**

### **Monthly Report**

### **May 2025**

#### **Citations:**

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

#### **Council Districts:**

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

**Issued this calendar year: 229**

#### **Permit Fees:**

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

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

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

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

- 116 Forrest Avenue
- 2117 Seneca Road
- 2133 Seneca Road

### **Vacant Properties**

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

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

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

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

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

1st District	2
2nd District	1
3rd District	0
4th District	2
5th District	5
6th District	0
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Total	10

### **Petitions Heard**

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

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

### **Permits Processed**

1st District	4
2nd District	3
3rd District	9
4th District	3
5th District	6
6th District	4
<hr/>	
Total	29

### **Business Licenses Processed**

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

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

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

### **Rental Licenses Processed**

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

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

**Total: 4 Rental Licenses Processed**

### **Abandoned Vehicles**

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

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

### **Notable Projects Pending**

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

### **Departmental Update:**

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

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

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

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

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

## Vacant Property Log

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

## Pre-Rental Inspections Performed

Date Performed	Property Address	Type of Rental	Council District
5/5/2025	5 Ruth Road, Apt 6	Apartment	5
5/14/2025	7 Ruth Road, Apt 5	Apartment	5
5/19/2025	2702-D102 Eastwood Road	Apartment	1
5/22/2025	146 Birch Avenue	Residential	2
5/27/2025	2702-D304 Eastwood Road	Apartment	1
5/27/2025	14 Ruth Road, Apt 3	Apartment	5
5/27/2025	103 Sanders Road, Apt 6	Apartment	5
5/28/2025	1351 Maple Avenue, Apt 1	Apartment	4
5/28/2025	1355 Maple Avenue, Apt 3	Apartment	4
5/30/2025	107 Sanders Road, Apt 5	Apartment	5

## Permits Processed

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

### May 2025 Monthly Citation Report

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



TOWN OF ELSMERE

DEPARTMENT OF FINANCE

MONTHLY REPORT – MAY 31, 2025

- Continued collection of current and delinquent taxes
  - Senior/Disabled Tax Exemption Application deadline was on May 1, 2025.
    - We received a total of 93 Applications/Confirmations
    - 3 of these applications exceed the income requirement
  - Total taxes received during the month: \$9,746.26
  - Total penalties and interest received during the month: \$1,898.13
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 6 active and current payment plans at 5/31/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected \$23,740.50 in Transfer Taxes during the month
    - At 5/31/25 this revenue is realized at 111%
- Town of Elsmere Sheriff Sale Properties
  - Ongoing Case (FY 2020 start of this delinquency): 7 Beech Ave., Motion to Vacate filed by the Defendant; hearing planned for 5/9/25; No Update from Jim Landon by 5/31/25, as of 6/5/25 they are awaiting the Courts decision.
  - Town of Elsmere Delinquent Properties Update:
    - 1210 Sycamore Ave. Monition Complaint Filed 4/14/25; Owner is in contact with Jim Landon regarding pay-off.
    - 27 Vilone Rd. Monition Complaint Filed 4/14/25 ; No update/Owner not in contact with Jim Landon
    - 912 Kirkwood Hwy. – Tax Delinquency Resolved 5/28/25
    - 227 Dumont Rd. – Tax Delinquency Resolved 5/23/25
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$400.00

