

**TOWN OF ELSMERE
COUNCIL MEETING MINUTES
October 9, 2025
6:30 p.m.**

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

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENCE:

ROLL CALL:

MAYOR	JOANN I. PERSONTI	PRESENT
1 ST DISTRICT	JANE MCDANIEL	PRESENT
2 ND DISTRICT	SALLY JENSEN	PRESENT
3 RD DISTRICT	BRIAN REINBOLD JR.	PRESENT
4 TH DISTRICT	JOHN HOLLOWAY	PRESENT
5 TH DISTRICT	MARC HENRY	PRESENT
6 TH 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 – Present
Public Works Department, Anthony Disanto - Present

PUBLIC COMMENT:

Domenick Paoli, owner of Paoli Services, located at 405 Old DuPont Rd expressed his disappointment regarding the recent bid award decision. He stated that Paoli Services was the low bidder on the project by \$17,685 and stated he was surprised that the contract was awarded to the second lowest bidder. He continued by stating that Paoli Services has maintained a positive, 25-year relationship with the Town and felt his company was not properly represented during the award meeting. After reviewing the meeting audio, he believed some information had been misconstrued, resulting in an unfair outcome. Mr. Paoli then requested a separate meeting with the Mayor and Council to discuss the matter in detail and to allow Paoli Services the opportunity to address false accusations that led to the loss of a \$237,000 project and potentially impacted future opportunities with the Town. He asked that this meeting be scheduled prior to the next Council meeting.

At this time, Councilman Brian Reinbold arrived at the meeting.

APPROVAL OF MINUTES:

Minutes of the September 11, 2025 Council Meeting.

ACTION: A motion was made by Councilman Henry to approve the minutes of the September 11, 2025 Council Meeting with no corrections. The motion was seconded by Councilwoman McDaniel.

VOTE:

7-0

All in Favor

Motion Carried

OLD BUSINESS: None

NEW BUSINESS:

Presentation regarding the 2024 Pension Actuarial from Odyssey Advisors.

At this time, Parker Elmore from Odyssey Advisors was conferenced called in on speaker phone.

Mr. Elmore reviewed the 2024 Pension Plan Actuarial Report, stating that the accrued liability decreased slightly from \$4.35 million in 2024 to \$4.27 million in 2025. While assets increased marginally from \$2.16 million to \$2.2 million, the plan remains underfunded and is not sufficiently supported to meet long-term obligations.

Mr. Elmore further explained that the Town is currently contributing approximately \$35,000 annually, whereas the actuarially determined contribution should be closer to \$250,000. With annual benefit payments and expenses totaling around \$350,000—representing over 15% of plan assets—the plan could deplete its funds within 10 years under current funding levels, particularly if market performance declines.

The plan is currently 51–52% funded, with no new participants since it is frozen. There are seven beneficiaries, most between ages 60–65, with one aged 80, meaning payments could continue for another 20 years.

Mr. Elmore encouraged the Town to identify a dedicated funding source to address the liability, even though market returns have masked underlying funding issues but cannot be relied upon long-term.

Mayor Personti confirmed to Mr. Elmore that we are now at 52% funded, however, she recalled being as high as 80% funded roughly 20 years ago. At that time, the Town was told that shooting for 60% funded would be adequate. Is that still a position today?

Mr. Elmore explained that if the plan earns an average annual return of 8%, it would generate approximately \$150,000 in investment income. However, with the current contribution levels, the plan would still be drawing down roughly \$150,000 or more each year, even with that rate of return. The current plan as it stands could be depleted in approximately 10 years.

Chief Giles asked when this report was given out?

Mr. Elmore stated that this report was provided about a week prior.

Consideration of awarding a contract in response to RFP 25-05 – Town Hall Bathroom Renovations.

Town Manager Steven Martin stated that two bids were received for this RFP. The first was from DK Construction in the amount of \$80,237.50 and another from Ferris Home Improvements in the amount of \$50,906. He further stated that staff recommends awarding the contract to Ferris Home Improvements since they are the low bidder and Town has had renovations done previously by this company and has been satisfied with the quality of work.

Councilman Henry asked what the reason is for the nearly \$30,000 difference in the two bids.

Town Manager Steven Martin replied that the difference is found in the labor and materials.

ACTION: A motion was made by Councilman Reinbold to award a contract to Ferris Home Improvements in response to RFP 25-05 for the Town Hall Bathrooms. The motion was seconded by Councilman Henry.

