

**TOWN OF ELSMERE  
COUNCIL MEETING MINUTES  
August 14, 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	BRIAN REINBOLD JR.	PRESENT
4 <sup>TH</sup> DISTRICT	JOHN HOLLOWAY	ABSENT
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:**

Jacqueline D'Amico of 1011 Dover Avenue, stated there are many issues with trash cans and debris being left out in B and G Alley. She stated that this has been a recurring problem during her 33 years in Town and creates an eyesore from her home, blocks access to her backyard, and inconveniences neighbors, contractors and visitors. Jacqueline also expressed concerns about odors, flies, and sanitation, citing an instance where her dog returned from outside smelling like trash. She stated that leaving trash cans out is not considerate or respectful to neighbors, particularly given the history of the neighborhood, which was built for returning veterans. Jacqueline stated that despite her and her husband's work schedules and responsibilities caring for elderly parents, they always made the effort to bring their trash cans back in a timely manner and believes others can and should as well. She stated she has contacted Code Enforcement numerous times over the past 30 years without a permanent resolution.

Town Manager Steven Martin clarified with Jacqueline that she lives near B Alley and request she send him any and all photos she may have of the issue. He also stated that we can attempt to label the trash containers with address numbers as a way to issue citations to the violators.

Rosann DiSabatino, President of the Greenbrier Village Civic Association, spoke regarding the 2025–2026 property tax bills for two parking lots on Brier Avenue. She stated that the taxes on both lots increased dramatically, going from \$12.61 and \$11.49 last year to \$557.18 each this year. She requested that the Council reconsider and reduce the taxes back to the previous amounts, stating financial strain on their small association.

At this time, Mayor Personti explained the distinction between unimproved and improved lots. According to New Castle County guidelines, a lot is considered unimproved only if it is completely vacant with no structures, asphalt, or fencing. Any addition, such as a fence for example, classifies it as improved and subjects it to a higher tax assessment. The two Brier Avenue parking areas in question are common areas maintained by the Greenbrier Civic Association, not owned by individual homeowners. She also explained that these taxes are from New Castle County and not the Town of Elsmere taxes.

Finance Director Valarie Strzempa added that there is another civic association parcel in the Town that is not deemed as exempt either. It is not an automatic exemption from the County, but rather something that must have applied for years ago to have that exemption all these years because the Town has always charged property tax on this parcel at an unimproved rate. (9:58) The difference this year is the assessment showed it as an improved parcel because of the asphalt on both of these parcels as opposed to it just being open grass.

Senator Mantzavinos, who was in attendance, confirmed that this is a County issue and that the State does not do property taxes or set the rates nor does it does do any classifications. Anything that has to do with property valuations is a County function. However, the State held a special legislative session on the tax assessment which allows the Counties to split the rate between a residential and a non-residential and gave the school districts the ability to split the rate.

At this time, Mayor Personti made the determination that this issue arose suddenly and cannot be deferred to a future meeting due to the tax deadline and therefore, the agenda was amended to include an action and voting on this item under New Business.

Councilwoman Jensen asked how many other potential issues such as this one may there be in Town?

Finance Director Valarie Strzempa stated roughly 22 parcels now have a structure assessed that did not have one on the previous assessment.

Councilwoman Jensen then asked if there would need to be some form created for those other parcels wanting to request the same thing? And how much revenue would be lost due to this exemption?

Finance Director Valarie Strzempa stated that in this particular case, approximately \$540 in revenue would be lost, but if all other parcels in this situation were to request this, a special report would need to be generated.

Mayor Personti added that this would be unique in that the owner is the civic association, not a private homeowner.

Dan Lysinger of 2204 Rodman Road submitted public comment via email to the Town Manager to which was read out loud on the record. Town Manager Steven Martin stated on behalf of Mr. Lysinger that he is the owner of 2204 Rodman Road for almost 15 years. The recent tax increase on this property has been caused a major hardship on future Elsmere businesses. The Town taxes for last year was \$1,575 and the new taxes for this year is \$5,287, which is an increase of \$3,712 and more than three times that of last year. Mr. Lysinger questioned how are we supposed to handle this? He owns a back lot and the back lot taxes last year was \$660 and the new tax rate this year was \$2,391, which is an increase of \$1,731. Again, more than three times that of last year.

Mr. Lysinger's County taxes for last year was \$2,302 and the new County taxes were \$5,612, which was an increase of \$3,309. His County taxes for the back lot last year was \$1,699 and his new taxes for this year for the back lot was \$2,176, which is an increase of \$477. The total increase for this year is \$9,231. Mr. Lysinger raised several questions, such as, how did we get here to such a large increase? Even though we had a new assessment, this is over the top. How are we supposed to come up with the additional tax revenue? We received no information from the County that this was coming down the pike. Mr. Lysinger requested an explanation for the nearly 300% increase. Did all other owners receive this percentage of increase?

Mayor Personti asked the Town Manager if a meeting was held with Mr. Lysinger and, if so, what the outcome of the meeting was?

Town Manager Steven Martin replied that a meeting was held on August 12<sup>th</sup> with Mr. Lysinger, the Finance Director, Councilwoman McDaniel and himself. They collectively informed Mr. Lysinger that this is a direct result of the New Castle County Tax Assessment and determined that he had an unimproved parcel that the County deemed improved, and it was therefore charged at an improved rate. He also has a fence on the unimproved parcel now, so it is now considered improved.

Councilwoman Jensen asked if Mr. Lysinger was provided the information to apply for a payment plan and if his issue is not solely with the Town of Elsmere?

Town Manager confirmed yes, he was given the information, and his complaint is not only with Elsmere, but with New Castle County.

Kevin Naughton of 1210 Sycamore Avenue stated his concern about overcrowded rental properties in his area, reporting multiple vehicles at single-family dwellings and parking issues affecting residents and seniors. He stated there are sometimes six to seven vehicles coming and going from each residence. It has come to a point where homeowners cannot park in front of their houses. There are some backyards with driveways that are crammed with 4 cars. Mr. Naughton also requested Mayor and Council to consider installing speed bumps in the neighborhood. Due to his odd work schedule, he sees cars running stop signs and speeding at all hours of the day, including early morning hours and he is concerned about children beginning school soon. Mr. Naughton also stated that he has been seeing vehicles parking in the handicap parking spots where the licenses do not match the sign. He believes too many residents are taking advantage of the handicap parking spots.

Chief Giles added that if someone is parking in the space that should not be, Mr. Naughton should call as soon as he observes it and the police will respond.

## **APPROVAL OF MINUTES:**

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

**ACTION:** A motion was made by Councilwoman Jensen to approve the minutes of the July 8, 2025 Council Meeting as amended. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            5-0 with 1 Absent and 1 Vacant            All in Favor            Motion Carried

### Minutes of the July 21, 2025 Special Council Meeting.

**ACTION:** A motion was made by Councilwoman Jensen to approve the minutes of the July 21, 2025 Special Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

**VOTE:** 5-0 with 1 Absent and 1 Vacant All in Favor Motion Carried

**NEW BUSINESS:**

Swearing in and seating of newly elected 3<sup>rd</sup> District Councilman, Brian Reinbold Jr.

At this time, Mr. Brian Reinbold Jr. was sworn into office by Town Solicitor Jim McMackin as 3<sup>rd</sup> District Councilman and joined the council for the meeting.

Since Mayor Personti made the determination that the issue with the Greenbrier Civic Association arose suddenly and cannot be deferred to a future meeting due to the tax deadline, the agenda was amended to include an action and voting on this item.

**ACTION:** A motion was made by Councilwoman McDaniel to allow the Greenbrier Civic Association to revert the tax fees to the amount they were charged in years prior with regard to the two parcels known as 1900-200-335 and 1900-200-347. The motion was seconded by Mayor Personti.

**ACTION:** A motion was made by Councilman Ellison to table the above motion due to lack of information. The motion to table was seconded by Councilman Henry.

**VOTE:** 4-2 with 1 Absent Motion Carried

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

**OLD BUSINESS:**

Consideration of Third and Final reading of Ordinance 683.

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

**ACTION:** A motion was made by Councilwoman Jensen to approve Ordinance 683 to prohibit certain facial covering from being worn in certain spaces; under certain terms and conditions. The motion was seconded by Mayor Personti.

**VOTE:** 4-1 with 1 Absent and 1 Abstained Motion Carried

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

Consideration of Third and Final reading of Ordinance 684.

An Ordinance to establish the rules and procedures for the Special Election for the 3<sup>rd</sup> Council District.

Mayor Personti withdrew this item from the agenda due to Councilman Reinbold being the only person to file for the seat and was sworn in earlier this evening.

**NEW BUSINESS:**

Consideration to increase the revenue in the FY 25 – 26 operating budget based on the status change of apartments being reclassified from residential to commercial.

Mayor Personti stated this has been briefly discussed previously but wanted to explore the possibility of establishing a rate between commercial and residential, specifically for apartment complexes. She further explained that the Finance Department provided scenarios with a recommendation. She recalled that at last month's Council meeting, a unanimous vote was taken to include the apartment complexes at a commercial level that would be more consistent with New Castle County and how they differentiate apartments tax rates. After the Council meeting, input was received from the Greenbrier Apartment complex, and hearing the specific considerations, it was requested to review this item again tonight. The recommendation provided by the Finance Department is to take the midpoint between the residential rate and the commercial rate, and the midpoint would be specifically for apartment complexes. In the recommendation, there is a dollar amount for the budget amendment which shows a decrease of in revenue but still appropriate.

Councilman Ellison asked what the total tax revenue was for all apartment complexes for fiscal year 24 – 25?

Finance Director Valarie Strzempa replied the total sum of all apartment complexes tax revenue billed at a residential tax rate for FY 24 – 25 was \$348,282.85. The recommendation is to adjust the rate which is \$0.3493.

Chief Giles added that the residential single-family homes being rented in Elsmere have only ever been charged residential as well, when really that is also a business and they receive services that commercials do not, such as trash collection and snow removal for example. She stated she believes in what is fair and then questioned how many other businesses these apartment owners own that are in the County being charged County tax and commercial since this is where the Town obtained our tax information.

Mr. Baldini, one of the owners of the Greenbrier Apartment complex and who was present at the meeting, explained further by stating that last year, the difference between the residential and commercial tax rates was approximately 20%, whereas this year, the difference is roughly 580%, which is significantly higher than both New Castle County and the City of Wilmington. Last year, the Elsmere tax bill was \$15,000 while this year's bill is approximately \$69,000, representing an increase of more than 100%. He further explained that unlike an office building, which pays one base tax regardless of the number of offices, Greenbrier is being charged 72 separate base taxes, one per unit, which substantially increases the overall bill. He stated that the parcel is listed by the County as "apartments," a separate class from commercial, yet it is being assessed at a very high value without the benefit of lower commercial assessments. Mr. Baldini stated that if the tax structure remains unchanged, the additional costs will need to be passed on to tenants.

