TOWN OF ELSMERE
COUNCIL MEETING MINUTES
September 11, 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
1ST DISTRICT	JANE MCDANIEL	PRESENT
2ND DISTRICT	SALLY JENSEN	PRESENT
3RD DISTRICT	BRIAN REINBOLD JR.	PRESENT
4TH DISTRICT	JOHN HOLLOWAY	PRESENT
5TH DISTRICT	MARC HENRY	PRESENT
6TH 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
Code Enforcement, Nicole Facciolo – Absent
Public Works Department, Thomas Harrison - Present

PUBLIC COMMENT:

Gabe Baldini, who represents the Greenbrier Apartment complex, spoke regarding Resolution 25-05 on the agenda. Mr. Baldini stated that, according to documentation reflecting recent assessment data, in the City of Wilmington and the three counties in the State, the commercial rate is approximately 150% higher than the residential rate. However, in the Town of Elsmere, the difference increased from 129% in the prior year to 579% in the current year, which Mr. Baldini described as an outlier relative to all other jurisdictions. The proposed apartment tax rate was stated to be nearly 300% higher than the residential rate, significantly exceeding comparative county and municipal averages. Mr. Baldini then requested that the Mayor and Council consider amending the proposed rate of .3493 to .2000, which would place the apartment rate in closer alignment with commercial rates in New Castle County, approximately 167% above the residential rate. If not, he asked the Mayor and Council to at least consider the base tax of $557.18 be assessed per building rather than per unit.

Dan Lysinger, owner of two commercial properties on Rodman Road, stated irately that his taxes this year have increased by 300%. He questioned how it became this significant of an increase. Mr. Lysinger stated that he has met with the Town Manager, Finance Director, and his Council representative and was not satisfied with the response of the increase being a result of the New Castle County Tax Reassessment. He went on to exclaim that his taxes are now $10,000 and confirmed the due date of September 30th, which is only three weeks away.
Town Manager Steven Martin added that Mr. Lysinger can request a payment plan as well.

Mr. Lysinger was not pleased with the option of a payment plan since it only delays paying the full amount. He asked the consensus of the room of if everyone else's taxes increased to which the room collectively confirmed.

APPROVAL OF MINUTES:

Minutes of the August 14, 2025 Council Meeting.

ACTION: A motion was made by Councilman Henry and Councilwoman Jensen to approve the minutes of the August 14, 2025 Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

VOTE:	7-0	All in Favor	Motion Carried

OLD BUSINESS:

Consideration of Third and Final reading of Ordinance 685.
An Ordinance to reclassify apartment complexes.

ACTION: A motion was made by Councilman Holloway to approve Ordinance 685 to reclassify apartment complexes. The motion was seconded by Mayor Personti.

VOTE:	7-0	All in Favor	Motion Carried

Consideration to allow the Greenbrier Civic Association to be assessed at the prior year tax amount regarding two parcels known as 1900-200-335 and 1900-200-347.

Mayor Personti withdrew this item from the agenda pending further information from New Castle County.

NEW BUSINESS:

Consideration of appointing Mr. Nicholas Gomez to serve on the Town's Pension Committee.
If appointed, Mr. Gomez's term would expire on September 1, 2028.

ACTION: A motion was made by Mayor Personti to appoint Mr. Nicholas Gomez to serve on the Town's Pension Committee with a term to expire on September 1, 2028. The motion was seconded by Councilwoman McDaniel.

VOTE:	7-0	All in Favor	Motion Carried

Consideration of appointing Meghan Wallace to serve on the Town's Planning Commission.
If appointed, Ms. Wallace's term would expire on September 1, 2028.

ACTION: A motion was made by Mayor Personti to appoint Meghan Wallace to serve on the Town's Planning Commission with a term to expire on September 1, 2028. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0 All in Favor Motion Carried

Presentation from the State's Department of Technology and Information (DTI) regarding cybersecurity.

Mr. Kerwin Gaines from the State of Delaware Department of Technology and Information (DTI) provided the Mayor and Council with an overview of the State and Local Cybersecurity Grant Program (SLCGP), funded through FEMA and administered by DEMA. The program is specifically to assist municipalities in correcting cybersecurity vulnerabilities. Mr. Gaines explained that the program provides assessments of cybersecurity needs and then provides recommendations. Municipalities then submit projects through the State's Smart Simple grant system, which are reviewed by a committee before being forwarded to FEMA and DEMA for approval. Typical awards range from $6,000 to $12,000, however additional funding may be available as needed. Mr. Gaines explained the growing risk of cybersecurity incidents, the rising costs of insurance coverage, and the importance of all municipalities strengthening their cybersecurity measures. Mr. Gaines explained the deployment of the "RedShield" program, which provides 24/7 monitoring and firewall protection for websites at no cost. Mr. Gaines stated that most municipalities he has worked with have received the necessary funding for identified needs, and the Town can request additional support as needed.

Chief Giles asked Mr. Gaines how long the program is good for and how much are we eligible for?

Mr. Gaines replied that the grant program is open for two more years and that we are considered one grant for the whole Town.

Update from New Castle County Councilman Toole on the County's Tax Reassessment.

In summary, Mr. David Del Grande, Chief Financial Officer for New Castle County, provided an update on the recent countywide property reassessment. He recapped that this was the first reassessment in over 40 years, which resulted in new valuations for approximately 215,000 parcels. Following the November 2024 notifications sent out by Tyler Technologies, about 25,000 informal appeals were reviewed, with 20,000 adjusted. A subsequent 5,200 formal appeals were filed, now being processed through referees and stipulations. Approximately 850 stipulations have been completed to date. Appeal hearings are ongoing and expected to continue for several months.

Mr. Del Grande stated that due to the significant shift in value from commercial to residential properties, the County split the tax rate to ease the residential impact. The General Assembly later authorized schools to also split their rates, extended the tax due date to November 30th , and allowed for payment plans.

In conclusion, revised tax bills are expected to be mailed out by mid-October, and residential property owners are receiving credits to reflect the school rate change. Approximately 185,000 bills will be reissued, including those handled through mortgage escrow. Mortgage companies have been instructed to hold payments until revised bills are issued. Mr. Del Grande acknowledged the delays caused by the County's outdated billing system and noted that a new system is in the works. A phone bank and updated FAQs are being established to assist any residents with questions regarding their bills and the appeal process.

Discussion and consideration regarding all parcels that have changed from unimproved to improved according to the New Castle County Tax Assessment.

Mayor Personti stated this was on the agenda at the request of the Council and the information was provided by the Finance Director prior to the meeting. No further discussion was needed.

Consideration of approving Resolution 25-05:
A resolution setting the municipal property tax rate for apartment complexes for the 2025 – 2026 Fiscal Year.

ACTION: A motion was made by Councilman Holloway to approve Resolution 25-05. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0 All in Favor Motion Carried

Consideration of amending the approved FY 25 – 26 operating budget in the following line items in the event Resolution 25-05 is approved:

a. Real Estate Taxes
b. Future Project Allocation

Finance Director Valarie Strzempa explained that this item is simply to reflect the revenue in the Real Estate Tax due to the apartment classification change. As a result of the increase in revenue, the expenses would be reflected in the Future Project Allocation within Long Term Planning.