VOTE: 7-0 All in Favor Motion Carried

Consideration of a capital expenditure from a prior year's Long-Term Planning Department for the purchase of a new Public Works truck to include a salt spreader and plow.

Town Manager Steven Martin stated that that during prior budget discussions, staff indicated a future intention to request funds from a prior year Long-Term Planning line for the purchase of a new truck for the Public Works Department. He stated that most of the department's trucks are aging, with one in particular experiencing ongoing mechanical issues. Town Manager Steven Martin stated that a quote was received from one dealer in the amount of \$60,984, which includes a snowplow, salt spreader, and dual batteries.

ACTION: A motion was made by Councilwoman Jensen to approve the purchase of the new Public Works truck in the amount of \$60,984 from the Future Project Allocation prior year carryover in Long-Term Planning Department. The motion was seconded by Councilwoman McDaniel.

Chief Giles asked if a light bar was included in the purchase price?

Town Manager Steven Martin replied no, it will be after market and purchased later.

VOTE: 7-0 All in Favor Motion Carried

Consideration to add additional work to RPF 24-04 for the 5-Year Street Repair/Replacement Program to complete the contract.

Town Manager Steven Martin stated that Paoli Services completed all contracted street work and was able to save approximately \$42,000 during the process. He stated that there are potential uses for the remaining funds and determined that Boulevard Road could be added to the project. He continued by stating that it would be more efficient to have Paoli complete this work under the existing contract rather than initiate a new bid. He further stated that Paoli expects to begin work on Boulevard Road during the second week of November. Town Manager Steven Martin stated that this approach will provide a clean accounting process and improve efficiency, as we recently began the second year of its 5-Year Street Repair/Replacement Program, allowing the first year to be completed with additional streets. That being said, the Town Manager stated it is his recommendation that Section 705 be waived to the extent that it would require modification of the RFP.

ACTION: A motion was made by Councilwoman Jensen a motion to approve the additional work on Boulevard Road to complete RFP 24-04 for Year One of the 5-Year Street Repair/Replacement Program. The motion was seconded by Councilwoman McDaniel.

Councilman Henry asked if there is a deadline to complete the project?

Town Manager Steven Martin replied that typically there is a 60 day completion time. Paoli intends to begin the second week in November. There is consideration that needs to be taken for the weather, however we can add that into the contract to have the project completed by March 31, 2026.

At this time, Councilwoman Jensen withdrew the motion on the floor.

ACTION: A motion was made by Councilwoman Jensen a motion to approve the proposal to complete RFP 2404 for the 5-Year Street Repair/Replacement Program, and for the Town Manager and Town Solicitor to include language in the contract requiring completion of the work by March 31, 2025. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0 All in Favor Motion Carried

DEPARTMENTAL REPORTS:

Code Enforcement

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

- Code Enforcement Officer Nicole Facciolo reported that she will be out of the office from October 30th through November 11th.

Finance Department

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

- Mayor Personti stated she was impressed with the tax deadline being passed, that there was 90% received thus far considering the tax assessments this year.
- Mayor Personti stated that she appreciates the additional reports being provided with explanations.

Public Safety

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

- Chief Giles stated she will be the IACP Conference in Denver from October 17th through October 22nd. She will be available, however if needed, contact Sgt. Smith or Sgt. Young.
- On October 16th, the department will be holding their annual fall range qualifications, which is both a day and night shoot. Therefore, New Castle County Police will be covering the Town from 1:30p.m. until 9:00p.m. They will be covering again on October 17th from 2:00a.m. to 5:00a.m. They will be responding to in-progress calls only during that time.
- On October 25th, the department will be partnered with Impact Life for a Trunk-or-Treat event here in the parking lot of Town Hall.
- Chief Giles also reported that there was a post-hearing decertification that the department prevailed thanks to the assistance of Mr. McMackin's firm.

Public Works

Public Works Acting Supervisor Anthony Disanto gave a brief overview of the Public Works Department Report, which is attached to these minutes:

- Councilwoman Jensen thanked the department for filling the pothole on G Street.
- Chief Giles thanked the department for their hard work installing a wall in the newly constructed restorative restoration room.