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

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

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

Submitted By: Valarie Strzempa

Date: 5/31/2025

May 2025 Council Finance Report

**COUNCIL REPORT AT MAY 31, 2025**

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

\*Includes Long Term Planning Prior Year Carry Over Totals

# May 2025 Council Finance Report

## REVENUE

				STRAIGHT LINE = 91.67%	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-00-00-0000-0000	GENERAL FUND	-	-	-	
01-01-10-0201-0000	Accounts Receivable - Returned Checks	-	-	-	
01-04-00-0001-0000	Future Year's Tax Receipts	-	-	-	
01-04-00-0002-0000	Future Years Miscellaneous Receipts	-	-	-	
01-04-00-0100-0000	Refund of Prior Year's Exp	-	-	-	
01-04-00-0120-0000	Refund of Prior Year Expense - Police	-	-	-	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-10-0013-0000	Invoice Overpayment Account	-	-	-	
01-04-10-0110-0000	Other Income- Administration	6,000.00	28,376.12	22,376.12	472.94
01-04-10-0110-0001	General Fund Commitment	-	-	-	
01-04-10-0115-0000	Local Election Registration Fee	420.00	552.00	132.00	131.43
01-04-10-0116-0000	Bid Revenue Fee	-	-	-	
01-04-10-0120-0000	Rental Income	-	-	-	
01-04-10-0120-0001	Rental Income-Library	57,405.72	52,621.91	(4,783.81)	91.67
01-04-10-0120-0002	Rental Income-Basement (Impact Life)	84,000.00	84,000.00	-	100.00
01-04-10-0120-0003	Rental Income-Recreation Center	-	-	-	
01-04-10-0120-0004	Rental Income- Other Sources	-	-	-	
01-04-10-0121-0000	Elevator Reimbursement	-	-	-	
01-04-10-0135-0000	Homeland Security Income	-	-	-	
01-04-10-0150-0000	Abandoned Property Revitalization Income	17,500.00	6,800.00	(10,700.00)	38.86
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	
	<b>Administration Total</b>	<b>165,325.72</b>	<b>172,350.03</b>	<b>7,024.31</b>	

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

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	200,000.00	188,705.67	(11,294.33)	94.35
01-04-20-0016-0000	Other Courts CCP	1,000.00	1,804.50	804.50	180.45
01-04-20-0017-0000	Accident Reports	8,000.00	7,695.00	(305.00)	96.19
01-04-20-0026-0000	Police Pension Passthru Receipts	60,000.00	43,681.78	(16,318.22)	72.80
01-04-20-0110-0000	Other Income- Public Safety	1,500.00	3,811.70	2,311.70	254.11
01-04-20-0110-0001	Other Income- Seized Property Sales	-	-	-	
01-04-20-0110-0002	Other Income- Towing	16,000.00	12,625.00	(3,375.00)	78.91
01-04-20-0110-0003	Other Income- Grant Passthrough	-	-	-	
01-04-20-0130-0000	Extra-Duty Surcharge	-	-	-	
01-04-20-0130-0001	Extra-duty admin surcharge	1,000.00	1,333.50	333.50	133.35
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	571.50	(428.50)	57.15
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0.00
	<b>Public Safety Total</b>	<b>293,500.00</b>	<b>260,228.65</b>	<b>(33,271.35)</b>	