Chief Giles explained that the Mayor and Council tried to bring in the same revenue while not hitting the residents harshly, which is why the residential is so low. The commercial was simply adopted at

the County rate. She understands the issue with being charged a base tax on 72 units, so by removing the base tax, it would still bring in \$51,994, 95, because it is still a business.

Councilman Ellison stated that Mr. Baldini said that they may have to push this extra cost onto the tenants, however, if this Council votes to establish a lower rate, what can assure the Council that the tenants will not receive a drastic increase in their rent?

Mr. Baldini stated that his father, Nick Baldini Sr. has owned the complex for 25 years and has built a decent reputation in the Town of Elsmere. It is never the intent to push these costs onto our tenants, but with an increase to this nature, its not sustainable for the owners to absorb. While they are exploring all avenues, but if this rate is upheld, it is possible each tenant could see an increase of roughly \$200 - \$250 per month, when usually, the annual lease renewal increase is about \$25 - \$50 per month.

Nick Baldini Sr. stated that Greenbrier has operated for 25 years and many tenants have lived there for 15–20 years due to rents being among the lowest in Delaware. He explained that two-bedroom apartments at Greenbrier average \$1,200–\$1,250, which is below market value given the size and amenities provided. He emphasized that some tenants are elderly and on fixed incomes, and even small rent increases are difficult for them. He stated that his concern is that the recent tax increase will force rents up solely to cover expenses, which is unsustainable and unfair to tenants.

**ACTION:** A motion was made by Mayor Personti to amend New Business item Number One to Introduce Ordinance 685 for First and Second reading to amend the apartment property tax rate based on the time crunch that the tax bills are due by September 30, 2025, this cannot be deferred. The motion was seconded by Councilwoman Jensen.

**VOTE:**            6-0 with 1 Absent                      All In Favor                      Motion Carried

Introduction of First and Second reading of Ordinance 685.

An Ordinance establishing the municipal property tax classification of apartment complexes.

**ACTION:** A motion was made by Councilwoman Jensen to approve the first and second reading of Ordinance 685 to establish the municipal tax classification of apartment complexes. The motion was seconded by Councilman Ellison.

**VOTE:**            6-0 with 1 Absent                      All In Favor                      Motion Carried

Consideration of authorizing the President Pro-Tempore and Secretary of Council to sign a tribute honoring Mr. Raymond Firmani on his life, legacy, and service to the Town of Elsmere.

At this time, Councilwoman Jensen read the tribute for the record.

*“WHEREAS, Mr. Raymond Firmani, a beloved resident of Elsmere, Delaware since 1950, passed away peacefully on July 20, 2025, at the age of 103; and*

*WHEREAS, Mr. Firmani proudly served our Country in World War II as a 1<sup>st</sup> Lieutenant in the United States Army Air Corps as a B-17 pilot, completing 25 bombing missions against the Nazis, 19 of which as lead crew, exemplifying courage and leadership; and*

*WHEREAS, Mr. Firmani received the Distinguished Flying Cross on April 24, 1945, for his heroic*

*service and was later inducted into the Delaware Aviation Hall of Fame in 2017; and*

*WHEREAS, Mr. Firmani was also honored as an Honorary Commander of the Delaware National Guard Aviation in 2024; and*

*WHEREAS, he contributed to groundbreaking developments during his career at The DuPont Company until his retirement in 1986 and was a gifted photographer, winning numerous awards and remaining an active member of the Delaware Photographic Society since 1957; and*

*WHEREAS, Mr. Firmani was one of the first veterans of the Town to be feted and to have his name inscribed in the Elsmere Veterans Memorial Park on Veterans Day in 2016; and*

*WHEREAS, Mr. Firmani's remarkable life story as the eldest son of Italian immigrants growing up in Wilmington and his experiences in World War II was published in a book titled "Against All Odds, The Ray Firmani Story"; and*

*WHEREAS, Mr. Firmani was a true neighbor and friend to many in the community and was cherished by his Vilone Village neighbors, friends, and fellow veterans; and*

*WHEREAS, Mr. Firmani exemplified humility, resilience, and service throughout his extraordinary life, inspiring generations through both his actions and his enduring spirit; and*

*WHEREAS, Mr. Firmani was celebrated and will forever be an Elsmere "Hometown Hero," with his banner proudly displayed on Kirkwood Highway, symbolizing the Town's immense pride in his life, patriotism and legacy; and*

*NOW, THEREFORE, The Council presents to Mr. Firmani's family, a lasting tribute to his life of purpose, service, and love for his community.*

*HONORED BY THE COUNCIL OF THE TOWN OF ELSMERE, THIS 28<sup>th</sup> DAY OF JULY 2025."*

Consideration of authorizing Whisman Giordano and Associates to perform the FY 25 and FY 26 auditing services.

Town Manager Steven Martin stated that he received an engagement letter from Whisman Giordano, and if approved, they plan to begin in November and intend to be completed in December. The cost for FY 25 financial statement will be \$35,500 and the cost for the pension fund audit will be \$4,500, totaling \$40,000 for FY 25. We do not need a single audit this year.

For FY 26, the financial statement will be \$37,500, the pension fund audit will be \$4,700 and the single audit will be \$8,500, totaling \$50,700.

Mayor Personti clarified that we have already budgeted for these costs, correct?

Town Manager Steven Martin replied yes, we budgeted \$55,000 for auditing services. He also stated that he recommends contracting with Whisman Giordano for the next two years since they are already familiar with what we have been doing and it would be a disservice to the staff to bring in new auditors to do the cumbersome task of going through the federal audit.

**ACTION:** A motion was made by Councilman Henry to authorize Whisman Giordano and Associates to perform the FY 25 and FY 26 auditing services. The motion was seconded by Councilwoman McDaniel.

**VOTE:**            6-0 with 1 Absent                      All In Favor                      Motion Carried

Consideration of awarding a contract in response to RFP 25-04 – Year 2 of the 5-Year Street Repair/Replacement Program.

Town Manager Steven Martin stated that an RFP was advertised for the second year of the street repairs program, and we received two bids. The first bid was from Paoli Services totaling \$236,995. The second bid was from Diamond Materials, totaling \$254,680. The difference between the two bids is \$17,685.

Councilwoman Jensen stated she has concerns regarding Paoli's performance on past street projects. She stated there have been delays and unfulfilled commitments on the Jefferson Avenue project, which required a special meeting before it was ultimately completed several months late. She stated similar issues occurring with the recent street work and requested review of Paoli's five-year project history, which is included under the Town Manager's report. She continued by stating that while K Street and another street were completed in 2024, the Dumont Road and S. Grant Avenue projects experienced delays despite being awarded in September 2024. She stated that curb work was completed in December, but Dumont Road work did not begin until July 2025, and S. Grant Avenue was only recently finished in August. She expressed greater concern with the Maple Park Revitalization Project, which was awarded in March 2025 and scheduled to begin April 21<sup>st</sup>, but still has not started as of this today. She stated that Paoli appears to consistently win bids despite not completing projects on schedule. She recognized that Paoli's bid for this RFP is \$17,000 lower, but there are other jobs that he has not begun or started yet.

Town Manager Steven Martin added that moving forward, the contract will state that the project must begin within 30 days of the signing of the contract.

**ACTION:** A motion was made by Councilman Henry to award a contract to Diamond Materials as the best bidder in response to RFP 25-04 – Year 2 of the 5-Year Street Repair/Replacement Program. The motion was seconded by Councilwoman Jensen.

Chief Giles stated that she would like to add that Paoli Services helps the Town and has helped us for 20 years now in our community cleanup, for example. They give us their employees and all their equipment for free. She understands the problems and frustrations but there is a long history and has always come in with the lowest bids. Paoli Services does a lot for the community and is an in-Town business owner in Elsmere. She stated she just didn't feel right sitting here and not letting you know the back story.

Council discussed concerns regarding road work quality, specifically issues on Gamble Avenue. While drainage problems were unrelated to Paoli, the Town engineer acknowledged that the paving quality was poor.



Town Manager Steven Martin stated that he did this for 15 years when he developed over 350 affordable housing in the City of Wilmington, and often with contractors, there are always some delays, or setbacks. He agreed that Dominic Paoli is good to us, especially with events and it would be a financial burden if we had to use someone else. However, he stated he agrees with the Council that we should give it to Diamond Materials but just wanted Council to know that these jobs are not always open and shut cases.

**VOTE:**            6-0 with 1 Absent                      All In Favor                      Motion Carried

Consideration to approve utilizing remaining 2024 Bond Bill funding for partial street repair.

Town Manager Steven Martin stated this can be withdrawn from the agenda.

At this time, Mayor Personti gave the floor to Senator Mantzavinos who was present at the meeting.

Senator Mantzavinos provided legislative updates by stating that funding was secured for the Baltimore Avenue repaving, totaling \$102,350 shared with Representative Neal. Full funding of the Town's \$230,000 Community Reinvestment Fund request for Town Hall renovations. There is also \$50,000 in State funds, also matched by Representative Neal toward a \$100,000 drainage project on Bungalow Avenue, with the remaining balance covered by the New Castle County Conservation District. He also noted \$400,000 previously secured for Town drainage improvements. Senator Mantzavinos thanked Mayor and Council and staff for their participation in the Kirkwood Highway Corridor Study, stressing Elsmere's unique role in the corridor. He clarified that the Red Clay School District, which includes the Town, limited its tax increase to 1% rather than the maximum 10%. Senator Mantzavinos provided an overview of recent legislative actions related to property reassessments and school taxes in New Castle County:

House Bill 240 – Requires the County to issue refunds to taxpayers who overpaid following assessment appeals, including school taxes.

Payment Plans – School tax payment plans allowed for residences with increases of \$300 or more, without penalties or interest.

House Bill 242 – Authorizes school districts to split property tax rates between residential and non-residential properties and extends the due date for County taxes to November 30<sup>th</sup>.

State Legislation – Formalized the County's authority to split rates, mandated reporting, and established a framework to review assessment processes to address any discrepancies.

The legislation is intended to provide relief to taxpayers while ensuring school funding. Senator Mantzavinos stated there may be reconvening in special session before January.

Councilwoman McDaniel asked Senator Mantzavinos if the bill where senior could receive an extra \$500 off their property taxes was tabled?

Senator Mantzavinos replied that he is a co-sponsor of that bill and it is in the House Administration Committee right now, and it would raise the Senior Tax credit from \$500 to \$1,000. The annual fiscal cost for that is \$15 million so it is under review. Another bill that he is a co-sponsor of is the income exemption for seniors which is essentially New Castle County's exemption.

Finance Director Valarie Strzempa asked if they could still get a payment plan on the current tax year, even if they had prior year arrears?

Senator Mantzavinos stated that you would qualify for a payment plan under economic hardship if you are in good standing with New Castle County, meaning not delinquent on any other payments owed to New Castle County, and if you experienced an increase in residential property tax, tax liability of no less than \$50.