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 announced that Anthony Disanto was selected as the Acting Public Works Supervisor.
- Councilwoman Jensen expressed her excitement when seeing the machinery and equipment at the Maple Park.
- Town Manager Steven Martin reported that DelDOT is conducting a railroad crossing elimination project. In doing so, they are creating a working group that stakeholders may take part in. He encouraged attendance and will send out the information for the next meeting.
- Mayor Personti added that her impression of the railroad crossing elimination project includes making Centerville Road a dead end at the railroad tracks and creating an overpass.
- Town Manager Steven Martin reported that he took part in a sidewalk gap analysis conducted by WILMAPCO. The initiative is to identify gaps in pedestrian walkways across Delaware so that DelDOT and WILMAPCO can address and complete those sections.
- Town Manager Steven Martin stated that he received a letter of intent from a potential tenant for the basement of Town Hall. They are offering \$6,500 per month.
- Town Manager Steven Martin reported that Seneca Rd and Baltimore Avenue are completed for the street project. The contract will be starting on Sycamore this week.
- Town Manager Steven Martin stated that the Planning Commission has begun the process of performing our five-year update to the Comprehensive Plan. We will be creating FAQ's and advertising at the upcoming Fall Festival for public outreach.
- Town Manager Steven Martin then reminded the Mayor and Council of the Fall Festival which is October 18th at Fairgrounds Park from 12p.m. to 5p.m.
- Town Manager Steven Martin also reminded the Mayor and Council of the upcoming Spooktacular Event, which will be October 24th at the Elsmere Fire Hall from 5p.m. to roughly 8p.m.
- Councilwoman Jensen asked the status of the issues at the property located at 412 New Rd.
- Town Manager Steven Martin replied that the owner is now seeking to sell the property and in turn, a neighbor may be interested in purchasing it.

STATEMENTS BY THE MAYOR AND COUNCIL:

Councilman Holloway asked what can be done about the motor traffic occurring on the Patty Blevins Walking Path. He stated there are ATV's, golf carts, side-by-side's speeding along the pathway recently.

Chief Giles stated that unfortunately due to the liability and capability of obtaining access big enough for vehicles onto the path, the offices will not pursue them on the path. However, they will

attempt to identify the individuals and issue warrants.

ADJOURNMENT:


ACTION: A motion was made by Councilman Henry to adjourn. 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
MAYOR



JANE MCDANIEL
SECRETARY



Code Enforcement Department

Monthly Report

September 2025

Citations:

Issued: 71

Corrected: 34

Fines Issued: 10

Pending: 27

Council Districts:

1st District	23
2nd District	11
3rd District	6
4th District	19
5th District	11
6th District	1

Issued this calendar year: 506

Permit Fees:

Town Fees issued:	\$	4,986.11
BIU Billed:	\$	3,111.00
Town Revenue:	\$	1,875.11

BIU Billed CYTD:	\$	22,605.50
Town Revenue CYTD:	\$	13,331.85

Current Nuisance Properties:

- 906 Kirkwood Highway – 2nd or Subsequent Occurrence
- 1228 Sycamore Avenue

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
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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:

- None.

Pre-Rental Inspections Performed

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

1st District	5
2nd District	1
3rd District	1
4th District	4
5th District	4
6th District	1
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Total	16

Petitions Heard

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

- 26-01: 1343 Maple Avenue – Appeal Nuisance Fine (Denied by BOA)
- 26-03: 512 Red Bud Court – Appeal Citation (Approved by BOA)

Permits Processed

1st District	7
2nd District	1
3rd District	0
4th District	1
5th District	5
6th District	5
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Total	19

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	A & J Jaquez LLC	Construction Flagger
N/A	N/A	P & C Roofing Inc.	General Contractor
N/A	N/A	New Elevations LLC	General Contractor
N/A	N/A	EZ Deck LLC	General Contractor
N/A	N/A	Day Painters LLC	General Contractor
N/A	N/A	ABE Electric LLC	Electrical Contractor
N/A	N/A	David's Multi Services LLC	General Contractor
N/A	N/A	Basement Gurus	General Contractor

Total: 8 Out of Town, 0 In Town

Rental Licenses Processed

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

PROPERTY ADDRESS	TYPE
1017 Baltimore Avenue	Residential
1300 Kirkwood Highway	Residential
131 Bungalow Avenue	Residential

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:

<u>Vehicles Tagged</u>	<u>Vehicles Towed</u>
2	1

Notable Projects Pending

The Town's 2nd year street improvement project is about to begin. 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 September 26th, 2025, the business and rental license renewals were dropped off at the Post Office to be mailed out.