ACTION: A motion was made by Mayor Personti to amend the FY 25 – 26 operating budget as presented. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0 All in Favor Motion Carried

DEPARTMENTAL REPORTS:

Code Enforcement

Town Manager Steven Martin gave a brief overview of the Code Enforcement Report on behalf of Code Enforcement Officer Nicole Facciolo, which is attached to these minutes:

- Town Manager Steven Martin reported that the sober living house at 412 New Rd will no longer be operating.
- Town Manager Steven Martin also reported that the property at 2006 Rodman Rd has been issued a Cease and Desist Order from both the Code Enforcement Department and the State Fire Marshalls Office due to safety issues.
- Councilwoman McDaniel asked the status of the house operating a dog kennel.
- Town Manager Steven Martin reported that they are compliant and there is no action we can take unless there is a change to our Code.
- Town Manager Steven Martin also announced that at the October meeting of the Planning Commission, Mr. Sean O'Neill will be present to review the Comprehensive Plan since we are beginning the 5-Year update.

Finance Department

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

Public Safety

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

- Chief Giles thanked the Mayor and Councilwoman Jensen for attending the Delaware Law Enforcement Thank You Ride where Lt. Gregg Shelton was honored.
- Impact Life contacted the department and Town Manager to host a Trunk-Or-Treat event in the Town Hall parking lot on October 25th from 4p.m. to 6p.m.

Public Works

Public Works Maintenance Worker Thomas Harrison gave a brief overview of the Public Works Department Report, which is attached to these minutes:

- Councilwoman Jensen also asked that since the street sweeping schedule was a success, has there been another area selecting to do this again? And the status of the G Street sign installation.
- Maintenance Worker Thomas Harrison stated he is still working on the G Street sign since it requires an adapter.

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 that the Maple Park repairs are scheduled to begin in about 3 weeks.
- Town Manager Steven Martin reported that the windows for Town Hall Window Project are scheduled to be delivered to Town Hall around September 18th. They will be temporarily stored in the atrium until work begins for easy access for the contractors.
- Mayor Personti stated she has concerns with the storage being in the atrium from the public, specifically a few individuals who have been loitering in the atrium frequently.
- Town Manager Steven Martin agreed and stated he will reevaluate the storage location to possibly the shed on the side of the building or even consider cameras in the atrium if the shed is not suitable.
- Town Manager Steven Martin reported that we performed a bid opening for the Town Hall Bathroom RFP which will be placed on next months Council meeting for review.
- Town Manager Steven Martin reported that Paoli Services completed the street replacements listed on the Year One list of the 5 Year Street Repair/Replacement Program and was able to save roughly $41,000. Therefore, he would like to add another street (or portion of a street) which will be on next months Council agenda.
- Town Manager Steven Martin reported that there are continuous issues regarding Republic Services and their trash collection. He has requested Town Solicitor Jim McMackin to review the contract for further action.

- Councilwoman Jensen asked the status of the Maple Park Revitalization (basketball section).
- Town Manager Steven Martin replied that he held a meeting with Dominic Paoli and determined that streets were a priority initially, but since that is finished, he will follow up on the park timeline.

STATEMENTS BY THE MAYOR AND COUNCIL: None

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

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

VOTE:	7-0	All in Favor	Motion carried

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

JOANN I. PERSONTI	**JANE MCDANIEL**
MAYOR	**SECRETARY**

Code Enforcement Department
Monthly Report
August 2025

Citations:

Issued: 77 Corrected: 41 Fines Issued: 15 Pending: 21

Council Districts:

1st District	14
2nd District	41
3rd District	4
4th District	5
5th District	9
6th District	4

Issued this calendar year: 435

Permit Fees:

Town Fees issued:	$	4,947.70
BIU Billed:	$	3,042.00
Town Revenue:	$	1,905.70

BIU Billed CYTD:	$	19,494.50
Town Revenue CYTD:	$	11,456.74

Current Nuisance Properties:

- 502 Baltimore Avenue
- 412 New Road – 2nd 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
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:

- 1343 Maple 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	6
2nd District	3
3rd District	2
4th District	0
5th District	9
6th District	0
Total	20

Petitions Heard

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

- 25-12: 318 S Cleveland Avenue – Variance to install garage (Approved by PC & BOA)

Permits Processed

1st District	9
2nd District	3
3rd District	3
4th District	3
5th District	3
6th District	8
Total	29

Business Licenses Processed

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

IN TOWN	TYPE	OUT OF TOWN	TYPE
N/A	N/A	Bio-One of Delaware	Biohazard Contractor
N/A	N/A	Four Seasons Plumbing Co.	Plumbing Contractor
N/A	N/A	Jane's Exterior LLC	General Contractor
N/A	N/A	Alvarez Painting	General Contractor
N/A	N/A	Brandywine Heating & Air LLC	HVAC Contractor
N/A	N/A	1 Dream Home	General Contractor
N/A	N/A	Kelly's Sealcoating LLC	General Contractor
N/A	N/A	Swartley Bros. Engineering Inc.	General Contractor
N/A	N/A	Blue Dot/ARS	HVAC, Plumbing & Electrical Contractor
N/A	N/A	Mort's Electric	Electrical Contractor
N/A	N/A	F L Giannone Jr. Electrical	Electrical Contractor
N/A	N/A	Diamond Materials LLC	Asphalt Contractor w/Street Improvement Contract

Total: 12 Out of Town, 0 In Town

Rental Licenses Processed

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

PROPERTY ADDRESS	TYPE
110 Birch Avenue	Residential
143 Birch Avenue	Residential
215 Filbert Avenue	Residential
147 Birch Avenue	Residential
106 Birch Avenue	Residential
909 New Road (All Saints Main School Building)	Commercial - School

Total: 6 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:

Vehicles Tagged	Vehicles Towed
7	1

Notable Projects Pending

The Town's 2^{nd} year street improvement project was approved at last month's Council Meeting. 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 Friday, August 8, 2025, the Town Manager Steven Martin took the Code Enforcement Department out to breakfast to Mary's Kountry Kitchen.

Submitted By: *Nicole Facciolo* Date: 09/03/2025

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
8/4/2025	109 Brier Avenue	Apartment	1
8/4/2025	602 Brier Avenue	Apartment	1
8/4/2025	301-B Old Dupont Road	Commercial	1
8/7/2025	1407-4 Cypress Avenue	Apartment	5
8/7/2025	1407-2 Cypress Avenue	Apartment	5
8/8/2025	116 Forrest Avenue	Residential	5
8/13/2025	1509-3 Maple Avenue	Apartment	5
8/15/2025	110 Birch Avenue	Residential	2
8/19/2025	143 Birch Avenue	Residential	3
8/21/2025	18-A Elsmere Boulevard	Apartment	1
8/26/2025	2700 E101 Boulevard Road	Apartment	1
8/26/2025	2702 D201 Eastwood Road	Apartment	1
8/26/2025	106 Birch Avenue	Residential	2
8/27/2025	1505-4 Maple Avenue	Apartment	5
8/27/2025	1401-3 Cypress Avenue	Apartment	5
8/27/2025	1410-4 Cypress Avenue	Apartment	5
8/27/2025	147 Birch Avenue	Residential	3
8/29/2025	916 Dover Avenue	Residential	2
8/29/2025	8-C3 Ruth Road	Apartment	5
8/29/2025	119-C1 Chestnut Avenue	Apartment	5