## **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 stated she has been following the cat house and is happy to hear it is coming into compliance.
- Chief Giles asked for the latest update with the property.
- Code Officer Nicole Facciolo replied that all work has been completed and is pending review from the homeowner. Once that is complete, the Code Department will perform an inspection.
- Councilwoman Jensen asked why only one citation was issued in her district during the month?
- Code Officer Nicole Facciolo stated she was not sure, however it has been addressed and she intends to implement a routine that was created when Scott Allen was in the Code Department where each Code Officer is designated specific areas on specific days to make sure every district is being patrolled evenly with a fresh set of eyes frequently.
- Councilwoman McDaniel asked about a situation where there is a property where they are kenneling dogs.
- Town Manager Steven Martin replied he is aware and has brought it before the Planning Commission.

### 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 with the first month of the new fiscal year down, the Finance Department is extremely busy, especially with the Tax Clerk Position being vacant as a result of Jackie Moore's retirement.

### 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 as of September 1<sup>st</sup>, she will be rehiring Officer Andrew Davis, who was originally hired in 2008 and worked here for nearly 10 years and they are looking forward to his return to Elsmere.
- Chief Giles also reported that there was a boy selling water and in doing so had his phone stolen. Due to the stock of phones that the department has seized and had factory wiped and

- reset, she asked the officers to locate the boy and present him with a new phone.
- Chief Giles reported that the COSUP grant has been extended until September 30, 2026 as opposed to this coming September.
- Access to their database was corrupted and as a result, all of 2025 data that has been imputed was lost. They have had this system for roughly 17 years. Chief asked for patience with certain reporting and records.
- Chief also reminded that the Needy Family Fund Crab Feast is on Friday, September 17<sup>th</sup>. Tickets are \$75 and there will be crabs, shrimp, chicken, beer, wine and sodas and all of this benefits the Needy Family Fund which has been going on since 1990.

### 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 asked in regard to removing falling trees, are the trees falling near the tree line? Can we leave them alone if they are close to the tree line?
- Town Manager Steven Martin replied yes, as long as they do not cause a hazard or block any creek or drainage.
- Councilwoman Jensen also asked that since the street sweeping schedule was a success, has there been another area selecting to do this again?
- Public Works Supervisor Leon Joseph replied they intend do this again, but have not selected an area, date or time as of yet.
- Councilwoman Jensen asked the status of the new sign for G Street.
- Public Works Supervisor Leon Joseph replied that they have the sign, however they are missing the appropriate bracket to install it.
- Councilwoman McDaniel asked about the tree trimming in Elsmere Manor and how the trees seems to have been butchered. She is concerned that they will not survive with how they were cut.
- Town Manager Steven Martin replied that is was done by Delmarva. There was discussion about how the Town owns those trees, however the homeowners are responsible for maintaining them. How is it fair that Delmarva can compromise these trees and have homeowners deal with the consequences?
- Public Works Supervisor Leon Joseph reported that two deeded parking signed have been installed.
- Mayor Personti reported that the sink hole at the top of Poplar Avenue, at the Kirkwood Highway intersection may be opening up again. This was an issue in the past and was remediated, but it appears that water is collecting there again during storms and she fears it could be the sinkhole reappearing.
- Councilman Ellison thanked the Department for their quick response to his phone call reporting pot holes.

### 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 DTI is going to provide an assessment on the Town's internet service and computer systems. There is a grant opportunity that may allow massive upgrades to our servers and firewall since they are outdated and possible new computers for

the staff.

- Met with T-Mobile to explore switching cell phone and iPad providers with a possible cost savings.
- RFP for Vilone Village-Dogwood Hollow Stormwater Project will be advertised hopefully this week or next.
- The RFP for the solar lighting project on the Patty Blevins Walking Path will be going out towards or at the end of the month.
- Councilman Ellison asked about the stormwater project, specifically how certain roads are included such as Richard Avenue.
- Town Manager Steven Martin replied Richard Avenue is included in that project for full repaving.
- Councilwoman McDaniel asked if Boulevard Road was on the street repair list?
- Town Manager Steven Martin replied it is on the list, but not for 2025.
- Councilwoman McDaniel then asked about Pardee being on the list.
- Town Manager Steven Martin replied that Pardee is on the list as a partial replacement.

#### **PUBLIC COMMENT:**

Jose Matthews of 34 Richard Avenue congratulated Councilman Erik Ellison on his new appointment. He explained his prior service on the Planning Commission, where he served four years, and expressed his deep ties to Elsmere, having lived in the Town since he was a teenager. He stated his family's multi-generational roots in Town and shared his experiences with hardship, including times he relied on the mobile food pantry. Mr. Matthews stated that poverty rate in Town is almost double that of New Castle County and the State of Delaware, meaning the tax burdens are especially difficult for many residents, specifically his elderly neighbors. Mr. Matthews asked for clarification on Ordinance 685. He was confused by its implications and concerned about whether it could add additional tax burdens onto residents. He also recognized the Police Department for handling the boy with the stolen phone with compassion and stated it is an example of the Town's values. Mr. Matthews thanked the Town for the future repaving Richard Avenue, which he described as a heavily traveled since it is one of the main roads to leave his neighborhood.

The Mayor and Council clarified that Ordinance 685 applies only to apartment complexes and does not affect individual residents.

Mr. Matthews understood but reiterated his concerns about tax pressures. He stated that his role on the Red Clay School Board and that he is often an advocate for fiscal restraint.

#### **STATEMENTS BY THE MAYOR AND COUNCIL:**

Councilwoman Jensen thanked the Town Manager and Public Works for having the weeds removed in the median on Kirkwood Highway from Linden Avenue to Rt. 100.

Councilwoman Jensen stated she attended Senator Mantzavinos' Town Hall session on August 11<sup>th</sup> and it made her happy that this Town took care of its own by adjusting tax rates, senior exemptions.

Councilman Ellison stated he has been on Council for one month now and has learned a lot and is very happy to be part of this. He continued by thanking everyone in the public and everyone working here.

Mayor Personti stated she has received a letter stating the Town will be receiving \$111,000 in Municipal Street Aid for FY26.

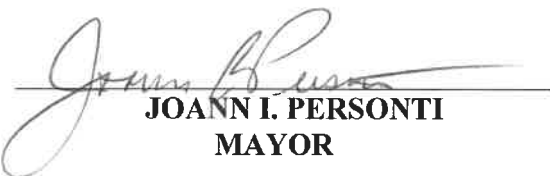
Mayor Personti also thanked everybody for everything that was done to assist with Ray Firmani's funeral and services. It is very much appreciated and stated that the flowers sent both from Police and the Town were beautiful. She thanked the Elsmere Police for the phenomenal procession and everything that was done.

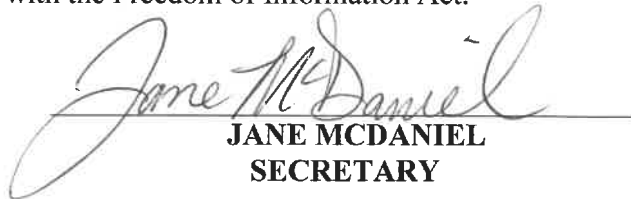
**EXECUTIVE SESSION AND ADJOURNMENT:** Pursuant to 29 Del. C. Section 10004(b), the Mayor and Council will adjourn into an executive session to discuss a personnel matter and strategy with regard to collective bargaining. The Mayor and Council will not return to public session.

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

**VOTE:**            6-0 with 1 Absent            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**

#### **July 2025**

#### **Citations:**

Issued: 66

Corrected: 53

Fines Issued: 10

Pending: 3

#### **Council Districts:**

1st District	8
2nd District	1
3rd District	8
4th District	30
5th District	9
6th District	10

**Issued this calendar year: 358**

#### **Permit Fees:**

Town Fees issued:	\$	4,980.67
BIU Billed:	\$	3,112.00
Town Revenue:	\$	1,868.67

BIU Billed CYTD:	\$	16,452.50
Town Revenue CYTD:	\$	9,551.04

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

- 227 Bungalow Avenue
- 1343 Maple Avenue
- 306 Olga Road – 2<sup>nd</sup> or Subsequent Occurrence

### **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	0
5th District	2
6th District	2
<hr/>	
Total	4

### **Abatements:**

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

- 816 Kirkwood Highway – Dumping onto Public Roadway
- 139 Bungalow 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	0
2nd District	0
3rd District	0
4th District	1
5th District	6
6th District	0
<hr/>	
Total	7

### **Petitions Heard**

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

- 25-10 223 Birch Avenue – Appeal to the Board of Adjustment (Denied)

### **Permits Processed**

1st District	6
2nd District	6
3rd District	1
4th District	4
5th District	2
6th District	2
Total	21

### **Business Licenses Processed**

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

IN TOWN	TYPE	OUT OF TOWN	TYPE
Dependable Nursing Solutions – 301-B Old Dupont Road	Nurse Training/Education	Brian Carden Electrical	Electrical Contractor
N/A	N/A	Thermal Balance	General Contractor
N/A	N/A	Elite Renovations	General Contractor
N/A	N/A	Frame Masters	General Contractor
N/A	N/A	Best Choice Roofing of Northern DE	General Contractor

**Total: 5 Out of Town, 1 In Town**

### **Rental Licenses Processed**

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

PROPERTY ADDRESS	TYPE
None	None

**Total: 0 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>
3	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.

The Town's Taylor Tract project is also well under way. Please see the Town Manager's report for further updates, if any.

### **Departmental Update:**

On Wednesday, July 30, 2025, Administrative Assistant Denise Lardani and Code Enforcement Officer Nicole Facciolo attended the funeral services and luncheon for Mr. Raymond Firmani. Code Enforcement Officer Mark Bowers stayed behind at Town Hall so all other staff could attend the services and Town Hall would not be completely closed.