Submitted By: *Nicole Facciolo* Date: 10/02/2025

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
9/2/2025	2125-B Seneca Road	Residential	1
9/5/2025	119-C1 Chestnut Avenue - Reinspect	Apartment	5
9/5/2025	909 New Road	Commercial	6
9/9/2025	108-A Washington Avenue	Residential	5
9/9/2025	106 Western Avenue	Residential	2
9/16/2025	701-H204 Colonial Avenue	Apartment	1
9/16/2025	701-H302 Colonial Avenue	Apartment	1
9/16/2025	1017 Baltimore Avenue	Residential	3
9/22/2025	12-B Beech Avenue	Residential	4
9/22/2025	701-H102 Colonial Avenue	Apartment	1
9/22/2025	1300 Kirkwood Highway	Residential	4
9/24/2025	108 Brier Avenue	Apartment	1
9/26/2025	229 Bungalow Avenue	Residential	4
9/29/2025	1417-3 Cypress Avenue	Apartment	5
9/29/2025	1351-2 Maple Avenue	Apartment	4
9/29/2025	4-C1 Parklynn Court	Apartment	5

Permits Processed

Property Location	Permit Type	Issue Date	Council District
6 Spruce Avenue	Building	9/2/2025	5
26 Olga Road	Building	9/2/2025	6
2100 Seneca Road	Building	9/3/2025	1
23 Vilone Road	Mechanical	9/3/2025	6
313 Olga Road	Building	9/3/2025	5
19 Tamarack Avenue	Building	9/4/2025	4
326 New Road	Building	9/4/2025	1
1002 S Grant Avenue	Building	9/8/2025	1
3 Rigdon Road	Electrical	9/8/2025	6
6 Poplar Avenue	Building	9/9/2025	5
23 Village Court	Building	9/10/2025	1
200 Olga Road	Mechanical	9/11/2025	6
2006 Rodman Road	Building	9/15/2025	1
2006 Rodman Road	Electrical	9/17/2025	1
2006 Rodman Road	Building	9/17/2025	1
2 1/2 Poplar Avenue	Building	9/18/2025	5
202 Western Avenue	Building	9/22/2025	2
101 N Dupont Road	Electrical	9/23/2025	6
4 Poplar Avenue	Building	9/29/2025	5