Permits Processed

Property Location	Permit Type	Issue Date	Council District
313 Silverbrook Drive	Plumbing	8/4/2025	1
300 Taylor Road	Building	8/4/2025	1
106 Alvil Road	Building	8/6/2025	6
12 1/2 Tamarack Avenue	Building	8/6/2025	3
1000 Kirkwood Highway	Building	8/6/2025	4
110 Jefferson Avenue	Building	8/6/2025	5
1301 Sycamore Avenue	Mechanical	8/6/2025	4
20 Alfred Avenue	Building	8/6/2025	6
235 Filbert Avenue	Building	8/8/2025	2
400 Junction Street	Building	8/8/2025	6
500 New Road	Electrical	8/11/2025	2
302 Southern Road	Building	8/12/2025	1
5 N Park Drive	Building	8/12/2025	1
5 N Park Drive	Electrical	8/12/2025	1
1242 Sycamore Avenue	Electrical	8/12/2025	3
12 Western Avenue	Building	8/12/2025	2
115 Forrest Avenue	Plumbing	8/12/2025	5
117 Forrest Avenue	Plumbing	8/12/2025	5
1 Village Court	Mechanical	8/18/2025	1
123 Olga Road	Mechanical	8/18/2025	6
510 Junction Street	Mechanical	8/19/2025	6
313 Silverbrook Drive	Electrical	8/20/2025	1
313 Silverbrook Drive	Mechanical	8/22/2025	1
3 Rigdon Road	Building	8/25/2025	6
42 Brier Avenue	Mechanical	8/25/2025	1
101 N Dupont Road	Pool	8/25/2025	6
8 Richard Avenue	Electrical	8/26/2025	6
118 Locust Avenue	Building	8/27/2025	3
1000 Kirkwood Highway	Building	8/28/2025	4

Violation Id	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2600058	111 LINDEN AV	IPMC12-302.4	High grass / weeds	8/4/2025	M.BOWERS
V2600059	10 ALVIL RD	IPMC12-302.4	High grass / weeds	8/4/2025	M.BOWERS
V2600060	1343 MAPLE AV	182-3A	Required inspection prior to change of occupancy.	8/4/2025	M.BOWERS
V2600061	108 ALVIL RD	IPMC12-302.4	High grass / weeds	8/5/2025	M.BOWERS
V2600062	108 ALVIL RD	211	Abandoned Vehicles	8/5/2025	M.BOWERS
V2600063	227 BUNGALOW AV	CH 145	Repeat Public Nuisance Property	8/5/2025	N. Facciolo
V2600064	1343 MAPLE AV	CH 145	Repeat Public Nuisance Property	8/5/2025	N. Facciolo
V2600065	306 OLGA RD	CH 145 2ND	Repeat Public Nuisance - 2nd or subsequent occurrence within 12 month period.	8/5/2025	N. Facciolo
V2600066	217 BIRCH AVE	IPMC12-302.4	High grass / weeds	8/6/2025	M.Bowers
V2600067	41 ELSMERE BLVD	IPMC12-302.4	High grass / weeds	8/7/2025	M.BOWERS
V2600068	39 ELSMERE BLVD	IPMC12-302.4	High grass / weeds	8/7/2025	M.BOWERS
V2600069	119 LOCUST AVE	IPMC12-302.4	High grass / weeds	8/7/2025	M.BOWERS
V2600070	1327 SYCAMORE AV	IPMC12-302.4	High grass / weeds	8/7/2025	M.BOWERS
V2600071	1327 SYCAMORE AV	IPMC12-308.1	Garbage / rubbish	8/7/2025	M.BOWERS
V2600072	1325 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	8/7/2025	M.BOWERS
V2600073	117 BEECH AVE	IPMC12-302.4	High grass / weeds	8/11/2025	M.BOWERS
V2600074	215 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	8/11/2025	M.BOWERS
V2600075	215 FILBERT AVE	182-2	Rental Licenses Required.	8/12/2025	M.Bowers
V2600076	402 S CLEVELAND AVE	IPMC12-302.4	High grass / weeds	8/12/2025	N. Facciolo
V2600077	1012 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	8/12/2025	M.Bowers
V2600078	1012 S GRANT AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	8/12/2025	M.Bowers
V2600079	1004 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	8/12/2025	M.Bowers
V2600080	510 KIRKWOOD HWY	131-6	131-6 UNLAWFUL BUSINESSES	8/12/2025	N. Facciolo
V2600081	116 NORTHERN AVE	IPMC12-302.4	High grass / weeds	8/13/2025	M.Bowers
V2600082	1207 SYCAMORE AVE	IPMC12-308.1	Garbage / rubbish	8/13/2025	M.Bowers
V2600083	910 DOVER AVE	IPMC12-302.4	High grass / weeds	8/13/2025	M.Bowers
V2600084	1014 DOVER AVE	COD71-27	Harboring Stray Animals	8/15/2025	M.Bowers
V2600085	108 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	8/15/2025	M.Bowers
V2600086	312 OLGA RD	IPMC12-302.4	High grass / weeds	8/15/2025	M.Bowers
V2600087	104 WASHINGTON AVE	IPMC12-302.4	High grass / weeds	8/19/2025	M.Bowers
V2600088	36 ELSMERE BLVD	IPMC12-308.1	Garbage / rubbish	8/19/2025	M.Bowers
V2600089	100 NORTHERN AVE	IPMC12-308.1	Garbage / rubbish	8/19/2025	N. Facciolo
V2600090	100 NORTHERN AVE UNITS A AND B	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	8/19/2025	N. Facciolo
V2600091	100 NORTHERN AVE	IPMC12-304.14	Screen for window	8/19/2025	N. Facciolo
V2600092	502 BALTIMORE AVE	152-1	152-1: Parking Regulations- No Parking of trailers on town streets.	8/19/2025	N. Facciolo
V2600093	502 BALTIMORE AVE	IPMC12-302.10	Outdoor furniture / appliances	8/19/2025	N. Facciolo
V2600094	502 BALTIMORE AVE	IPMC12-106.3	Failure to comply	8/19/2025	N. Facciolo
V2600095	205 WESTERN AVE	IPMC12-308.1	Garbage / rubbish	8/19/2025	N. Facciolo
V2600096	903 BALTIMORE AVE	IPMC12-308.1	Garbage / rubbish	8/19/2025	N. Facciolo
V2600097	101 FILBERT AVE	IPMC12-304.7	Roof / Gutters / Downspouts	8/19/2025	N. Facciolo
V2600098	208 BIRCH AVE	IPMC12-302.4	High grass / weeds	8/19/2025	N. Facciolo
V2600099	208 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	8/19/2025	N. Facciolo
V2600100	210 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	8/19/2025	N. Facciolo
V2600101	1034 DOVER AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	8/19/2025	N. Facciolo
V2600102	1353 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	8/19/2025	N. Facciolo
V2600103	101 BEECH AVE	IPMC12-302.4	High grass / weeds	8/19/2025	N. Facciolo
V2600104	22 ELSMERE BLVD	IPMC12-308.1	Garbage / rubbish	8/21/2025	M.Bowers
V2600105	2131 SENECA RD	IPMC12-302.4	High grass / weeds	8/21/2025	M.Bowers
V2600106	700 BALTIMORE AVE	IPMC12-302.4	High grass / weeds	8/26/2025	N. Facciolo
V2600107	700 BALTIMORE AVE	IPMC12-308.1	Garbage / rubbish	8/26/2025	N. Facciolo
V2600108	700 BALTIMORE AVE	IPMC12-304.7	Roof / Gutters / Downspouts	8/26/2025	N. Facciolo
V2600109	700 BALTIMORE AVE	IPMC12-304.10	Stairways, decks, porches & balconies	8/26/2025	N. Facciolo
V2600110	908 DOVER AVE	IPMC12-308.1	Garbage / rubbish	8/26/2025	N. Facciolo
V2600111	908 DOVER AVE	IPMC12-308.2	Disposal of rubbish	8/26/2025	N. Facciolo
V2600112	908 DOVER AVE	IPMC12-302.4	High grass / weeds	8/26/2025	N. Facciolo
V2600113	908 DOVER AVE	IPMC12-302.7	Accessory structure	8/26/2025	N. Facciolo
V2600114	904 DOVER AV	IPMC12-302.4	High grass / weeds	8/26/2025	N. Facciolo
V2600115	904 DOVER AV	IPMC12-308.2	Disposal of rubbish	8/26/2025	N. Facciolo
V2600116	910 DOVER AVE	IPMC12-302.4	High grass / weeds	8/26/2025	N. Facciolo