Submitted By: *Nicole Facciolo* Date: 08/06/2025

## Vacant Property Log

Property Address	Council District	Tax Parcel	Property Type	Notes
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	
26 Richard Ave	6	1900-200-071	Residential	

## Pre-Rental Inspections Performed

Date Performed	Property Address	Type of Rental	Council District
7/7/2025	1509-1 Maple Avenue	Apartment	5
7/8/2025	7-F1 Parklynn Court	Apartment	5
7/8/2025	9-E1 Ruth Road	Apartment	5
7/11/2025	1403-3 Maple Avenue	Apartment	4
7/15/2025	1415-2 Cypress Avenue	Apartment	5
7/15/2025	1421-4 Cypress Avenue	Apartment	5
7/29/2025	7-2 Ruth Road	Apartment	5

## Permits Processed

Property Location	Permit Type	Issue Date	Council District
1346 Cypress Avenue	Building	7/2/2025	4
1339 Maple Avenue	Building	7/2/2025	4
1304 Maple Avenue	Building	7/7/2025	4
450 B & O Lane	Building	7/7/2025	1
209 Taylor Road	Building	7/8/2025	1
106 Ohio Avenue	Mechanical	7/8/2025	2
806 Baltimore Avenue	Building	7/8/2025	2
270 Filbert Avenue	Mechanical	7/9/2025	2
29 Brier Avenue	Building	7/16/2025	1
101 Birch Avenue	Pool	7/16/2025	3
2 1/2 Poplar Avenue	Plumbing	7/16/2025	5
404 Old Dupont Road	Building	7/17/2025	1
36 Richard Avenue	Building	7/21/2025	6
231 Bungalow Avenue	Plumbing	7/21/2025	4
313 Silverbrook Drive	Building	7/24/2025	1
2105 Seneca Road	Building	7/28/2025	1
270 Filbert Avenue	Building	7/25/2025	2
115 Western Avenue	Building	7/28/2025	2
1471 Spruce Avenue	Electrical	7/29/2025	5
146 Birch Avenue	Electrical	7/31/2025	2
404 Junction Street	Building	7/31/2025	6

## July 2025 Monthly Citation Report

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2600001	28 RIGDON RD	IPMC12-308.1	Garbage / rubbish	7/8/2025	M. BOWERS
V2600002	1354 MAPLE AVE	IPMC12-302.1	Sanitation of property	7/9/2025	M.BOWERS
V2600003	1354 MAPLE AVE	CODE 71-8C	Own, Keep, Possess, Harbor, or Maintain an animal in such a manner as to constitute a public nuisance.	7/9/2025	M.BOWERS
V2600004	1338 MAPLE AVE	IPMC12-302.4	High grass / weeds	7/9/2025	M.BOWERS
V2600005	227 BUNGALOW AV	IPMC12-308.1	Garbage / rubbish	7/11/2025	M.BOWERS
V2600006	115 WESTERN AVE	152-1	152-1: Parking Regulations-No Parking of trailers on town streets.	7/11/2025	M.BOWERS
V2600007	1015 S GRANT AVE	COD127-4	Dumping of yard waste and refuse.	7/11/2025	M.BOWERS
V2600008	1015 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	7/11/2025	M.BOWERS
V2600009	1300 KIRKWOOD HY	IPMC12-302.7	Accessory structure	7/11/2025	M.BOWERS
V2600010	1300 KIRKWOOD HY	IPMC12-302.4	High grass / weeds	7/11/2025	M.BOWERS
V2600011	2108-B SENECA RD	IPMC12-309.1	Infestation	7/11/2025	N. Facciolo
V2600012	1014 DOVER AVE	COD71-27	Harboring Stray Animals	7/15/2025	M.BOWERS
V2600013	28 BEECH AVE	IPMC12-302.4	High grass / weeds	7/15/2025	M.BOWERS
V2600014	2 VILONE RD	IPMC12-302.4	High grass / weeds	7/16/2025	M.BOWERS
V2600015	120 OAK AVE	PC320-5	Waste Water Disposal	7/17/2025	M.BOWERS
V2600016	407 ROSEMONT DR	COD71-27	Harboring Stray Animals	7/17/2025	M.BOWERS
V2600017	305 OLGA RD	IPMC12-302.4	High grass / weeds	7/17/2025	M.BOWERS
V2600018	26 RICHARD AVE	IPMC12-308.1	Garbage / rubbish	7/17/2025	M.BOWERS
V2600019	1343 MAPLE AV	IPMC12-302.3	Sidewalks and driveways	7/17/2025	M.BOWERS
V2600020	322 NEW RD	IPMC12-308.1	Garbage / rubbish	7/17/2025	N. Facciolo
V2600021	322 NEW RD	IPMC12-308.2	Disposal of rubbish	7/17/2025	N. Facciolo
V2600022	227 BUNGALOW AV	IPMC12-308.1	Garbage / rubbish	7/17/2025	N. Facciolo
V2600023	227 BUNGALOW AV	IPMC12-308.2	Disposal of rubbish	7/17/2025	N. Facciolo
V2600024	229 BUNGALOW AVE	IPMC12-302.4	High grass / weeds	7/17/2025	N. Facciolo
V2600025	229 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	7/17/2025	N. Facciolo
V2600026	306 OLGA RD	IPMC12-308.1	Garbage / rubbish	7/17/2025	N. Facciolo
V2600027	306 OLGA RD	IPMC12-304.14	Screen for window	7/17/2025	N. Facciolo
V2600028	1308 KIRKWOOD HWY	IPMC12-302.3	Sidewalks and driveways	7/18/2025	N. Facciolo
V2600029	1334 SYCAMORE AV	IPMC12-302.4	High grass / weeds	7/21/2025	M.BOWERS
V2600030	1334 SYCAMORE AV	IPMC12-308.1	Garbage / rubbish	7/21/2025	M.BOWERS
V2600031	237 BIRCH AVE	IPMC12-304.13	Window / skylight / door frame	7/21/2025	M.BOWERS
V2600032	237 BIRCH AVE	IPMC12-302.1	Sanitation of property	7/21/2025	M.BOWERS
V2600033	1343 MAPLE AV	IPMC12-302.4	High grass / weeds	7/22/2025	N. Facciolo
V2600034	1343 MAPLE AV	IPMC12-308.1	Garbage / rubbish	7/22/2025	M.BOWERS
V2600035	217 LINDEN AVE	IPMC12-308.1	Garbage / rubbish	7/22/2025	M.BOWERS
V2600036	302 OLD DUPONT RD	IPMC12-302.7	Accessory structure	7/22/2025	M.BOWERS
V2600037	302 OLD DUPONT RD	IPMC12-302.4	High grass / weeds	7/22/2025	M.BOWERS
V2600038	1335 MAPLE AVE	IPMC12-302.4	High grass / weeds	7/22/2025	M.BOWERS
V2600039	255 LINDEN AVE	IPMC12-308.1	Garbage / rubbish	7/22/2025	M.BOWERS
V2600040	1330 MAPLE AVE	IPMC12-302.4	High grass / weeds	7/23/2025	M.BOWERS
V2600041	1330 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	7/23/2025	M.BOWERS
V2600042	220 BUNGALOW AV	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	7/23/2025	M.BOWERS
V2600043	11 VILONE RD	IPMC12-308.1	Garbage / rubbish	7/23/2025	M.BOWERS
V2600044	202 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	7/23/2025	M.BOWERS
V2600045	148 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	7/23/2025	M.BOWERS
V2600046	148 BUNGALOW AVE	211	Abandoned Vehicles	7/23/2025	M.BOWERS
V2600047	1328 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	7/23/2025	M.BOWERS
V2600048	110 JEFFERSON AVE	225-8-U	Parking Surfaces 225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	7/24/2025	N. Facciolo
V2600049	110 JEFFERSON AVE	225-8Q-4	parts, is prohibited.	7/24/2025	N. Facciolo
V2600050	110 JEFFERSON AVE	IPMC12-308.1	Garbage / rubbish	7/24/2025	N. Facciolo
V2600051	110 JEFFERSON AVE	IPMC12-304.7	Roof / Gutters / Downspouts	7/24/2025	N. Facciolo
V2600052	219 BIRCH AV	IPMC12-302.4	High grass / weeds	7/24/2025	M.BOWERS
V2600053	219 BIRCH AV	60-7	Failure to obtain a permit or license	7/24/2025	M.BOWERS
V2600054	13 GAMBLE AVE	IPMC12-302.7	Accessory structure	7/25/2025	M.BOWERS
V2600055	1207 KIRKWOOD HY	IPMC12-308.1	Garbage / rubbish	7/25/2025	M.BOWERS
V2600056	206 OLGA RD	IPMC12-302.4	High grass / weeds	7/25/2025	M.BOWERS
V2600057	8 RIGDON RD	152-1	152-1: Parking Regulations-No Parking of trailers on town streets.	7/31/2025	M.BOWERS



## TOWN OF ELSMERE

### DEPARTMENT OF FINANCE

#### MONTHLY REPORT – JULY 31, 2025

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- Continued collection of current and delinquent taxes
  - FY 2025-2026 Tax Bills were mailed on 7/24/25; due by 9/30/25
  - Total taxes received during the month: \$67,141.58
  - Total penalties and interest received during the month: \$545.92
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 1 active and current payment plan at 7/31/25
    - 2 payment agreements satisfied this month
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected \$29,220.02 in Transfer Taxes during the month
- 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; pending the court's decision from the hearing on 5/9/25 – Still pending the court's decision at 7/29/25.
  - Town of Elsmere Delinquent Properties Update:
    - 1210 Sycamore Ave. Monition Complaint Filed 4/14/25
      - The payoff demand letter was sent via FedEx twice to the property during the month of June by Jim Landon's office.
      - Despite multiple attempts to direct the property owner to Jim Landon both verbally and via town courier memo delivered directly to the property, as of 6/24/25 the owner has not been in contact with Jim Landon's office as of 6/25/25.
      - A family member was in contact 7/25/25, and a payoff letter has been given good through 7/31/25. If unpaid, a new payoff letter for 8/2025 will be generated and the property is still scheduled for Sheriff Sale in September.
      - The property owner and family member have been in contact but as of 8/11/25 still have not rectified the complete balance. It is still on for September Sheriff sale and the current demand letter expires 8/15/25 so that Jim can keep to the September Sale timeline.
    - 27 Vilone Rd. Monition Complaint Filed 4/14/25
      - No response, anticipated to be on the August Sheriff Sale list
      - Property Owner in contact July 2025
      - All prior delinquency paid 7/2/25 - Deed in lieu of foreclosure processed 7/29/25. This property is to be removed from the August Sheriff Sale list and considered resolved.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$0.00

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

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- Grant Management
  - Completed Office of Highway Safety State Grant account set-up and closure of our records in conjunction with EPD.
  - Completed quarterly fiscal reports for all Public Safety Federal Grants
  - Facilitated questions regarding use of funds for COSSUP Grant with the Grant monitor
  - Completed Grant adjustment request for prior year purchase that should have been expended using grant funds.
- Completed ACH refunds/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.
- Continued to follow and coordinate employee's addition to the CMFPPP Plan with the State of Delaware Office of Pensions. (These procedures will cross months as pension changes are facilitated in a "month lag" fashion due to monthly contributions).
- Coordinated with the Town Auditors for necessary reports to finalize the FY24 Audit; the auditors presented at the July Council meeting. Draft audit accepted and the management letter has been signed.
- Completed an administrative plan review of Town of Elsmere Employee Retirement Governmental (Empower) 457(b) Plan and the frozen (eff. 6/30/25) Police Retirement (Empower) Plan.
  - Forms sent to EPD for completion/return to the Finance Department no later than 7/15/25.
- The entire department completed Payroll adjustments, additions and changes to payroll as necessary and in coordination with departments in anticipation for annual deduction and salary changes. This process is followed closely at the first pay of the new fiscal year to ensure accurate deduction and salary changes.
- Completed the preliminary fiscal year-end roll over, uploaded the approved budget and performed necessary program updates.
- Completed the U.S. Census Quarterly survey of property tax collections.
- Tax Bill preparation was completed, and bills were generated dated 7/22/25. They were mailed on 7/24/25.
- Completed necessary onboarding and termination tasks for employee changes.
- Completed Quarterly Bureau of Labor Statistics Employment Statistics Report.