## May 2025 Council Finance Report

### REVENUE

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

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

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

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

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

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 91.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-01-10-0005-0000	Payroll Clearing Account	0.00	-		-	0
01-01-10-0260-0000	Prepaid Insurance	0.00	-		-	0
01-01-10-0270-0000	Prepaid Expenses	0.00	-		-	0
01-01-10-0602-0000	Grant Fund Receivable Account	0.00	-		-	0
01-02-10-2300-0000	Pension Refund Account	0.00	-		-	0
01-05-10-1000-0000	Salary	193,764.00	-	193,764.00	199,933.68	103.18
01-05-10-1001-0000	Overtime	2,000.00	-	2,000.00	1,111.82	55.59
01-05-10-1010-0000	Payroll Taxes	17,803.00	-	17,803.00	14,478.69	81.33
01-05-10-1015-0000	Employee Incentive Program	0.00	-	0.00	-	
01-05-10-1025-0000	Employee Longevity Benefit	2,900.00	-	2,900.00	3,000.00	103.45
01-05-10-1030-0000	Payroll Expenses	4,000.00	-	4,000.00	3,952.99	98.82
01-05-10-1075-0000	Pension Expenses	3,500.00	-	3,500.00	2,000.00	57.14
01-05-10-2060-0000	Contributions	5,000.00	-	5,000.00	5,000.00	100.00
01-05-10-2070-0000	Contracted Professional Services	23,531.00	-	23,531.00	21,357.59	90.76
01-05-10-2071-0000	Computer Operation	20,000.00	-	20,000.00	19,075.72	95.38
01-05-10-2081-0000	Discretionary Funds	2,500.00	-	2,500.00	2,784.75	111.39
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,300.00	-	5,300.00	5,615.35	105.95
01-05-10-2120-0000	Electricity/Gas	39,350.00	-	39,350.00	36,852.90	93.65
01-05-10-2122-0000	Emergency Operations	0.00	-	0.00	-	
01-05-10-2124-0000	Water/Sewer	4,700.00	-	4,700.00	4,117.54	87.61
01-05-10-2160-0000	Insurance - Business	29,007.00	-	29,007.00	32,021.64	110.39
01-05-10-2161-0000	Insurance - Auto	0.00	-	0.00	-	
01-05-10-2170-0000	Insurance - Health/Dental/Vision/Life	74,065.00	-	74,065.00	68,319.77	92.24
01-05-10-2180-0000	Insurance - Life/Disability	2,090.00	-	2,090.00	1,929.38	92.31
01-05-10-2181-0000	Workers Compensation	800.00	-	800.00	1,092.14	136.52
01-05-10-2266-0000	Legal/Published Notices	5,500.00	-	5,500.00	1,629.33	29.62
01-05-10-2270-0000	Legal Expenses	24,000.00	-	24,000.00	43,664.25	181.93
01-05-10-2280-0000	Postage	150.00	-	150.00	230.60	153.73
01-05-10-2290-0000	Maintenance/Building	12,500.00	-	12,500.00	15,691.71	125.53
01-05-10-2370-0000	Telephone	2,200.00	-	2,200.00	1,812.32	82.38
01-05-10-2390-0000	Training	1,700.00	-	1,700.00	874.00	51.41
01-05-10-3140-0000	Vehicle Services	500.00	-	500.00	354.72	70.94
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	2,000.00	1,959.99	98.00
01-05-10-3340-0000	Miscellaneous	500.00	-	500.00	471.80	94.36
01-05-10-3350-0000	Office Supplies	4,000.00	-	4,000.00	2,527.27	63.18
01-05-10-4100-0000	Civil Remediations	1,000.00	-	1,000.00	-	-
01-05-10-7046-0000	Homeland Security	6,000.00	-	6,000.00	5,950.80	99.18
01-05-10-8250-0000	Lease/Office Equipment	3,700.00	-	3,700.00	3,178.04	85.89
<b>Administration Total</b>		<b>494,060.00</b>		<b>494,060.00</b>	<b>500,988.79</b>	<b>101.40</b>

## May 2025 Council Finance Report

<b>EXPENSE</b>					<b>STRAIGHT LINE = 91.67%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Modified Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	-	2,500.00	2,635.81	105.43
01-05-11-1000-0000	Salary	181,841.00	-	181,841.00	167,817.11	92.29
01-05-11-1001-0000	Overtime	1,000.00	-	1,000.00	-	-
01-05-11-1010-0000	Payroll Taxes	15,335.00	-	15,335.00	13,354.01	87.08
01-05-11-1025-0000	Employee Longevity Benefit	4,399.00	-	4,399.00	4,599.96	104.57
01-05-11-1050-0000	Banking Services	15,000.00	-	15,000.00	31,473.09	209.82
01-05-11-2050-0000	Audit	40,000.00	-	40,000.00	42,304.56	105.76
01-05-11-2071-0000	Computer Operations	16,700.00	-	16,700.00	16,840.38	100.84
01-05-11-2100-0000	Dues/Subscriptions/Meetings	600.00	-	600.00	286.63	47.77
01-05-11-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-11-2160-0000	Insurance - Business	18,700.00	-	18,700.00	21,901.23	117.12
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	35,376.00	-	35,376.00	39,499.64	111.66
01-05-11-2180-0000	Insurance - Life/Disability	1,925.00	-	1,925.00	1,815.53	94.31
01-05-11-2181-0000	Workers Compensation Insurance	719.00	-	719.00	910.12	126.58
01-05-11-2280-0000	Postage	2,000.00	-	2,000.00	1,789.82	89.49
01-05-11-2370-0000	Telephone - Landline Expenses	1,220.00	-	1,220.00	1,279.44	104.87
01-05-11-2390-0000	Training	1,500.00	-	1,500.00	429.00	28.60
01-05-11-3340-0000	Miscellaneous	0.00	-	0.00	-	-
01-05-11-3350-0000	Office Supplies	3,000.00	-	3,000.00	2,010.82	67.03
<b>Finance Total</b>		<b>341,815.00</b>		<b>341,815.00</b>	<b>348,947.15</b>	<b>102.09</b>