TOWN OF ELSMERE

DEPARTMENT OF FINANCE

MONTHLY REPORT – AUGUST 31, 2025

- 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: $425,937.28
  - Total penalties and interest received during the month: $1,008.25
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 1 active and current payment plan at 8/31/25
    - We currently have 4 properties (3 Residential & 1 Commercial) requesting a payment agreement from the Town.
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected $32,187.30 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 8/31/25.
  - Town of Elsmere Delinquent Properties Update:
    - 1210 Sycamore Ave. Monition Complaint Filed 4/14/25
      - Account Delinquency resolved on 8/15/25.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: $1,600.00.

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, payroll set-up, and closure of our records in conjunction with EPD.
  - Federal Grant Qtr. End 6/30/25 Reimbursement
  - Attended COSSUP Grant Monitoring Meeting 8/18/25
  - Met with the Town Manager to review Administration Grants
- 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.
- Employee Empower Plan Administration; Participant/Plan review, Employee disbursement request processing.
- Coordinated and attended tax meetings as requested by property owners in Town.
- Completed Finance related Ordinance and Resolution as necessary.
- Virtually attended the Special Session for the State regarding the reassessment on 8/12/25.
- Adopted updated 2025 FEMA Schedule of Equipment Rates

- Completed the MSA annual report year ending June 30, 2025
- New Procedure* Invoice processing regarding the newly implemented deeded parking program.
- Edmunds- Ordinance updated in system for citation billing purposes.
- Initiated SAM Registration Renewal for the Town, relative to Federal Grants.
- Completed Contract Repayment Invoicing at the request of EPD.
- Completed Annual ESAC Report, necessary to receive Federal/Equitable Share Funds.
- Completed submission of tax bills to servicers as requested.
- Processed necessary fiscal terminations for an EPD employee who has turned in resignation.
- HOA Comparison Report
- Monthly Census Reporting for Payroll
- Account management/updates to PNC Business Card, Fuelman Cards, EZPass
- Analysis of unimproved property changes due to the 2024 NCC Assessment.
- Attended meetings as requested with the Town Manager regarding commercial tax bills.
- Received 1st distribution of MSA Funds on 8/28/25 in the amount of $55,523.02. (The 2nd and final installment is anticipated in January 2026)

Submitted By: Valarie Strzempa, Finance Director Date: 8/31/25

COUNCIL REPORT AT AUGUST 31, 2025

REVENUE	**BUDGET**		**CASH RECEIVED**	**OVER/(UNDER) BUDGET**	
Administration	157,286.00		32,582.49	(124,703.51)	20.72%
Finance	3,754,988.62		571,495.75	(3,183,492.87)	15.22%
Public Safety	339,500.00		17,314.09	(322,185.91)	5.10%
Code Enforcement	428,650.00		24,421.96	(404,228.04)	5.70%
Public Works	11,600.00		235.86	(11,364.14)	2.03%
Parks & Recreation	6,100.00		44,925.00	38,825.00	736.48%
Voluntary Assessment Center	150,000.00		11,740.81	(138,259.19)	7.83%
Reimbursable Expenses	93,738.00		17,416.44	(76,321.56)	18.58%
Total General Fund	**4,941,862.62**		**720,132.40**	**(4,221,730.22)**	**14.57%**

EXPENSE	**BUDGET**		**CASH EXPENDED**	**(OVER)/UNDER BUDGET**	
Administration	536,810.57		100,109.77	436,700.80	18.65%
Finance	390,316.14		62,684.20	327,631.94	16.06%
Council Operations	16,880.00		2,110.31	14,769.69	12.50%
Public Safety	1,858,005.00		310,103.26	1,547,901.74	16.69%
Code Enforcement	318,226.95		52,656.29	265,570.66	16.55%
Public Works	476,900.23		85,110.87	391,789.36	17.85%
Sanitation	855,996.00		142,632.62	713,363.38	16.66%
Parks & Recreation	99,877.00		8,003.87	91,873.13	8.01%
Voluntary Assessment Center	105,149.00		661.07	104,487.93	0.63%
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		4,204.70	18,795.30	18.281%
Total General Fund	**4,941,862.62**		**768,276.96**	**4,173,585.66**	**15.546%**
Total All Expenditures**	**6,212,688.47**		**814,528.66**	**5,398,159.81**	**13.11%**
STRAIGHT LINE =	**16.6667%**		**Contingency Total**	**231,987.00**	

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

***Total All Expenditures Includes Long Term Planning Prior Year Carry Over Totals*

REVENUE

STRAIGHT LINE = 16.67%

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

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-10-0013-0000	Invoice Overpayment Account	-	-	-	
01-04-10-0110-0000	Other Income- Administration	4,000.00	354.87	(3,645.13)	8.87
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-Basement (Impact Life)	88,500.00	21,000.00	(67,500.00)	23.73
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	1,600.00	(5,600.00)	22.22
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	
	Administration Total	**157,286.00**	**32,582.49**	**(124,703.51)**	**20.72**

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0001-0000	Real Estate Taxes	3,192,888.62	493,078.86	(2,699,809.76)	15.44
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	1,822.32	(68,177.68)	2.60
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	1,554.17	(18,445.83)	7.77
01-04-11-0011-0000	Interest Income	60,000.00	6,279.12	(53,720.88)	10.47
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	
01-04-11-0080-0000	Franchise Fees	72,000.00	7,353.96	(64,646.04)	10.21
01-04-11-0090-0000	Transfer Taxes	340,000.00	61,407.32	(278,592.68)	18.06
01-04-11-0110-0000	Other Income - Finance	100.00	-	(100.00)	0.00
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	

REVENUE

STRAIGHT LINE = 16.67%

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	
	Finance Total	**3,754,988.62**	**571,495.75**	**(3,183,492.87)**	**15.22**

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	15,174.09	(209,825.91)	6.74
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	1,500.00	(14,500.00)	9.38
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
	Public Safety Total	**339,500.00**	**17,314.09**	**(322,185.91)**	**5.10**

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	5,911.88	(69,088.12)	7.88
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	5,828.93	(69,171.07)	7.77
01-04-25-0110-0000	VAC - Other Income	-	-	-	Non-Budget
	VAC Total	**150,000.00**	**11,740.81**	**(138,259.19)**	**7.83**