Submitted By: Valarie Strzempa, Finance Director

Date: 7/31/25

July 2025 Council Finance Report

**COUNCIL REPORT AT JULY 31, 2025**

<b>REVENUE</b>	<b>BUDGET</b>		<b>CASH RECEIVED</b>	<b>OVER/(UNDER) BUDGET</b>	
Administration	157,286.00		9,727.62	(147,558.38)	6.18%
Finance	3,754,988.62		103,026.99	(3,651,961.63)	2.74%
Public Safety	339,500.00		10,681.86	(328,818.14)	3.15%
Code Enforcement	428,650.00		10,302.13	(418,347.87)	2.40%
Public Works	11,600.00		235.86	(11,364.14)	2.03%
Parks & Recreation	6,100.00		55.00	(6,045.00)	0.90%
Voluntary Assessment Center	150,000.00		6,211.54	(143,788.46)	4.14%
Reimbursable Expenses	93,738.00		5,460.13	(88,277.87)	5.82%
<b>Total General Fund</b>	<b>4,941,862.62</b>		<b>145,701.13</b>	<b>(4,796,161.49)</b>	<b>2.95%</b>
<b>EXPENSE</b>	<b>BUDGET</b>		<b>CASH EXPENDED</b>	<b>(OVER)/UNDER BUDGET</b>	
Administration	536,810.57		56,345.58	480,464.99	10.50%
Finance	390,316.14		44,222.41	346,093.73	11.33%
Council Operations	16,880.00		911.36	15,968.64	5.40%
Public Safety	1,858,005.00		132,913.63	1,725,091.37	7.15%
Code Enforcement	318,226.95		31,689.38	286,537.57	9.96%
Public Works	476,900.23		45,602.51	431,297.72	9.56%
Sanitation	855,996.00		71,316.31	784,679.69	8.33%
Parks & Recreation	99,877.00		1,043.07	98,833.93	1.04%
Voluntary Assessment Center	105,149.00		223.42	104,925.58	0.21%
Reimbursable Expenses	22,000.00		0.00	22,000.00	0.00%
Long Term Planning Current Year	238,701.73		0.00	238,701.73	0.00%
Long Term Planning Prior Year*	1,017,825.85		0.00	1,017,825.85	0.00%
Long Term Planning Total**	1,256,527.58		-	1,256,527.58	0.000%
NPDES	23,000.00		3,949.72	19,050.28	17.173%
<b>Total General Fund</b>	<b>4,941,862.62</b>		<b>388,217.39</b>	<b>4,553,645.23</b>	<b>7.856%</b>
<b>Total All Expenditures*</b>	<b>6,212,688.47</b>		<b>431,664.31</b>	<b>5,781,024.16</b>	<b>6.95%</b>
<b>STRAIGHT LINE =</b>	<b>8.3333%</b>		<b>Contingency Total</b>	<b>247,694.68</b>	

\*Total excluded from the Total General Fund Amount (Budget Total)

\*\*Includes Long Term Planning Prior Year Carry Over Totals

July 2025 Council Finance Report

**REVENUE**

Account Id	Description	Adopted	YTD Cash	STRAIGHT LINE =	
				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	4,000.00	100.00	(3,900.00)	2.50
01-04-10-0110-0001	General Fund Commitment	-	-	-	-
01-04-10-0115-0000	Local Election Registration Fee	180.00	60.00	(120.00)	33.33
01-04-10-0116-0000	Bid Revenue Fee	-	-	-	-
01-04-10-0120-0000	Rental Income	-	-	-	-
01-04-10-0120-0001	Rental Income-Library	57,406.00	9,567.62	(47,838.38)	16.67
01-04-10-0120-0002	Rental Income-Baseament (Impact Life)	88,500.00	-	(88,500.00)	0.00
01-04-10-0120-0003	Rental Income-Recreation Center	-	-	-	-
01-04-10-0121-0000	Elevator Reimbursement	-	-	-	-
01-04-10-0135-0000	Homeland Security Income	-	-	-	-
01-04-10-0150-0000	Abandoned Property Revitalization Income	7,200.00	-	(7,200.00)	0.00
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	-
	<b>Administration Total</b>	<b>157,286.00</b>	<b>9,727.62</b>	<b>(147,558.38)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0001-0000	Real Estate Taxes	3,192,888.62	67,141.58	(3,125,747.04)	2.10
01-04-11-0001-4STL	Original Rev Account used for Spec Tax	-	-	-	-
01-04-11-0001-STLC	Special Tax Assessment-Current Year	70,000.00	1,312.51	(68,687.49)	1.88
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	-
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	545.92	(19,454.08)	2.73
01-04-11-0011-0000	Interest Income	60,000.00	3,302.48	(56,697.52)	5.50
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	-
01-04-11-0080-0000	Franchise Fees	72,000.00	1,504.48	(70,495.52)	2.09
01-04-11-0090-0000	Transfer Taxes	340,000.00	29,220.02	(310,779.98)	8.59
01-04-11-0110-0000	Other Income - Finance	100.00	-	(100.00)	0.00
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	-



July 2025 Council Finance Report

**REVENUE**

Account Id	Description	Adopted	YTD Cash	STRAIGHT LINE = 8.33%	
				Over/(Under) Budget	% Realized
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	
	<b>Finance Total</b>	<b>3,754,988.62</b>	<b>103,026.99</b>	<b>(3,651,961.63)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	9,041.86	(215,958.14)	4.02
01-04-20-0016-0000	Other Courts CCP	2,000.00	-	(2,000.00)	0.00
01-04-20-0017-0000	Accident Reports	8,000.00	420.00	(7,580.00)	5.25
01-04-20-0026-0000	Police Pension Passthru Receipts	80,000.00	-	(80,000.00)	0.00
01-04-20-0110-0000	Other Income- Public Safety	1,500.00	50.00	(1,450.00)	3.33
01-04-20-0110-0001	Other Income- Seized Property Sales	-	-	-	
01-04-20-0110-0002	Other Income- Towing	16,000.00	1,000.00	(15,000.00)	6.25
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	51.00	(949.00)	5.10
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	119.00	(881.00)	11.90
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>339,500.00</b>	<b>10,681.86</b>	<b>(328,818.14)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	3,084.24	(71,915.76)	4.11
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	3,127.30	(71,872.70)	4.17
01-04-25-0110-0000	VAC - Other Income	-	-	-	Non-Budget
	<b>VAC Total</b>	<b>150,000.00</b>	<b>6,211.54</b>	<b>(143,788.46)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0020-0000	Permit Fees	61,500.00	6,693.04	(54,806.96)	10.88
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	
01-04-30-0021-0000	Code Violations (Total)	31,500.00	2,159.09	(29,340.91)	6.85
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	700.00		
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	1,459.09		
01-04-30-0060-0000	Board of Adjustment	1,000.00	100.00	(900.00)	10.00
01-04-30-0065-0000	Vacant Property Registration Fee	500.00	-	(500.00)	0.00
01-04-30-0070-0000	Business Licenses	74,000.00	1,050.00	(72,950.00)	1.42
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	-		
01-04-30-0075-0000	Rental Licenses	255,000.00	300.00	(254,700.00)	0.12

July 2025 Council Finance Report

**REVENUE**

Account Id	Description	Adopted	YTD Cash	STRAIGHT LINE = 8.33%	
				Over/(Under) Budget	% Realized
01-04-30-0075-0001	Rental Licenses - Penalties	2,500.00	-		
01-04-30-0077-0000	Signage Receipt Account	100.00	-	(100.00)	0.00
01-04-30-0080-0000	Home Occupation Lic/Permit	300.00	-	(300.00)	0.00
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	-	(150.00)	0.00
	<b>Code Enforcement Total</b>	<b>428,650.00</b>	<b>10,302.13</b>	<b>(418,347.87)</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 Abatelements	1,000.00	235.86	(764.14)	23.59
01-04-40-0110-0002	Other Income - Recycling	-	-	-	
01-04-40-8511-0000	Gain of Sale of Fixed Assets	10,500.00	-	(10,500.00)	0.00
	<b>Public Works Total</b>	<b>11,600.00</b>	<b>235.86</b>	<b>(11,364.14)</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)	0.00
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	-	55.00	55.00	
01-04-47-0136-0006	Other Income - Town Events	100.00	-	(100.00)	0.00
	<b>Parks/Recreation Total</b>	<b>6,100.00</b>	<b>55.00</b>	<b>(6,045.00)</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-70-0130-CODE	Reimbursable- Code Engineering Costs	2,235.00	-	2,235.00	
01-04-70-0135-0000	Reimbursable- Sheriff Sale Legal Fees	25,000.00	1,431.75	7,399.14	5.73
01-04-70-0136-0000	Reimbursable- Leasee Utilities (Impact)	6,000.00	-	(6,000.00)	0.00
01-04-70-0137-0000	Reimbursable- EPD Training Agreement	500.00	100.00	(400.00)	20.00
01-04-70-0142-0000	Reimbursable- Extra Duty	8,000.00	1,105.00	(6,895.00)	13.81
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	7,541.00	613.78	(6,927.22)	8.14
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	7,541.00	613.78	(6,927.22)	8.14
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	19,606.00	1,595.82	(18,010.18)	8.14
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	17,215.00	-	(17,215.00)	0.00
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00

July 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 8.33%		
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget
	Reimbursable Expenses (Revenue)	93,738.00	5,460.13	(52,840.48)
				% Realized

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%		
Account Id	Description	Adopted 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	217,147.57	16,480.67	7.59		
01-05-10-1001-0000	Overtime	1,000.00	87.09	8.71		
01-05-10-1010-0000	Payroll Taxes	21,715.00	1,257.63	5.79		
01-05-10-1015-0000	Employee Incentive Program	0.00	-			
01-05-10-1025-0000	Employee Longevity Benefit	4,434.00	-	-		
01-05-10-1030-0000	Payroll Expenses	4,000.00	242.50	6.06		
01-05-10-1075-0000	Pension Expenses	0.00	-	-		
01-05-10-2060-0000	Contributions	5,000.00	-	-		
01-05-10-2070-0000	Contracted Professional Services	33,559.00	2,177.17	6.49		
01-05-10-2071-0000	Computer Operation	21,670.00	2,945.59	13.59		
01-05-10-2081-0000	Discretionary Funds	2,500.00	21.18	0.85		
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,200.00	100.00	1.92		
01-05-10-2120-0000	Electricity/Gas	42,284.00	3,435.76	8.13		
01-05-10-2122-0000	Emergency Operations	0.00	-			
01-05-10-2124-0000	Water/Sewer	4,450.00	692.06	15.55		
01-05-10-2160-0000	Insurance - Business	33,460.00	13,482.66	40.29		
01-05-10-2161-0000	Insurance - Auto	0.00	-			
01-05-10-2170-0000	Insurance - Health/Dental/Vision/Life	77,697.00	6,631.78	8.54		
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	177.50	4.26		
01-05-10-2181-0000	Workers Compensation	1,125.00	-	-		
01-05-10-2266-0000	Legal/Published Notices	2,000.00	-	-		
01-05-10-2270-0000	Legal Expenses	24,000.00	6,000.00	25.00		
01-05-10-2280-0000	Postage	150.00	310.06	206.71		
01-05-10-2290-0000	Maintenance/Building	11,500.00	1,348.79	11.73		
01-05-10-2370-0000	Telephone	2,150.00	174.15	8.10		
01-05-10-2390-0000	Training	1,400.00	-	-		