## May 2025 Council Finance Report

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

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE =	91.67%
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-20-0025-0000	Police Pension Passthrough - payments	60,000.00	-	60,000.00	-	-
01-05-20-0110-0000	Grant Award Passthrough	0.00	-	0.00	-	-
01-05-20-0500-0000	CAPITAL PURCHASE NON-BUDGET	0.00	-	0.00	-	-
01-05-20-1000-0000	Salary	971,399.00	(13,000.00)	958,399.00	850,987.46	88.79
01-05-20-1001-0000	Overtime	20,000.00	16,200.00	36,200.00	32,025.41	88.47
01-05-20-1002-0000	Salary - Police Clerical	65,006.00	-	65,006.00	59,946.45	92.22
01-05-20-1003-0000	Holiday	33,000.00	(3,200.00)	29,800.00	30,400.00	102.01
01-05-20-1010-0000	Payroll Taxes	27,537.00	-	27,537.00	26,858.05	97.53
01-05-20-1020-0000	Police Pension Expense	108,575.00	-	108,575.00	89,546.17	82.47
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00	-	4,400.00	4,399.92	100.00
01-05-20-2071-0000	Computer Operation	4,000.00	-	4,000.00	1,675.25	41.88
01-05-20-2081-0000	Discretionary Fund	2,000.00	-	2,000.00	3,823.78	191.19
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	20,500.00	-	20,500.00	24,090.43	117.51
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	350.00	-	350.00	273.11	78.03
01-05-20-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-20-2160-0000	Insurance-Business	45,600.00	-	45,600.00	52,390.13	114.89
01-05-20-2161-0000	Insurance-Vehicles	22,629.00	-	22,629.00	23,094.00	102.05
01-05-20-2170-0000	Insurance - Health/Dental/Vision	193,605.00	-	193,605.00	168,867.28	87.22
01-05-20-2180-0000	Insurance-Life/Disability	10,500.00	-	10,500.00	8,217.72	78.26
01-05-20-2181-0000	Insurance - Workers Compensation	37,839.00	-	37,839.00	47,326.31	125.07
01-05-20-2280-0000	Postage	450.00	-	450.00	297.07	66.02
01-05-20-2290-0000	Building Maintenance	6,000.00	-	6,000.00	1,493.21	24.89
01-05-20-2300-0000	Equipment Contracts	15,500.00	-	15,500.00	9,927.76	64.05
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	1,000.00	-	-
01-05-20-2320-0000	Maintenance -Vehicle	15,000.00	-	15,000.00	16,912.87	112.75
01-05-20-2331-0000	Medical Costs	5,000.00	-	5,000.00	264.00	5.28
01-05-20-2350-0000	Seized Vehicle Expenses	0.00	-	0.00	-	-
01-05-20-2360-0000	Evidence Processing Cost	1,500.00	-	1,500.00	-	-
01-05-20-2370-0000	Telephone	9,575.00	-	9,575.00	10,621.25	110.93
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	-	3,000.00	3,293.04	109.77
01-05-20-2390-0000	Training	8,000.00	-	8,000.00	1,741.95	21.77
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	-	30,000.00	23,395.65	77.99
01-05-20-3141-0000	Firearms/Supplies	9,500.00	-	9,500.00	1,236.94	13.02
01-05-20-3330-0000	Materials/Supplies	8,000.00	-	8,000.00	14,378.23	179.73
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	500.00	1,446.44	289.29
01-05-20-3350-0000	Office Supplies	3,500.00	-	3,500.00	1,890.89	54.03
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	0.00	-	-
01-05-20-3400-0000	Uniforms	5,000.00	-	5,000.00	4,924.36	98.49
01-05-20-3401-0000	Uniforms Cleaning	500.00	-	500.00	190.20	38.04
01-05-20-7510-0000	Grant Award Passthrough	0.00	-	0.00	-	-
01-05-20-8250-0000	Lease/Office Equipment	3,900.00	-	3,900.00	2,502.14	64.16
	<b>Public Safety</b>	<b>1,752,865.00</b>		<b>1,752,865.00</b>	<b>1,518,437.47</b>	<b>86.63</b>