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0020-0000	Permit Fees	61,500.00	16,537.87	(44,962.13)	26.89
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	
01-04-30-0021-0000	Code Violations (Total)	31,500.00	3,259.09	(28,240.91)	10.35
01-04-30-0021-0001	*Code Violations - Citation Invoiced*	-	*800.00*		
01-04-30-0021-0003	*Code Violations - Nuisance Fines Issued*	-	*2,459.09*		
01-04-30-0060-0000	Board of Adjustment	1,000.00	150.00	(850.00)	15.00
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	2,675.00	(71,325.00)	3.61
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	-		
01-04-30-0075-0000	Rental Licenses	255,000.00	1,800.00	(253,200.00)	0.71

REVENUE

				STRAIGHT LINE =	16.67%
Account Id	**Description**	**Adopted**	**YTD Cash**	**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
	Code Enforcement Total	**428,650.00**	**24,421.96**	**(404,228.04)**	**5.70**

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-40-0110-0000	Other Income - Public Works	100.00	-	(100.00)	0.00
01-04-40-0110-0001	Other Income - Property Abatements	1,000.00	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
	Public Works Total	**11,600.00**	**235.86**	**(11,364.14)**	**2.03**

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	-	44,925.00	44,925.00	
01-04-47-0136-0006	Other Income - Town Events	100.00	-	(100.00)	0.00
	Parks/Recreation Total	**6,100.00**	**44,925.00**	**38,825.00**	**736.48**

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	4,858.26	7,399.14	19.43
01-04-70-0136-0000	Reimbursable- Leasee Utilities (Impact)	6,000.00	1,500.00	(4,500.00)	25.00
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	1,227.56	(6,313.44)	16.28
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	7,541.00	1,227.56	(6,313.44)	16.28
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	19,606.00	3,191.64	(16,414.36)	16.28
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	17,215.00	4,206.42	(13,008.58)	24.43
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00

REVENUE

Account Id	Description	Adopted	YTD Cash	STRAIGHT LINE =	16.67%
				Over/(Under) Budget	% Realized
	Reimbursable Expenses (Revenue)	93,738.00	17,416.44	(44,310.68)	18.58

EXPENSE

Account Id	Description	Adopted Budget	STRAIGHT LINE = Expended Curr	16.67% % 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	33,411.81	15.39
01-05-10-1001-0000	Overtime	1,000.00	87.09	8.71
01-05-10-1010-0000	Payroll Taxes	21,715.00	2,478.18	11.41
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	486.95	12.17
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	3,738.52	11.14
01-05-10-2071-0000	Computer Operation	21,670.00	3,716.39	17.15
01-05-10-2081-0000	Discretionary Funds	2,500.00	454.46	18.18
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,200.00	220.00	4.23
01-05-10-2120-0000	Electricity/Gas	42,284.00	6,723.34	15.90
01-05-10-2122-0000	Emergency Operations	0.00	-	
01-05-10-2124-0000	Water/Sewer	4,450.00	887.50	19.94
01-05-10-2160-0000	Insurance - Business	33,460.00	16,267.70	48.62
01-05-10-2161-0000	Insurance - Auto	0.00	-	
01-05-10-2170-0000	Insurance - Health/Dental/Vision/Life	77,697.00	13,181.32	16.97
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	352.73	8.46
01-05-10-2181-0000	Workers Compensation	1,125.00	1,239.66	110.19
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	318.92	212.61
01-05-10-2290-0000	Maintenance/Building	11,500.00	7,025.70	61.09
01-05-10-2370-0000	Telephone	2,150.00	340.26	15.83
01-05-10-2390-0000	Training	1,400.00	575.00	41.07

EXPENSE

Account Id	Description	Adopted Budget	Expended Curr	% Realized
			STRAIGHT LINE =	16.67%
01-05-10-3140-0000	Vehicle Services	500.00	17.46	3.49
01-05-10-3330-0000	Materials/Supplies	2,000.00	561.69	28.08
01-05-10-3340-0000	Miscellaneous	500.00	634.00	126.80
01-05-10-3350-0000	Office Supplies	3,500.00	956.61	27.33
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	434.48	16.09
	Administration Total	**536,810.57**	**100,109.77**	**18.65**

EXPENSE

			STRAIGHT LINE =	16.67%
Account Id	**Description**	**Adopted Budget**	**Expended Curr**	**% Realized**
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	114.35	4.57
01-05-11-1000-0000	Salary	183,131.14	30,919.85	16.88
01-05-11-1001-0000	Overtime	1,000.00	150.76	15.08
01-05-11-1010-0000	Payroll Taxes	18,313.00	2,326.22	12.70
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	-	-
01-05-11-1050-0000	Banking Services	40,000.00	4,850.58	12.13
01-05-11-2050-0000	Audit	55,000.00	-	-
01-05-11-2071-0000	Computer Operations	17,350.00	3,124.44	18.01
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	24.99	3.12
01-05-11-2122-0000	Emergency Operations	0.00	-	-
01-05-11-2160-0000	Insurance - Business	22,900.00	10,986.94	47.98
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	34,216.00	5,678.96	16.60
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	236.01	6.53
01-05-11-2181-0000	Workers Compensation Insurance	975.00	1,033.05	105.95
01-05-11-2280-0000	Postage	1,500.00	967.75	64.52
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	253.09	17.45
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	2,017.21	67.24
	Finance Total	**390,316.14**	**62,684.20**	**16.06**

August 2025 Council Finance Report

EXPENSE

Account Id	Description	Adopted Budget	Expended Curr	% Realized
			STRAIGHT LINE =	16.67%
01-05-15-1000-0000	Salary - Council	7,200.00	949.97	13.19
01-05-15-1010-0000	Payroll Taxes	680.00	84.10	12.37
01-05-15-2071-0000	Computer Operations	4,850.00	808.44	16.67
01-05-15-2100-0000	Dues/Subscriptions/Meetings	400.00	-	-
01-05-15-2110-0000	Election Expenses	500.00	189.90	37.98
01-05-15-2160-0000	Insurance - Business (Bond)	2,500.00	-	-
01-05-15-2370-0000	Telephone	500.00	77.90	15.58
01-05-15-2500-0000	Council Reimbursements	250.00	-	-
	Council Total	**16,880.00**	**2,110.31**	**12.50**

EXPENSE

			STRAIGHT LINE =	16.67%
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	141,782.60	14.09
01-05-20-1001-0000	Overtime	30,000.00	9,283.46	30.94
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	10,340.00	15.29
01-05-20-1003-0000	Holiday	26,600.00	1,400.00	5.26
01-05-20-1010-0000	Payroll Taxes	38,440.00	4,352.37	11.32
01-05-20-1020-0000	Police Pension Expense	141,530.00	9,300.34	6.57
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00	-	-
01-05-20-2071-0000	Computer Operation	4,000.00	2,481.16	62.03
01-05-20-2081-0000	Discretionary Fund	2,500.00	146.97	5.88
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	738.50	2.95
01-05-20-2120-0000	Delmarva-5002-4177-235-Camera	700.00	258.85	36.98
01-05-20-2120-0001	Delmarva- 5504-0852-042 101 Baltimore	0.00	229.58	NO BUDG*
01-05-20-2122-0000	Emergency Operations	0.00	-	-
01-05-20-2160-0000	Insurance-Business	53,875.00	23,461.32	17.52
01-05-20-2161-0000	Insurance-Vehicles	22,000.00	9,437.27	114.18
01-05-20-2170-0000	Insurance - Health/Dental/Vision	162,230.00	25,119.95	0.92
01-05-20-2180-0000	Insurance-Life/Disability	19,696.00	1,498.68	272.74
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	53,718.60	0.01
01-05-20-2280-0000	Postage	500.00	4.74	101.25
01-05-20-2290-0000	Building Maintenance	6,000.00	506.25	74.57
01-05-20-2300-0000	Equipment Contracts	15,500.00	4,474.08	-
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	196.29
01-05-20-2320-0000	Maintenance -Vehicle	15,000.00	1,962.87	-
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	-	144.05
01-05-20-2370-0000	Telephone	13,075.00	2,160.68	4.69
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	612.73	50.17
01-05-20-2390-0000	Training	6,500.00	1,505.02	61.84
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	4,019.39	-
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-	5.16