July 2025 Council Finance Report

<b>EXPENSE</b>		<b>STRAIGHT LINE = 8.33%</b>		
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
01-05-10-3140-0000	Vehicle Services	500.00	-	-
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	-
01-05-10-3340-0000	Miscellaneous	500.00	-	-
01-05-10-3350-0000	Office Supplies	3,500.00	563.75	16.11
01-05-10-4100-0000	Civil Remediations	1,000.00	-	-
01-05-10-7046-0000	Homeland Security	6,000.00	-	-
01-05-10-8250-0000	Lease/Office Equipment	2,700.00	217.24	8.05
<b>Administration Total</b>		<b>536,810.57</b>	<b>56,345.58</b>	<b>10.50</b>

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	-	-	
01-05-11-1000-0000	Salary	183,131.14	20,501.38	11.19	
01-05-11-1001-0000	Overtime	1,000.00	150.76	15.08	
01-05-11-1010-0000	Payroll Taxes	18,313.00	1,558.31	8.51	
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	-	-	
01-05-11-1050-0000	Banking Services	40,000.00	2,503.61	6.26	
01-05-11-2050-0000	Audit	55,000.00	-	-	
01-05-11-2071-0000	Computer Operations	17,350.00	2,473.85	14.26	
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	-	-	
01-05-11-2122-0000	Emergency Operations	0.00	-	-	
01-05-11-2160-0000	Insurance - Business	22,900.00	10,130.00	44.24	
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	34,216.00	4,058.46	11.86	
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	170.98	4.73	
01-05-11-2181-0000	Workers Compensation Insurance	975.00	-	-	
01-05-11-2280-0000	Postage	1,500.00	807.83	53.86	
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	126.45	8.72	
01-05-11-2390-0000	Training	1,500.00	-	-	
01-05-11-3340-0000	Miscellaneous	0.00	-	-	
01-05-11-3350-0000	Office Supplies	3,000.00	1,740.78	58.03	
	<b>Finance Total</b>	<b>390,316.14</b>	<b>44,222.41</b>	<b>11.33</b>	

July 2025 Council Finance Report

EXPENSE			STRAIGHT LINE =		8.33%
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-15-1000-0000	Salary - Council	7,200.00	433.32	6.02	
01-05-15-1010-0000	Payroll Taxes	680.00	38.36	5.64	
01-05-15-2071-0000	Computer Operations	4,850.00	399.22	8.23	
01-05-15-2100-0000	Dues/Subscriptions/Meetings	400.00	-	-	
01-05-15-2110-0000	Election Expenses	500.00	-	-	
01-05-15-2160-0000	Insurance - Business (Bond)	2,500.00	-	-	
01-05-15-2370-0000	Telephone	500.00	40.46	8.09	
01-05-15-2500-0000	Council Reimbursements	250.00	-	-	
Council Total		16,880.00	911.36	5.40	

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-20-0025-0000	Police Pension Passthrough - payments	80,000.00	-	-	-
01-05-20-1000-0000	Salary	1,006,253.00	67,584.58	6.72	
01-05-20-1001-0000	Overtime	30,000.00	4,123.28	13.74	
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	5,140.00	7.60	
01-05-20-1003-0000	Holiday	26,600.00	-	-	
01-05-20-1010-0000	Payroll Taxes	38,440.00	2,100.59	5.46	
01-05-20-1020-0000	Police Pension Expense	141,530.00	233.94	0.17	
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00	-	-	
01-05-20-2071-0000	Computer Operation	4,000.00	1,823.26	45.58	
01-05-20-2081-0000	Discretionary Fund	2,500.00	50.98	2.04	
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	25.00	0.10	
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	700.00	-	-	
01-05-20-2120-0001	Delmarva- 5504-0852-042 101 Baltimore	0.00	152.87	NO BUDG*	
01-05-20-2122-0000	Emergency Operations	0.00	-	-	
01-05-20-2160-0000	Insurance-Business	53,875.00	19,819.34	36.79	
01-05-20-2161-0000	Insurance-Vehicles	22,000.00	9,437.27	42.90	
01-05-20-2170-0000	Insurance - Health/Dental/Vision	162,230.00	13,908.77	8.57	
01-05-20-2180-0000	Insurance-Life/Disability	19,696.00	827.17	4.20	
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	-	-	
01-05-20-2280-0000	Postage	500.00	-	-	
01-05-20-2290-0000	Building Maintenance	6,000.00	-	-	
01-05-20-2300-0000	Equipment Contracts	15,500.00	3,804.00	24.54	
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	-	
01-05-20-2320-0000	Maintenance -Vehicle	15,000.00	-	-	
01-05-20-2331-0000	Medical Costs	2,500.00	-	-	
01-05-20-2350-0000	Seized Vehicle Expenses	0.00	-	-	
01-05-20-2360-0000	Evidence Processing Cost	1,500.00	-	-	
01-05-20-2370-0000	Telephone	13,075.00	1,095.12	8.38	
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	212.41	7.08	
01-05-20-2390-0000	Training	6,500.00	341.65	5.26	
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	1,914.24	6.38	
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-	-	



July 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 8.33%		
Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-20-3330-0000	Materials/Supplies	8,000.00	75.43	0.94
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	-
01-05-20-3350-0000	Office Supplies	3,500.00	26.49	0.76
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	-
01-05-20-3400-0000	Uniforms	5,000.00	-	-
01-05-20-3401-0000	Uniforms Cleaning	500.00	-	-
01-05-20-7510-0000	Grant Award Passthrough	0.00	-	-
01-05-20-8250-0000	Lease/Office Equipment	3,900.00	217.24	5.57
<b>Public Safety</b>		<b>1,858,005.00</b>	<b>132,913.63</b>	<b>7.15</b>

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%	
Account Id	Description	Adopted 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	75,000.00	0.00	-	-
01-05-25-1000-0000	VAC - Salary Reimbursement	23,099.00	0.00	-	-
01-05-25-1050-0000	VAC - Banking Services	400.00	0.00	-	-
01-05-25-2071-0000	VAC - Computer Operations	3,500.00	223.42	6.38	
01-05-25-2160-0000	Insurance - Business	250.00	0.00	-	
01-05-25-2280-0000	VAC - Postage	1,850.00	0.00	-	
01-05-25-3340-0000	VAC - Miscellaneous	50.00	0.00	-	
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	0.00	-	
<b>VAC Total</b>		<b>105,149.00</b>	<b>223.42</b>	<b>0.21</b>	

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	-	
01-05-30-1000-0000	SALARY	149,722.95	11,550.12	7.71	
01-05-30-1001-0000	Overtime	3,000.00	369.32	12.31	
01-05-30-1010-0000	Payroll Taxes	14,972.00	944.54	6.31	
01-05-30-1025-0000	Employee Longevity Benefit	3,109.00	-	-	
01-05-30-2070-0000	Contracted Professional Services	35,000.00	1,708.00	4.88	
01-05-30-2071-0000	Computer Operations	14,950.00	2,363.17	15.81	
01-05-30-2100-0000	Dues/Subscriptions/Meetings	350.00	-	-	
01-05-30-2122-0000	Emergency Operations	0.00	-	-	
01-05-30-2160-0000	Insurance - Business	23,725.00	10,130.00	42.70	
01-05-30-2161-0000	Insurance - Auto	3,010.00	1,641.26	54.53	
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	52,407.00	2,500.50	4.77	
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	156.36	4.75	
01-05-30-2181-0000	Insurance - Workers Compensation	2,187.00	-	-	
01-05-30-2280-0000	Postage	1,500.00	12.10	0.81	
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	-	
01-05-30-2370-0000	Telephone	2,500.00	207.37	8.29	
01-05-30-2390-0000	Training	1,000.00	-	-	
01-05-30-3140-0000	Gas - Vehicles	1,000.00	106.64	10.66	
01-05-30-3330-0000	Materials/Supplies	500.00	-	-	
01-05-30-3340-0000	Miscellaneous	200.00	-	-	
01-05-30-3350-0000	Office Supplies	3,000.00	-	-	
01-05-30-3400-0000	Uniforms	1,000.00	-	-	
<b>Code Total</b>		<b>318,226.95</b>	<b>31,689.38</b>	<b>9.96</b>	

July 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 8.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-40-1000-0000	Salary	180,139.23	13,765.60	7.64	
01-05-40-1001-0000	Overtime	4,300.00	159.86	3.72	
01-05-40-1010-0000	Payroll Taxes	18,515.00	1,058.77	5.72	
01-05-40-1020-0000	Pension Expense	0.00	-	-	
01-05-40-1025-0000	Employee Longevity Benefit	4,100.00	-	-	
01-05-40-2070-0000	Contracted Professional Services	927.00	570.00	61.49	
01-05-40-2071-0000	Computer Operations	7,915.00	2,300.38	29.06	
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	-	
01-05-40-2120-0000	Electricity/Gas	2,150.00	148.06	6.89	
01-05-40-2121-0000	Heating Oil	7,600.00	-	-	
01-05-40-2122-0000	Emergency Operations	0.00	-	-	
01-05-40-2124-0000	Water/Sewer	850.00	127.82	15.04	
01-05-40-2160-0000	Insurance - Business	38,871.00	10,130.00	26.06	
01-05-40-2161-0000	Insurance-Auto	23,632.00	9,437.27	39.93	
01-05-40-2170-0000	Insurance - Health/Dental/Vision/Life	67,265.00	4,582.78	6.81	
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	196.08	4.85	
01-05-40-2181-0000	Insurance - Workers Compensation	9,500.00	-	-	
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	-	
01-05-40-2300-0000	Maintenance - Equipment	8,300.00	1,533.89	18.48	
01-05-40-2320-0000	Maintenance-Vehicle	10,000.00	-	-	
01-05-40-2370-0000	Telephone	1,040.00	200.84	19.31	
01-05-40-2390-0000	Training	2,000.00	-	-	
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	631.38	9.71	
01-05-40-3251-0000	Maintenance Streets	67,500.00	571.96	0.85	
01-05-40-3330-0000	Materials/Supplies	7,000.00	187.82	2.68	
01-05-40-3340-0000	Miscellaneous	250.00	-	-	
01-05-40-3350-0000	Office Supplies	100.00	-	-	
01-05-40-3400-0000	Uniforms	3,200.00	-	-	
<b>Public Works Total</b>		<b>476,900.23</b>	<b>45,602.51</b>	<b>9.56</b>	