## May 2025 Council Finance Report

<b>EXPENSE</b>					<b>STRAIGHT LINE = 91.67%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Modified Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
01-05-25-0000-0000	VOLUNTARY ASSESSMENT CENTER					
01-05-25-0000-0001	VAC - Refund of Ticket Payment	-	-	-		-
01-05-25-0000-0002	VAC - State of Delaware Fees	90,000.00	-	90,000.00	56,278.01	62.53
01-05-25-1000-0000	VAC - Salary Reimbursement	22,210.00	-	22,210.00	22,210.00	100.00
01-05-25-1050-0000	VAC - Banking Services	400.00	-	400.00	-	-
01-05-25-2071-0000	VAC - Computer Operations	3,700.00	-	3,700.00	2,961.82	80.05
01-05-25-2160-0000	Insurance - Business	0.00	-	0.00	214.23	-
01-05-25-2280-0000	VAC - Postage	1,550.00	-	1,550.00	1,548.42	99.90
01-05-25-3340-0000	VAC - Miscellaneous	50.00	-	50.00	-	-
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	-	1,000.00	572.72	57.27
	<b>VAC Total</b>	<b>118,910.00</b>		<b>118,910.00</b>	<b>83,785.20</b>	<b>70.46</b>

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE =	91.67%
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	200.00	200.00	100.00
01-05-30-1000-0000	SALARY	147,548.00	-	147,548.00	111,317.87	75.45
01-05-30-1001-0000	Overtime	4,427.00	-	4,427.00	1,962.31	44.33
01-05-30-1010-0000	Payroll Taxes	12,150.00	-	12,150.00	9,155.78	75.36
01-05-30-1025-0000	Employee Longevity Benefit	2,425.00	-	2,425.00	2,566.68	105.84
01-05-30-2070-0000	Contracted Professional Services	35,000.00	-	35,000.00	26,297.20	75.13
01-05-30-2071-0000	Computer Operations	16,640.00	-	16,640.00	13,766.20	82.73
01-05-30-2100-0000	Dues/Subscriptions/Meetings	525.00	-	525.00	229.70	43.75
01-05-30-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-30-2160-0000	Insurance - Business	18,700.00	-	18,700.00	22,702.71	121.40
01-05-30-2161-0000	Insurance - Auto	3,455.00	-	3,455.00	2,875.11	83.22
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	28,648.00	-	28,648.00	17,998.24	62.83
01-05-30-2180-0000	Insurance - Life/Disability	1,900.00	-	1,900.00	1,308.30	68.86
01-05-30-2181-0000	Insurance - Workers Compensation	1,677.00	-	1,677.00	2,123.62	126.63
01-05-30-2280-0000	Postage	2,150.00	-	2,150.00	1,697.09	78.93
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	1,600.00	2,211.75	138.23
01-05-30-2370-0000	Telephone	3,400.00	-	3,400.00	2,221.30	65.33
01-05-30-2390-0000	Training	1,000.00	-	1,000.00	60.00	6.00
01-05-30-3140-0000	Gas - Vehicles	1,000.00	-	1,000.00	526.96	52.70
01-05-30-3330-0000	Materials/Supplies	500.00	-	500.00	-	-
01-05-30-3340-0000	Miscellaneous	200.00	-	200.00	105.48	52.74
01-05-30-3350-0000	Office Supplies	3,000.00	-	3,000.00	3,309.09	110.30
01-05-30-3400-0000	Uniforms	1,000.00	-	1,000.00	215.06	21.51
<b>Code Total</b>		<b>287,145.00</b>		<b>287,145.00</b>	<b>222,850.45</b>	<b>77.61</b>