EXPENSE

Account Id	Description	Adopted Budget	Expended Curr	% Realized
			STRAIGHT LINE =	16.67%
01-05-20-3330-0000	Materials/Supplies	8,000.00	387.33	-
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	5.30
01-05-20-3350-0000	Office Supplies	3,500.00	26.49	-
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	-
01-05-20-3400-0000	Uniforms	5,000.00	459.55	-
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	434.48	11.14
	Public Safety	**1,858,005.00**	**310,103.26**	**16.69**

EXPENSE

Account Id	Description	Adopted Budget	STRAIGHT LINE =	16.67%
			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	-	-
01-05-25-1000-0000	VAC - Salary Reimbursement	23,099.00	-	-
01-05-25-1050-0000	VAC - Banking Services	400.00	-	-
01-05-25-2071-0000	VAC - Computer Operations	3,500.00	446.84	12.77
01-05-25-2160-0000	Insurance - Business	250.00	214.23	-
01-05-25-2280-0000	VAC - Postage	1,850.00	-	-
01-05-25-3340-0000	VAC - Miscellaneous	50.00	-	-
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	-	-
	VAC Total	**105,149.00**	**661.07**	**0.63**

EXPENSE

Account Id	Description	Adopted Budget	Expended Curr	% Realized
			STRAIGHT LINE =	16.67%
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	-
01-05-30-1000-0000	SALARY	149,722.95	23,374.30	15.61
01-05-30-1001-0000	Overtime	3,000.00	696.09	23.20
01-05-30-1010-0000	Payroll Taxes	14,972.00	1,908.21	12.75
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	2,903.08	19.42
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	11,629.64	49.02
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	5,117.10	9.76
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	311.07	9.44
01-05-30-2181-0000	Insurance - Workers Compensation	2,187.00	2,410.45	110.22
01-05-30-2280-0000	Postage	1,500.00	63.31	4.22
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	-	-
01-05-30-2370-0000	Telephone	2,500.00	408.89	16.36
01-05-30-2390-0000	Training	1,000.00	-	-
01-05-30-3140-0000	Gas - Vehicles	1,000.00	180.94	18.09
01-05-30-3330-0000	Materials/Supplies	500.00	41.99	8.40
01-05-30-3340-0000	Miscellaneous	200.00	-	-
01-05-30-3350-0000	Office Supplies	3,000.00	16.96	0.57
01-05-30-3400-0000	Uniforms	1,000.00	245.00	24.50
	Code Total	**318,226.95**	**52,656.29**	**16.55**

EXPENSE

Account Id	Description	Adopted Budget	Expended Curr	% Realized
			STRAIGHT LINE =	16.67%
01-05-40-1000-0000	Salary	180,139.23	27,604.20	15.32
01-05-40-1001-0000	Overtime	4,300.00	159.86	3.72
01-05-40-1010-0000	Payroll Taxes	18,515.00	2,070.85	11.18
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	600.00	64.72
01-05-40-2071-0000	Computer Operations	7,915.00	2,777.50	35.09
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	-
01-05-40-2120-0000	Electricity/Gas	2,150.00	310.82	14.46
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	179.14	21.08
01-05-40-2160-0000	Insurance - Business	38,871.00	14,022.17	36.07
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	9,097.36	13.52
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	388.68	9.61
01-05-40-2181-0000	Insurance - Workers Compensation	9,500.00	10,468.24	110.19
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	-
01-05-40-2300-0000	Maintenance - Equipment	8,300.00	3,185.21	38.38
01-05-40-2320-0000	Maintenance-Vehicle	10,000.00	1,058.68	10.59
01-05-40-2370-0000	Telephone	1,040.00	389.60	37.46
01-05-40-2390-0000	Training	2,000.00	-	-
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	1,105.71	17.01
01-05-40-3251-0000	Maintenance Streets	67,500.00	1,297.46	1.92
01-05-40-3330-0000	Materials/Supplies	7,000.00	293.38	4.19
01-05-40-3340-0000	Miscellaneous	250.00	50.00	20.00
01-05-40-3350-0000	Office Supplies	100.00	-	-
01-05-40-3400-0000	Uniforms	3,200.00	614.74	19.21
	Public Works Total	**476,900.23**	**85,110.87**	**17.85**

EXPENSE

STRAIGHT LINE = 16.67%

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	142,632.62	16.67
01-05-43-2230-0000	Landfill Fees	200.00	-	-
	Sanitation Total	**855,996.00**	**142,632.62**	**16.66**

Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-45-2010-0000	**NPDES Compliance**	**23,000.00**	**4,204.70**	**18.28**

Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	66,720.00	6,360.00	9.53
01-05-47-2115-0000	Public Events	23,332.00	731.93	3.14
01-05-47-3252-0000	Park Management	9,825.00	911.94	9.28
	Parks and Recreation Total	**99,877.00**	**8,003.87**	**8.01**

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	-	-
	Reimbursable Expenses (Expense)	**22,000.00**	**0.00**	**-**

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		-

EXPENSE

			STRAIGHT LINE =	16.67%
Account Id	**Description**	**Adopted Budget**	**Expended Curr**	**% Realized**
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		-
	Long Term Planning Total (Includes P/Y Carry Over)	**1,256,527.58**	-	-
	Current Year Budget Total (FY26)	238,701.73	-	-
	Prior Year (Prior Budget(s) not current)	1,017,825.85	-	-

TOWN OF ELSMERE TRANSFER TAX REPORT

August 1st, 2025 through August 31st, 2025

Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
8/4/25	Property: 25 Olga Rd Grantor(s): Julie Marsini, Ann Casapulla,Philomena Carey, Anna L. Scalia, David Casapulla, Louis Casapulla, Joseph A. Sparco, Sr., John P. Sparco, Joseph Casapulla, Michael J. Sparco, Paula B. LaPenta, Rose Casapulla, Jeanne DiFrancesco, Cynthia Casapulla, Anthony J. Sparco, Jr, and Louis D. Sparco, Sr. Grantee(s): Gregory K. Thomas & Deborah A. McGrath 8 Nantasket Ave Ocean View, DE 19970 Parcel # 1900200-004 Ward & Taylor	315,000.00	**$4725.00**
8/5/25	Property: 225 Bungalow Ave Grantor(s): Kyle Kokoszka Grantee(s): Diamond State Housing LLC 800 South Scott St Middletown, DE 19709 Parcel # 1900800-036 Adkins Law Firm, P.A.		**Exempt under 30 Del. C §5401**
8/6/25	Property: 1017 Baltimore Ave Grantor(s): Alec C Shannon Grantee(s): Michael Andrew Walton 215 Comet Lane Newark, DE 19711 Parcel # 1900400-451 Law Offices of James P. Curran Jr.	$180,0000	**$2700.00**
8/11/25	Property: 21 Olga Rd Grantor(s): Kevin Silva Grantee(s): Kevin Silva & Cristal Mondragon 215 Comet Lane Newark, DE 19711 Parcel # 1900200-006 Giorano & Gagne, LLC	$157500.00	**$2362.50**