EXPENSE				STRAIGHT LINE =	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-43-2070-0000	SANITATION	855,796.00	71,316.31	8.33	
01-05-43-2230-0000	Landfill Fees	200.00	-	-	
	<b>Sanitation Total</b>	<b>855,996.00</b>	<b>71,316.31</b>	<b>8.33</b>	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-45-2010-0000	<b>NPDES Compliance</b>	<b>23,000.00</b>	<b>3,949.72</b>	<b>17.17</b>	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	66,720.00	-	-	
01-05-47-2115-0000	Public Events	23,332.00	731.93	3.14	
01-05-47-3252-0000	Park Management	9,825.00	311.14	3.17	
	<b>Parks and Recreation Total</b>	<b>99,877.00</b>	<b>1,043.07</b>	<b>1.04</b>	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	1,000.00	-	-	
01-05-70-0135-0000	Reimbursable- Sheriff Sale Legal Reim.	15,000.00	-	-	
01-05-70-1011-0000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	-	
	<b>Reimbursable Expenses (Expense)</b>	<b>22,000.00</b>	<b>0.00</b>	<b>-</b>	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-80-0027-0000	Long Term Planning Department			-	
01-05-80-0027-0010	Original Police Pension Plan Allocation	35,750.00		-	
01-05-80-0027-0011	Carryover from prior year			-	
01-05-80-0027-0020	Capital Depreciation Allocation	25,750.00		-	
01-05-80-0027-0021	Capital Deprec. Alloc. - P/Y Carry Over	164,023.71		-	
01-05-80-0027-0040	Infrastructure Maintenance Allocation	53,330.00		-	
01-05-80-0027-0041	Infrastructure Maint-P/Y Carry Over	304,640.05		-	
01-05-80-0027-0050	Capital Building Allocation	15,750.00		-	
01-05-80-0027-0051	Capital Bldg Allocation-P/Y Carry Over	153,530.75		-	
01-05-80-0027-0060	Contingency Fund Allocation	10,300.00		-	
01-05-80-0027-0070	Future Project Allocation	97,821.73		-	

July 2025 Council Finance Report

<b>EXPENSE</b>			<b>STRAIGHT LINE = 8.33%</b>	
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>
01-05-80-0027-0071	Future Project Allocation-P/Y Carry Over	165,631.34		-
01-05-80-0027-0080	Salary Enhancement Allocation	-		-
01-05-80-0027-0081	Salary Enhancement Allocation- P/Y Carry Over	230,000.00		-
	<b>Long Term Planning Total (Includes P/Y Carry Over)</b>	<b>1,256,527.58</b>	<b>-</b>	<b>-</b>
	Current Year Budget Total (FY26)	238,701.73	-	-
	Prior Year (Prior Budget(s) not current)	1,017,825.85	-	-

# ARPA COUNCIL REPORT AT JULY 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
	<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 (Hailosil)	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 (Taylor Tract at Silverbrook Drive, Taylor Rd, and Southern Road Drainage Improvements)	921,289.81	21,155.61	(900,134.20)
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>6,251.02</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>\$ 1,775,448.28</b>	<b>\$ (1,140,516.13)</b>

<b>ARPA FUND BALANCE (Total Grant Revenue less Expenses at 7/31/25)</b>	<b>\$ 1,140,516.13</b>
Available Fund Balance - Considering \$6,251.02 Expense Adjustment for Bank Fee Reimb	\$ 1,146,767.15

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)

<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
	0.00
	6,251.02





**TOWN OF ELSMERE  
DEPARTMENT OF FINANCE  
TRANSFER TAX REPORT – JULY 2025**

<b>Date</b>	<b>Property Information</b>	<b>Purchase Price of Property</b>	<b>Amount of Tax or Reason for Exemption</b>
7/2/2025	Property: 261 Locust Ave Grantor(s): Yvonne M Episcopo Grantee(s): Hunter Balback 261 Locust Ave Wilmington, DE 19805  Parcel # 1900800-229 Wolfe & Associates Prorated taxes in the amount of \$478.76		<b>Exempt under 30 Del. C §5401</b>
7/2/2025	Property: 720 New Rd Grantor(s): John A. Malloy Sr. Grantee(s): Wally Hines III 720 New Rd Wilmington, DE 19805  Parcel # 1900400-547 Wolfe & Associates	\$265,000.00	<b>\$3975.00</b>
7/3/2025	Property: 1243 Maple Ave Grantor(s): Victoria Dobrowolski Grantee(s): Jorge A. Morales-Amado 1243 Maple Ave Wilmington, DE 19805  Parcel #1900800-174 Giordano & Gagne LLC Estimated taxes in the amount of \$994.81	\$240,000.00	<b>\$3,600.00</b>
7/7/2025	Property: 1352 Maple Ave Grantor(s): Clement H. Straker, Trustee Grantee(s): Capital Growth Markets LLC 30 N. Gould St Suite R Sheridan, WY 82801  Parcel # 1900800-095 MacElree Harvey Ltd		<b>Exempt under 30 Del. C §5401</b>





TOWN OF ELSMERE  
DEPARTMENT OF FINANCE  
TRANSFER TAX REPORT – JULY 2025

7/8/2025	Property: 206 Taylor Rd Grantor(s): Laura Shade Grantee(s): Stephen W. Coltin & Kathryn L. Coltin 270 Landis Way S Wilmington, DE 19803  Parcel # 1900500-318 Kathleen DeLacy, Esquire	\$267,501.00	<b>\$4,012.52</b>
7/14/2025	Property: 9 Western Ave Grantor(s): Charlean K. Berling Grantee(s): Leah Nastasee 9 Western Ave Wilmington, DE 19805  Parcel # 1900500-045 Ward & Taylor	\$250,000.00	<b>\$3,750.00</b>
7/14/25	Property: 113 Northern Ave Grantor(s): Jinsheng Qi and Sophie Zhu Grantee(s): Shophie Zhu 113 Northern Ave Wilmington, DE 19805  Parcel # 1900500-101 Ping Xu Law, LLC		<b>Exempt under 30 Del. C §5401</b>
7/18/2025	Property: 153 Olga Rd Grantor(s): Mary Anne Price Grantee(s): VAV Perfect Properties LLC 2221 Naamans Rd Wilmington, DE 19805  Parcel # 1900100-080 Giordano & Gagne LLC	\$199,000.00	<b>\$2,985.00</b>



TOWN OF ELSMERE  
DEPARTMENT OF FINANCE  
TRANSFER TAX REPORT – JULY 2025

7/21/25	Property: 114 Vilone Rd Grantor(s): Ronald Freebery, as Trustee if the Grantee(s): VPR Property Management, LLC 5 Warwick Court Wilmington, DE 19805  Parcel # 1900100-154 Iolta/ The Matlusky Firm LLC	\$160,000.00	<b>\$2,400.00</b>
7/25/25	Property: 2133 Seneca Rd Grantor(s): M&T Bank Grantee(s): Fernando Quevedo Ramos 1510 Berlin St Wilmington, DE 19808  Parcel # 1900200-201 Ward & Taylor	\$231,500.00	<b>\$3,472.50</b>
7/25/25	Property: 27 Vilone Rd Grantor(s): Barbara Foraker Grantee(s): Orval & Margery Foraker 24474 Brookstone Path Millsboro, DE 19966  Parcel # 1900100-287 Settlement Works, LLC		<b>Exempt under 30 Del. C §5401</b>
7/31/25	Property: 508 Red Bud Court Grantor(s): Theresa Disimplico, Heir To the Estate of Joann A Pileggi Grantee(s): Madison Sampson 193 Darling Street Newark, DE 19702  Parcel # 1900200-369 Longo & Associates, LLP	\$335,000	<b>\$5025.00</b>
	<b>TRANSFER TAX TOTAL - JULY 31, 2025</b>		<b>\$ 29,220.02</b>

**ELSMERE POLICE DEPARTMENT**  
**Monthly Report**  
**August 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.

**Suspect Arrested on Drug and Weapons Charges**

**July 3, 2025:**

On July 3, 2025, with the assistance of the New Castle County Police Department, the Elsmere Police executed a search warrant in the 1200 block of Dover Avenue after a month long drug investigation. As a result of the search warrant, David Rodgers, 30, of Elsmere was charged with Possession of a Firearm by a Person Prohibited, Possession With Intent to Deliver Illegal Narcotics, Possession of a Tier 1 Quantity of Narcotics, Possession of Drug Paraphernalia Other Than for Personal Use, and three counts of Endangering the Welfare of a Child

Rodgers was issued a bail of \$5,858 secured bond and was committed to the Howard R. Young Correctional Institution.



David Rodgers

## **Hit & Run Suspect Apprehended**

**July 19, 2025:**

On Saturday, July 19, 2025, at approximately 02:20 hours officers located a red Cadillac sedan with front end damage traveling on s/b on Maple Avenue. Officers conducted a traffic stop on the vehicle, identified the driver as Jonathan Villalobos and noticed blood on his clothing and laceration to his eye. During the stop it was learned that Delaware State Police were currently on scene of an assault that had just occurred behind Prices Corner Shopping Center. Further investigation revealed that Villalobos assaulted numerous subjects and then used his vehicle to strike several cars and one pedestrian before fleeing the scene. Villalobos was turned over to DSP and was charged with 4 counts of Criminal Mischief over \$1000, Reckless Endangering 2<sup>nd</sup> degree, and DUI Under 21 Years Old.



Jonathan Villalobos

## Elsmere Officers at Tutor Time

**July 15, 2025:**

On Tuesday, July 15, 2025, Sgt. Young and M/Cpl. Mitchell stopped by Tutor Time on Limestone Road to go over safety tips with the children. The children explored the police vehicles and the officer's vests. The children and officers had a great time during their visit.





## **Elsmere Police Department Received Their Re-Accreditation**



**July 23, 2025:**

On July 23, the Elsmere Police Department received their first re-accreditation from the Delaware Police Accreditation Commission (POST). In the photo from L-R (M/Cpl. Mitchell, John Feehan, Secretary Bushweller, Chief Giles, Director Moriarty and Det. Sowden.