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE = 91.67%	
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-40-1000-0000	Salary	167,219.00	-	167,219.00	154,044.81	92.12
01-05-40-1001-0000	Overtime	4,300.00	-	4,300.00	4,148.69	96.48
01-05-40-1010-0000	Payroll Taxes	14,560.00	-	14,560.00	12,860.86	88.33
01-05-40-1020-0000	Pension Expense	0.00	-	0.00	-	-
01-05-40-1025-0000	Employee Longevity Benefit	1,500.00	-	1,500.00	1,800.00	120.00
01-05-40-2070-0000	Contracted Professional Services	950.00	-	950.00	870.00	91.58
01-05-40-2071-0000	Computer Operations	8,655.00	-	8,655.00	7,634.32	88.21
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	200.00	44.75	22.38
01-05-40-2120-0000	Electricity/Gas	1,900.00	-	1,900.00	1,769.12	93.11
01-05-40-2121-0000	Heating Oil	9,500.00	-	9,500.00	6,685.21	70.37
01-05-40-2122-0000	Emergency Operations	0.00	-	0.00	-	-
01-05-40-2124-0000	Water/Sewer	900.00	-	900.00	819.20	91.02
01-05-40-2160-0000	Insurance - Business	41,159.00	-	41,159.00	37,197.34	90.37
01-05-40-2161-0000	Insurance - Auto	23,412.00	-	23,412.00	22,614.11	96.59
01-05-40-2170-0000	Insurance - Health/Dental/Vision/Life	62,762.00	-	62,762.00	44,671.06	71.18
01-05-40-2180-0000	Insurance - Life/Disability	2,200.00	-	2,200.00	2,074.09	94.28
01-05-40-2181-0000	Insurance - Workers Compensation	7,486.00	-	7,486.00	9,222.57	123.20
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	1,000.00	1,050.55	105.06
01-05-40-2300-0000	Maintenance - Equipment	5,800.00	-	5,800.00	8,723.53	150.41
01-05-40-2320-0000	Maintenance-Vehicle	7,000.00	-	7,000.00	6,980.43	99.72
01-05-40-2370-0000	Telephone	2,450.00	-	2,450.00	2,209.51	90.18
01-05-40-2390-0000	Training	5,000.00	-	5,000.00	2,957.00	59.14
01-05-40-3140-0000	Gas - Vehicles/Equipment	7,500.00	-	7,500.00	5,899.38	78.66
01-05-40-3251-0000	Maintenance Streets	67,500.00	-	67,500.00	2,842.00	4.21
01-05-40-3330-0000	Materials/Supplies	5,600.00	-	5,600.00	3,628.90	64.80
01-05-40-3340-0000	Miscellaneous	500.00	-	500.00	156.99	31.40
01-05-40-3350-0000	Office Supplies	500.00	-	500.00	54.82	10.96
01-05-40-3400-0000	Uniforms	3,000.00	-	3,000.00	2,450.20	81.67
<b>Public Works Total</b>		<b>452,553.00</b>		<b>452,553.00</b>	<b>343,409.44</b>	<b>75.88</b>

## May 2025 Council Finance Report

EXPENSE					STRAIGHT LINE =	91.67%
Account Id	Description	Adopted Budget	Amended Budget	Modified Budget	Expended Curr	% Realized
01-05-43-2070-0000	SANITATION	815,043.00	-	815,043.00	747,122.97	91.67
01-05-43-2230-0000	Landfill Fees	200.00	-	200.00	-	-
	<b>Sanitation Total</b>	<b>815,243.00</b>		<b>815,243.00</b>	<b>747,122.97</b>	<b>91.64</b>
01-05-45-2010-0000	<b>NPDES Compliance</b>	<b>24,000.00</b>	<b>-</b>	<b>24,000.00</b>	<b>11,830.65</b>	<b>49.29</b>
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	67,000.00	-	67,000.00	63,000.00	94.03
01-05-47-2115-0000	Public Events	27,046.00	-	27,046.00	20,363.20	75.29
01-05-47-3252-0000	Park Management	10,400.00	-	10,400.00	9,398.83	90.37
	<b>Parks and Recreation Total</b>	<b>104,446.00</b>		<b>104,446.00</b>	<b>92,762.03</b>	<b>88.81</b>
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	0.00	-	0.00	1,025.00	
01-05-70-0135-0000	Reimbursable- Sheriff Sale Legal Reim.	10,000.00	-	10,000.00	14,632.34	146.32
01-05-70-1011-0000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	6,000.00	14,476.38	241.27
01-05-70-2330-0000	Reimbursable- Landfill Fees	0.00	-	0.00	-	
01-05-70-7043-0000	Reimbursable- Gasoline Purchases	0.00	-	0.00	-	
01-05-70-8060-0000	Reimbursable- Capital Expenses	0.00	-	0.00	-	
	<b>Reimbursable Totals</b>	<b>16,000.00</b>		<b>16,000.00</b>	<b>30,133.72</b>	<b>188.34</b>
01-05-80-0027-0000	Long Term Planning Department		-			
01-05-80-0027-0010	Original Police Pension Plan Allocation	35,753.00	-	35,753.00	35,753.00	100.00
01-05-80-0027-0011	Carryover from prior year	-	-	-	-	
01-05-80-0027-0020	Capital Depreciation Allocation	25,753.00	-	25,753.00	-	
01-05-80-0027-0021	Capital Deprec. Alloc. - P/Y Carry Over	138,270.71	-	138,270.71	-	
01-05-80-0027-0040	Infrastructure Maintenance Allocation	53,330.00	-	53,330.00	-	
01-05-80-0027-0041	Infrastructure Maint-P/Y Carry Over	251,310.05	-	251,310.05	-	
01-05-80-0027-0050	Capital Building Allocation	15,753.00	-	15,753.00	-	
01-05-80-0027-0051	Capital Bldg Allocation-P/Y Carry Over	137,777.75	-	137,777.75	-	
01-05-80-0027-0060	Contingency Fund Allocation	10,298.00	-	10,298.00	10,298.00	100.00
01-05-80-0027-0070	Future Project Allocation	165,631.34	-	165,631.34	17,591.67	10.62
01-05-80-0027-0080	Salary Enhancement Allocation	-	-	-	-	
01-05-80-0027-0081	Salary Enhancement Allocation- P/Y Carry Over	230,000.00	-	230,000.00	-	
	<b>Long Term Planning Total (Includes P/Y Carry Over)</b>	<b>1,063,876.85</b>		<b>1,063,876.85</b>	<b>63,642.67</b>	<b>5.98</b>
	<b>Current Year Budget Total (FY25)</b>	<b>306,518.34</b>			<b>63,642.67</b>	
	<b>Prior Year</b>	<b>757,358.51</b>			<b>-</b>	
01-05-99-0000-0000	Payment of Prior Year's Expenses	0.00			0	
01-05-99-0602-0001	Refund of Tax Overpayments	0.00			0	