8/13/25	Property: 274 Birch ave Grantor(s): Silvia E. Magana Gomez Grantee(s): Anthony Velasquez Mendoza 274 Birch Ave Wilmington, DE 19805 Parcel # 1900800-272 Giorano & Gagne, LLC	$201,000	**$3015.00**
8/14/25	Property: 2 Spruce Ave Grantor(s): Amira M. Bailey Grantee(s): Angel Adrian Galeano Ortiz 2 Spruce Ave Wilmington, DE 19805 Parcel # 1900400-024 Ward & Taylor, LLC	$295,000	**S4425.00**
8/14/25	Property: 127 Filbert Ave Grantor(s): Jill L. Colello Grantee(s): Rebecca L. Picard 127 Filbert Ave Wilmington, DE 19805 Parcel # 1900400-607 Ward & Taylor, LLC CORRECTED DEED		**Exempt under 30 Del. C §5401**
8/18/25	Property: 17 Alvil Rd Grantor(s): The Upper Room Group LLC Grantee(s): Juan Sebastian Ramirez Zarate & Gloria Stella Patino Caicedo 17 Alvil Rd Wilmington, DE 19805 Parcel # 1900100-265 Law Offices of James P. Curran Jr.	$251,3200.00	**$3,769.80**
8/19/25	Property: 314 Olga Road Grantor(s): Christine A. Nilsen Grantee(s): Nicole Heitz 314 Olga Rd Wilmington, DE 19805 Parcel # 1900100-112 Ward & Taylor, LLC	$300,000.00	**$4,500.00**

8/25/25	Property: 143 Birch Ave Grantor(s): Frances M Gingher by her attorney in fact, Andrew Gingher Grantee(s): Hall-Drinkwater Home Design, LLC 6 Kemble Court Wilmington, DE 19808 Parcel # 1900400-464 Ward & Taylor, LLC	$210,000.00	**$3,150.00**
8/25/25	Property: 217 Locust Ave Grantor(s): Susan Dunlap & Mark Malinowski Grantee(s): Marlen Perez Aragon 217 Locust Ave Wilmington, DE 19805 Parcel # 1900400-352 Ward & Taylor, LLC	$236,000.00	**$3,540.00**
TOTAL			**$32,187.30**

ARPA COUNCIL REPORT AT AUGUST 31, 2025

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

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET	
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00	100.00%
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00	100.00%
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00	100.00%
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00	100.00%
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00	100.00%
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00	100.00%
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	12,090.00	12,090.00	0.00	100.00%
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00	100.00%
07-05-10-1000-0008	Town Hall Sterilization Supplies (Hailosil)	9,120.00	9,120.00	0.00	100.00%
07-05-10-1000-0009	Playground Revitalization	709,929.10	709,929.10	0.00	100.00%
07-05-10-1000-0010	EPD HVAC Replacement	328,989.99	328,989.99	0.00	100.00%
07-05-10-1000-0011	Baseball Field Improvement (Diamond Tex)	5,480.00	5,480.00	0.00	100.00%
07-05-10-1000-0012	Stormwater Planning Projects Vilone Village, Vilone Park & Dogwood Hollow	278,392.45	214,855.58	(63,536.87)	77.18%
07-05-10-1000-0013	Stormwater Projects (Taylor Tract at Silverbrook Drive, Taylor Rd, and Southern Road Drainage Improvements)	921,289.81	29,050.54	(892,239.27)	3.15%
07-05-10-1000-0014	Street Maintenance	221,026.24	92,669.16	(128,357.08)	41.93%
~~07-05-10-2070-0000~~	~~Bank Service Fees~~	~~0.00~~	~~6,380.56~~	~~6,380.56~~	~~0.00%~~
~~07-05-10-2270-0000~~	~~Legal Services~~	~~0.00~~		~~0.00~~	~~0.00%~~
	Total ARPA Budget/Expenditures	**$ 2,915,964.41**	**$ 1,838,211.75**	**$ (1,077,752.66)**	

ARPA FUND BALANCE (Total Grant Revenue less Expenses at 8/31/25)		**$ 1,077,752.66**
Available Fund Balance - Considering $6,380.56 Expense Adjustment for Bank Fee Reimb		*$ 1,084,133.22*

07-05-10-2270-0000	ARPA LEGAL SERVICES*		11,413.09	
	Addition to ARPA Revenue (FEDERAL REPORTING ONLY)		11,413.09	

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

FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE

There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting

07-05-10-2070-0000	ARPA BANK SERVICE FEES	0.00	6,380.56	

ELSMERE POLICE DEPARTMENT
Monthly Report
September 2025

Significant Events:

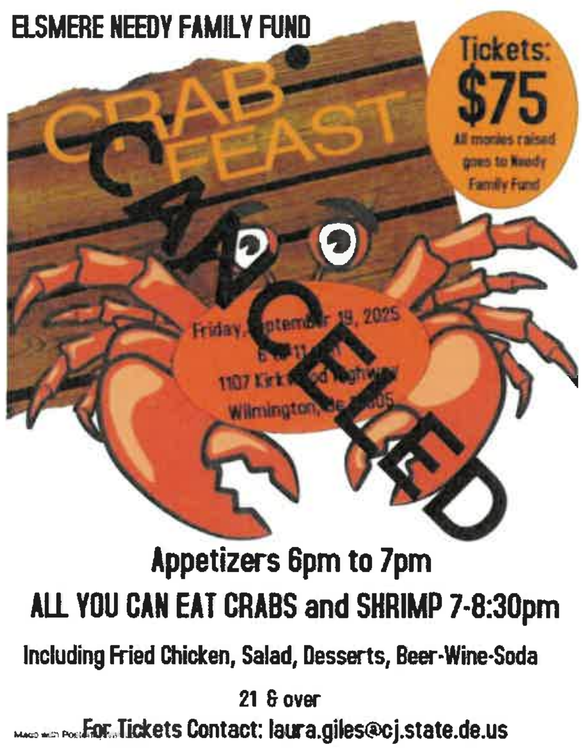
On the following dates/times Elsmere Bureau of Police officers handled the below incidents and seized the following drugs, money and/or weapons.

Forklift Theft from CSX Yard

August 26, 2025:

On August 26, 2025, Det. Mitchell was contacted CSX Police regarding a forklift theft from their Elsmere yard. The CSX Police had video of the suspect. Det. Mitchell sent the still pictures to SBI who were able to enter the photos of the suspect into the facial recognition software. The facial recognition software was able to identify the individual and the case is still being investigated.