## Elsmere Police Needy Family Crab Feast – September 19, 2025



**Appetizers 6pm to 7pm**

**ALL YOU CAN EAT CRABS and SHRIMP 7-8:30pm**

**Including Fried Chicken, Salad, Desserts, Beer-Wine-Soda**

**21 & over**

**For Tickets Contact: [laura.giles@cj.state.de.us](mailto:laura.giles@cj.state.de.us)**

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### Meetings:

- July 8, 2025: Council Mtg. – Chief Giles
- July 21, 2025: Special Council Mtg. - Chief Giles
- July 23, 2025: DPAC Mtg. – Chief Giles, Det. Sowden & M/Cpl. Mitchell
- July 25, 2025: Needy Family Mtg. – Chief Giles & Sgt. Smith

**Trainings/Events:**

- July 9-10, 2025: Instructor TASER Re-Certification – Sgt. Smith

**Revenue Results:**

VAC JP Court 20 Revenue Received (July 2025) = **\$Pending**

VAC – Elsmere Revenue (July 2025) = **\$7,069.82**

VAC Administration Revenue Received YTD (July 2025) = **\$9,909.00**

Total VAC Revenue as of June 2025 = **\$8,632.82**

Tow Revenue (Received July 2025) = **\$1,625.00**



EPD Service Calls  
July 2025

Nature of Complaints	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Dist. 6	TOTALS	Out of Dist.
911 Hang-ups	1	0	0	0	0	0	1	
Accidents	1	1	0	0	1	4	7	
Alarms	7	7	2	0	5	1	22	
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	0	0	0	1	0	0	1	23
Assist Fire Board	0	4	1	0	2	3	10	
Burglaries	0	1	0	0	0	0	1	
Check On the Welfare	0	1	1	4	3	0	9	
Civil	0	2	0	0	0	0	2	
Criminal Contempt	0	0	1	0	0	0	1	
Criminal Mischief	0	0	1	0	0	0	1	
Death Investigation	1	0	0	0	0	0	1	
Disabled Vehicles	0	1	0	0	0	0	1	
Disorderly Conduct	0	1	0	0	2	1	4	
Domestic Disputes	1	1	3	2	3	3	13	
Domestic w/Weapon(s)	0	0	0	0	0	0	0	
Drug Violations	0	0	0	1	0	0	1	
Drunk Complaint	0	0	0	0	0	0	0	
Endangering the Welfare	0	0	0	0	0	0	0	
Fights	0	0	0	0	0	0	0	
Found Property	0	0	0	0	0	0	0	
Fraud & Conspiracy	0	0	1	0	1	1	3	
Fugitive Apprehensions	0	0	0	0	0	0	0	
Graffiti	0	0	0	0	0	0	0	
Harassments	0	0	0	0	2	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	8	1	3	0	0	0	12	
Menacing	0	0	0	0	0	0	0	
Mental Person(s)	0	1	0	0	0	0	1	
Misc. investigations	0	1	0	2	1	0	4	
Missing Person(s)	0	0	0	0	0	0	0	
Neighbor Dispute	0	0	0	0	0	0	0	
Noise Complaint	0	0	0	0	0	0	0	
Offensive Touching	1	0	0	0	0	0	1	
Open Door/Window	0	0	0	0	0	0	0	
Overdose	0	0	0	0	0	0	0	
Parking Complaints	1	2	0	2	0	0	5	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	1	1	0	4	2	1	9	
Property Checks	4	6	3	3	3	2	21	
Public Relations	2	2	2	3	2	2	13	
Reckless Endangering	0	0	0	0	0	0	0	
Resisting Arrest	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Sex Crimes	0	0	0	0	0	0	0	
Stolen M.V./Unauth Use	1	0	0	0	0	0	1	
Suicide/Overdose	0	0	0	0	0	0	0	
Suspicious Person/Vehicle	2	6	1	0	0	4	13	
Terroristic Threatening	0	0	0	0	0	0	0	
Thefts	0	1	0	0	0	11	12	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	1	0	0	0	1	0	2	
Transports	0	0	0	0	0	0	0	
Trespassing	0	0	0	0	5	0	5	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
<b>TOTALS</b>	<b>33</b>	<b>40</b>	<b>19</b>	<b>22</b>	<b>33</b>	<b>33</b>	<b>180</b>	<b>23</b>



## Elsmere Bureau of Police

### Monthly Report

July 2025

Nature of Violation	
Radar/Lidar summons	<b>55</b>
Traffic enforcement (non-speed)	<b>61</b>
Traffic Warnings	<b>26</b>
Seatbelt Violations	<b>13</b>
Parking Violations	<b>2</b>
Cell Phone Violations	<b>3</b>
DUI's	<b>0</b>
Criminal Arrests	<b>26</b>
Wanted Persons	<b>1</b>
Crime Prevention Checks	<b>27</b>
Community Contacts	<b>0</b>
Total Statistics	<b>214</b>

Voluntary Assessment Violations: 110

Mandatory Appearance Violations: 22



**Public Works Department**  
**Monthly Report**  
**July 2025**

**Roadways:**

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

- Potholes/Sinkholes on the following streets:
  - Filled in sinkhole: New Rd, Rodman Ave, Seneca Ave, Birch Ave, Cypress Ave, JSt.
- Replace/Remove/Installed Signs as requested:
  - Replaced and Installed Rosemont sign
  - Replaced and Installed 25 mph sign
- Street Curbs Painted:
  - Repainted curbs around Townhall

**NPDES:**

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

- Elm Ave
- J St
- R St
- L St
- Locust Ave
- Second Ave
- Service Lane F
- New Rd
- Red Bud Ct
- Baldini Ave
- Colonial Ave
- Baltimore Ave
- Birch Ave
- N. Dupont Ave
- Filbert Ave
- Hadco Rd

**Building Maintenance:**

The following repairs were completed

- Caulked around library door and Townhall entry ways
- Sanded down and realigned room 215&217 and council chambers
- Repaired steps in courtyard between library/ EPD and Impact Life stairwell

## **Parks**

### **Annual Park cleanup project**

- Cut up and removed fallen trees at Maple Park and Rosemont Park
- Mowed and weed whacked Maple Park, South Cleveland Ave circle, North Colonial Ave stump, Vilone Place, Baltz cut through, Walnut Ave, Fairground Park, Walling Park, Colonial Ave, Dupont rd., Dogwood Hollow, R St., H St, Vilone circle, EPD courtyard, B&O Ln, Rosemont Park, AA alley, Route 100, Sycamore Fire hydrant

## **Abatements**

- The following abatements were completed as requested by the Code Department
  - 816 Kirkwood Ave
  - 139 Bungalow Ave

## **Events:**

- Food Pantry

## **Training:**

- None

## **General:**

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

- Installed rock garden for EPD
- Cleaned/treated flooded basement from storm
- Placed Eels at basement and library doors to prevent further flooding
- Shop Vac Impact Life
- Placed a sump pump in drain behind basement door
- Moved and rearranged office furniture for Townhall staff
- Dropped flyers to residents on Dumont Ave in preparation for street repaving
- Dropped off recycle bins at 904, 908 Kirkwood Hwy, 106 Northern Ave, 1950 Seneca Rd 1215 and 1341 Maple Ave
- Cut weeds along Kirkwood Hwy from Sanders to Rte. 100
- Trimmed fence line on H St/ Dover Ave
- Cut/Trimmed back branches on Rte.100/Kirkwood
- Trimmed bushes on Maple Park walking path
- Installed ribbon on Ray Firmani tribute banner
- Cut up fallen Tree branch on Rodman
- Sprayed weed killer at Townhall and around playground
- Picked up Dead Rabbit
- Cut up weeds behind HVAC 1 at Townhall

Submitted By: Leon Joseph

Date: August 6, 2025

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

**Stormwater Project:**

- The Vilone Village and Dogwood Hollow Drainage Improvement project is going out the bid the week of August 11<sup>th</sup>. The project includes drainage improvement to sections of Richard Ave and two sections of Alvil Rd. As this is a complex project, we are allowing 3 ½ weeks for submittals of the bids. The bids are due by September 9<sup>th</sup>.
- The stormwater project at Taylor and Silverbrook has started, and Guardian started performing bore sampling testing for utilities depths. All the structures have been released for production. The project should take about 45 days to complete.
- We are still awaiting the result of our \$2.5 million-dollar Congressional Direct Spending application.

**Street Project:**

- Paoli has completed the Street project. There was saving of \$41,000.00 from his original contract. The saving was due to not having to perform an extensive amount of Undercut that was originally anticipated. Undercutting involves excavating the subgrade beneath roads and pavements to create a solid base. Essentially, it is about strategically lowering the ground level or digging below a certain point to achieve a desired structural result. This process is vital for ensuring that the structures built on top of the undercut area have a stable and durable foundation.
- **The Partial Street Repairs** – I receive two quotes for the Partial Street Repairs (\$39,000.0 & \$47,300.00) which included the street below. This exceeds my approval threshold and may need to go out to bid. I need to discuss with council about our options for this project.
  - Pardee Ave
  - Chestnut Ave – 100 Blk
  - Bungalow 121 - 142
  - Maple Ave 1305 – 1309
  - Western Ave 113
  - G Street - 252

- Request for Proposal were advertised for the year two of the Five Street Program. The RFPs are due in by Wednesday August 13, 2025. The streets that were selected for the year 2 of the Street Revitalization Project.
  - Sycamore Ave 1400 Blk
  - Ruth Rd (Unit Blk)
  - Seneca Rd
  - Baltimore (600 Blk)

The Street Project will be funded through the Reinvestment fund (\$185,000) and CTF fund (\$100,000) from Senator Mantzavinos and Representative Neal's offices. There may be a need to make a request for some Long Term Planning fund assistance.

- The redesign of Rosemont Dr. and Taylor Street intersection is well under way. The contractor ran into an issue in field that caused a slight delay. There was an issue with elevation of the existing water main that the new storm drain has to cross. The inlet needs an additional riser section added, to allow the proposed piping to be pushed deeper below the water line. This will require additional trenching, excavation and backfill. A change order was submitted for \$29,600 and Representative DeShanna Neil has agreed to pay for the change order. This project is necessary to allow the Fire Truck to get through this intersection without the truck bottoming out.

### **EECBG Grant**

- The doors on Poplar Street side of the building are now installed. We are awaiting Delcollo Security to find out the cost of installing fob scanners for the doors. The EECBG grant is completed now we have to request reimbursement for the cost for Atrium Sliding door and the Metal doors on the poplar side of the building.

### **Town Hall Window:**

- This is unchanged. 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:**

- Met with Paoli about Maple Park Improvement project. He'll start to get the survey done, the line & grades draw up and obtain the permits next week. He plans to start mobilizing the first week of September.
- The surveillance camera for the park will be installed after September 1<sup>st</sup>. Advantech, the camera supplier is in a crunch doing their annual camera installation in schools.
- ORPT Grant application – Met with One in the Sun solar lights company and we walked Patty Blevin Walking Path. We talked about designs of the lights and location for installation. I now have the cost estimate for the light and installation. I'm waiting for One in the Sun to provide me with another installation company so that I can advertise the bid. The bid will go out by August 20<sup>th</sup>.

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

- Seven residents signed up for the Deeded Park Spot Pilot program. The Pilot program covers Dover Ave, Baltimore Ave, Linden Ave. and Birch Ave.

### **Miscellaneous Grants:**

- CTF Funds – Senator Mantzavinos gave me a verbal commitment on the CTF fund of \$100,000. Senator Mantzavinos and Representative Neal awarded the Town \$50,000 each.

### **Meetings:**

- Had a meeting with T-Mobile about their cell phone and I-pad service.
- Attended FEMA grant assistance training.
- Met with DTI -DEMA Planning – Terrorism Preparedness consultant. We have a grant pending with the agency and they want to discuss additional security features the Town is eligible for under the grant. I would like them to give a presentation at the next Council meeting.
- I attended a Board of Adjustment Meeting and discussed process of updating to the Five-Year Comprehensive Plan. Also, contact Sean O'Neill, the consultant that assisted us with 2021 Comprehensive plan.

### **Other Items:**

- Responded to numerous correspondents from AFSCME regarding creating a Bargaining Unit.
- Pertaining to the vandalism at the Maple Park Playground equipment I receive a quote from Global Playground. The quote was forwarded over to the Claim Adjuster. I am waiting to hear back from the adjuster.
- A potential tenant for the basement came in to look at the space.

Submitted By: *Steven Martin*

Date: August 12 2025