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

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

**\$23,740.50**

**TOWN OF ELSMERE TRANSFER TAX REPORT**

May 1st 2025 through May 31st, 2025

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

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

[illegible]

# ARPA COUNCIL REPORT AT MAY 31, 2025

Account ID	Revenue	BUDGET	CASH RECEIVED	OVER / (UNDER) BUDGET
07-04-10-1000-0000	American Rescue Plan Act Revenue	2,915,964.41	2,915,964.41	0.00
				100.00%
	<b>Total ARPA Fund Revenue</b>	<b>\$ 2,915,964.41</b>	<b>\$ 2,915,964.41</b>	

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
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 (Haitosil)	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 Vitlone Village, Vitlone 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)
<del>07-05-10-2070-0000</del>	<del>Bank Service Fees</del>	<del>0.00</del>	<del>5,798.42</del>	<del>6.00%</del>
<del>07-05-10-2270-0000</del>	<del>Legal Services</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00%</del>
	<b>Total ARPA Budget/Expenditures</b>	<b>\$ 2,915,964.41</b>	<b>\$ 1,753,840.07</b>	<b>\$ (1,162,124.34)</b>

<b>ARPA FUND BALANCE (Total Grant Revenue less Expenses at 5/31/25)</b>	<b>\$ 1,162,124.34</b>
Considering \$5,798.42 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 dispensed 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)	

<b>FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE</b>		
<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	5,798.42

**ELSMERE POLICE DEPARTMENT**  
**Monthly Report**  
**June 2025**

**Significant Events:**

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

**Delaware Law Enforcement Memorial**

**May 7, 2025:**

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



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

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

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

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

### **Burglary Arrest**

#### **May 26, 2025:**

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

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

**Meetings:**

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

**Trainings/Events:**

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

**Revenue Results:**

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

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

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

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

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



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

**Roadways:**

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

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

**NPDES:**

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

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

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

### **Building Maintenance:**

The following repairs were completed:

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

### **Parks:**

Annual Park cleanup project:

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

### **Abatelements:**

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

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

### **Events:**

- Food Pantry

### **Training:**

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

### **General:**

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

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

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

Submitted By: Leon Joseph

Date: June 4, 2025

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

**Stormwater Project:**

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

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

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

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

**Street Project:**

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

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

### **EECBG Grant**

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

### **Town Hall Window:**

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

### **Park Project:**

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

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

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

- **Miscellaneous Grants:**

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

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

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

**Meetings:**

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

**Other Items:**

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

Submitted By: Steven Martin

Date: June 6, 2025