CANCELED: Elsmere Police Needy Family Crab Feast



Meetings:

- August 4, 2025: Needy Family Mtg. – Chief Giles & Sgt. Smith
- August 12, 2025: POST Quarterly Mtg. – Chief Giles
- August 13, 2025: DAPC Executive Board and Board of Directors Mtgs. – Chief Giles
- August 14, 2025: Council Mtg. – Chief Giles
- August 19, 2025: Grant Monitoring Mtg. Grant #3192 (Opioids) – Chief Giles and Finance Director Valarie Strzempa

Trainings/Events:

- NONE TO REPORT

Revenue Results:

VAC JP Court 20 Revenue Received (August 2025) = **$1,097.40**
VAC – Elsmere Revenue **(**August 2025**) = $10,311.51**
VAC Administration Revenue Received YTD (August 2025) = **$2,950.01**
Total VAC Revenue as of August 2025 = **$21,654.83**
Tow Revenue (Received August 2025) = **$1,000.00**

Public Works Department
Monthly Report
August 2025

Roadways:

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

- Potholes/Sinkholes on the following streets:
  - Boulevard (3 Potholes)
  - Fill 2 Sinkholes on Poplar Ave

- Replace/Remove/Installed Signs as requested:
  - Re-Paint all handicapped parking spots on S Grant Ave new pavement
  - Painted curb at 1346 Cypress
  - Installed Deeded Parking Spot for 235 Birch (Lot #331)
  - Installed Deeded Parking Spot for 245 Filbert (Lot #194)
  - Install Yield Sign and Post at J Street/Sycamore Ave Intersection
  - Install Street Name Sign and Post at Ruth/Sanders/Parklynn Intersection
  - Installed New Hometown Hero Banner at Kirkwood Hwy/Sanders

NPDES:

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

- Rodman Rd
- AA Alley
- AD Alley
- AE Alley
- AC Alley

Building Maintenance:

- The following repairs were completed
  - Halo Town Hall
  - Cleaned Yard 2 with Kubota
  - Moved Cabinets and Furniture, put together Furniture in EPD
  - Relocate Files in EPD
  - Installed 4-inch Knockout Box in Stairwell 1 for Delcollo wires
  - Move and Fix Credenza in Town Hall

Parks

Annual Park cleanup project

- Cut Grass and picked Trash at A and B List Properties
- Picked up deceased animal
- Removed vandalized seat bench and caution taped off for repairs.

Abatements

- The following abatements were completed as requested by the Code Department
  - 1343 Maple Ave

Events:

- Delaware Mobile Food Bank

Training:

- None

General:

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

- Trim Bushes in median on Kirkwood Highway
- Started pulling winter equipment for inspections and maintenance
- Got 2 Mowers Fixed and Serviced
- Got the Kubota Fixed and Serviced
- Hauled away Scrap Metal
- Picked up and removed 3 Shopping Carts
- PW5 got a new starter installed
- Brush Hogged H Street and cut up fence line brush and branches.
- Brush hogged Colonial Ave and B&O Lane

Submitted By: *Thomas Harrison* Date: September 4, 2025.

Town Manager's Monthly Report August 2025

Stormwater Project:

- We put the Vilone Village and Dogwood Hollow Drainage Improvement project is going out the bid the week of September 16th with a pre bid meeting schedule for September 9th. This will allow the contractor to comb through the plans, gather up their subcontractor and construct any question they may have. We extended the bid due as the bid being so complex and a multi-phase project. The project includes drainage improvement to sections of Richard Ave and two sections of Alvil Rd.

- 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. A preconstruction meeting is scheduled for September 11th. One issue that we ran across is we need to find an area to stage the new materials. 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 a $41,000.00 saving from his original contract. The saving was due to not having to perform an extensive amount of Undercut that was originally anticipated. The Town Solictor inform me that I need approval to modify the contract scope of work to include the additional street repair. Since this is not on the agenda so the request will be presented at the October meeting.

- **The Partial Street Repairs** – I'm putting the Partial Street Repairs out to bid the week of September 8th. I confirm with the Finance Director that we have enough MSA funds to perform these repairs.

    - Pardee Ave
    - Chestnut Ave – 100 Blk
    - Bungalow 121 - 142
    - Maple Ave 1305 – 1309
    - Western Ave 113
    - G Street – 252

- **Year 2 Street Repair Project** – The Contractor, Engineer and I have a preconstruction meeting. The Contractor will begin curb work staring at Baltimore Ave and finishing up at Ruth Rd. on Monday September 8th. This will take approximately two weeks. Immediately afterward, milling and then installing asphalt will follow. The entire project should be done by the first week of October weather permitting. The streets include:

- Sycamore Ave 1400 Blk
- Ruth Rd (Unit Blk)
- Seneca Rd
- Baltimore (600 Blk)

- **Rosemont Dr. and Taylor Street** – All the curb work at this intersection is completed as well as the catch basin and drainage improvement. The street modification will begin on Monday and should be done in approximately two weeks. There was a terracotta lateral pipe the broke during construction causing water to backup into basement of one home. The claim for the damages is being handled through the contractor's insurance.

EECBG Grant

We have made our submission for reimbursement for the new door. The second part of the grant is funding for technical assistance in regard to energy efficiency issue with our building. We will have to hire a consultant for this work, and it is fully paid for by the grant. We are waiting until after the new windows are installed before we contract with a consultant.

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.

Town Hall Bathroom :

- We held a pre-bid meeting for the Bathroom RFP and had the bid opening the following week. The scope of work for the bathroom includes renovations of 5 bathrooms making them all ADA compliant and fully operation with hot water and heat in all the bathrooms.

Park Project:

- ***This is unchanged.*** Paoli was scheduled to start mobilizing the first week of September. He mentioned that he was waiting for our decision on the additional street work. I have to look into the status on the date.
- ***This is unchanged.*** The surveillance camara for the park will be installed sometime in September. Advantech, the camera supplier is in a crunch doing their annual camera installation in schools.
- **ORPT Grant application** – We are meeting with One in the Sun solar lights company to walk Patty Blevin Walking Path at night to make sure the light will not be a problem to the resident bordering the walkway.

- **Maple Park Playground-**We received a check from our insurance carry in the amount of $44,570.00. The quote we received from Global Playground for the was $45,570.00 and the difference is our deductible. Global Playground is wrapping another project, and they will start the repair of Maple Park once they are finished.

Meetings:

- Had a meeting with DTI -DEMA Planning – Terrorism Preparedness consultant. The meeting was about our internet security. The product that is being offered is part of a grant that was awarded by DEMA
- Met with Vandermark & Lynch and Paoli about the Street Program and the final billing
- Met with Sean O'Neill regarding providing technical assistance with the Five Comprehensive Plan update.
- Met with several businesses about the new tax assessment.
- I attended a Board of Adjustment Meeting and discussed process of updating to the Five-Year Comprehensive Plan.
- Had a meeting Cloudscale and discussed how outdated the equipment is in our Server Room to schedule installation of the new Fire Wall.

Other Items:

- Inspected several dead trees in Vilone Park that are bordering homeowners' properties. At least two trees are problematic and at risk of falling on to the neighboring home.
- Was an Observer for the AFSCME District 33 voting by the staff.
- Code department had a minor car accident while performing an inspection at Maple Park Apt. The Code Truck was not occupied at the time. The Code believes she put the truck in park and while she was performing her inspection the truck crept down the parking lot and hit a car. There was minor damage to the car. The Code Officer took the mandatory drug test and completed the incident report. This Code Truck has a history of the gear shifter needing adjustment
- Coordinated with DNREC regarding the fogging for mosquitoes potentially carrying West Nile Virus.

Submitted By: *Steven Martin* Date: September 5, 2025