September 2025 Monthly Citation Report

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2600117	301 SOUTHERN RD	IPMC12-308.1	Garbage / rubbish	9/2/2025	M.BOWERS
V2600118	307 SOUTHERN RD	IPMC12-308.1	Garbage / rubbish	9/2/2025	M.BOWERS
V2600119	515 NEW RD	IPMC12-308.1	Garbage / rubbish	9/2/2025	M.BOWERS
V2600120	140 FILBERT AV	IPMC12-302.4	High grass / weeds	9/2/2025	M.BOWERS
V2600121	3 ALVIL RD	IPMC12-308.1	Garbage / rubbish	9/2/2025	M.BOWERS
V2600122	2123 SENECA RD	IPMC12-308.1	Garbage / rubbish	9/2/2025	M.BOWERS
V2600123	16 ELSMERE BLVD	IPMC12-302.4	High grass / weeds	9/2/2025	M.BOWERS
V2600124	412 NEW RD	182-3A	Required inspection prior to change of occupancy.	9/3/2025	N. Facciolo
V2600125	412 NEW RD	182-3B-3-A	Pest inspection required prior to change of occupancy.	9/3/2025	N. Facciolo
V2600126	412 NEW RD	IPMC12-704.2	Smoke detectors / alarms	9/3/2025	N. Facciolo
V2600127	412 NEW RD	IPMC12-305.6	Interior doors	9/3/2025	N. Facciolo
V2600128	412 NEW RD	IPMC12-304.14	Screen for window	9/3/2025	N. Facciolo
V2600129	412 NEW RD	IPMC12-302.4	High grass / weeds	9/3/2025	N. Facciolo
V2600130	412 NEW RD	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	9/3/2025	N. Facciolo
V2600131	510 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	9/3/2025	M.BOWERS
V2600132	6 LEECH AVE	IPMC12-308.1	Garbage / rubbish	9/3/2025	M.BOWERS
V2600133	2135 SENECA RD	IPMC12-308.1	Garbage / rubbish	9/3/2025	M.BOWERS
V2600134	512 RED BUD CT	225-8P	Prohibited Fences	9/3/2025	M.BOWERS
V2600135	1 MARVILO AVE	IPMC12-308.1	Garbage / rubbish	9/3/2025	M.BOWERS
V2600136	100 FORREST AVE	IPMC12-302.4	High grass / weeds	9/3/2025	N. Facciolo
V2600137	100 FORREST AVE	IPMC12-302.7	Accessory structure	9/3/2025	N. Facciolo
V2600138	100 FORREST AVE	IPMC12-304.7	Roof / Gutters / Downspouts	9/3/2025	N. Facciolo
V2600139	100 FORREST AVE	225-8-U	Parking Surfaces	9/3/2025	N. Facciolo
V2600140	100 FORREST AVE	IPMC12-106.3	Failure to comply	9/3/2025	N. Facciolo
V2600141	502 BALTIMORE AVE	CH 145	Repeat Public Nuisance Property	9/3/2025	N. Facciolo
V2600142	412 NEW RD	CH 145 2ND	Repeat Public Nuisance - 2nd or subsequent occurrence within 12 month period.	9/3/2025	N. Facciolo
V2600143	906 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	9/4/2025	M.BOWERS
V2600144	908 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	9/4/2025	M.BOWERS
V2600145	807 BALTIMORE AVE	IPMC12-302.4	High grass / weeds	9/4/2025	M.BOWERS
V2600146	2006 RODMAN RD	60-7	Failure to obtain a permit or license	9/5/2025	N. Facciolo
V2600147	2006 RODMAN RD	182-2	Rental Licenses Required.	9/5/2025	N. Facciolo
V2600148	2006 RODMAN RD	IPMC12-703.1	Fire rated assemblies	9/5/2025	N. Facciolo
V2600149	2006 RODMAN RD	IPMC12-604.3	Electrical system hazards	9/5/2025	N. Facciolo
V2600150	2006 RODMAN RD	IPMC12-605.1	Electrical equipment / wiring / appliances	9/5/2025	N. Facciolo
V2600151	2006 RODMAN RD	IPMC12-302.4	High grass / weeds	9/5/2025	N. Facciolo
V2600152	2006 RODMAN RD	IPMC12-302.7	Accessory structure	9/5/2025	N. Facciolo
V2600153	2006 RODMAN RD	211	Abandoned Vehicles	9/5/2025	N. Facciolo
V2600154	2006 RODMAN RD	IPMC12-304.1	General exterior structure	9/5/2025	N. Facciolo
V2600155	2006 RODMAN RD	IPMC12-304.6	Exterior walls	9/5/2025	N. Facciolo
V2600156	2006 RODMAN RD	IPMC12-305.1	General interior structure	9/5/2025	N. Facciolo
V2600157	2006 RODMAN RD	IPMC12-305.3	Interior surfaces	9/5/2025	N. Facciolo
V2600158	2006 RODMAN RD	IPMC12-305.4	Interior stairways and walking surfaces	9/5/2025	N. Facciolo
V2600159	2006 RODMAN RD	IPMC12-308.1	Garbage / rubbish	9/5/2025	N. Facciolo
V2600160	2006 RODMAN RD	IPMC12-309.1	Infestation	9/5/2025	N. Facciolo
V2600161	2006 RODMAN RD	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	9/5/2025	N. Facciolo
V2600162	2006 RODMAN RD	IPMC12-302.1	Sanitation of property	9/5/2025	N. Facciolo
V2600163	2006 RODMAN RD	60-7	Failure to obtain a permit or license	9/5/2025	N. Facciolo
V2600164	1473 SPRUCE AVE	IPMC12-302.10	Outdoor furniture / appliances	9/5/2025	N. Facciolo

V2600165	303 SOUTHERN RD	IPMC12-302.4	High grass / weeds	9/9/2025 M.Bowers
V2600166	511 JUNCTION ST	IPMC12-302.4	High grass / weeds	9/10/2025 M.Bowers
V2600167	327 OLGA RD	IPMC12-302.4	High grass / weeds	9/11/2025 M.Bowers
V2600168	1300 KIRKWOOD HY	182-2	Rental Licenses Required.	9/16/2025 M.Bowers
V2600169	153 OLGA RD	60-7	Failure to obtain a permit or license	9/17/2025 N. Facciolo
V2600170	319 OLGA RD	IPMC12-308.1	Garbage / rubbish	9/17/2025 M.BOWERS
V2600171	331 OLGA RD	IPMC12-308.1	Garbage / rubbish	9/18/2025 N. Facciolo
V2600172	1228 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	9/18/2025 M.Bowers
V2600173	240 B AND O LN	182-2	Rental Licenses Required.	9/22/2025 N. Facciolo
V2600174	240 B AND O LN	60-7	Failure to obtain a permit or license	9/22/2025 N. Facciolo
V2600175	147 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	9/22/2025 M.BOWERS
V2600176	107 LOCUST AVE	IPMC12-308.1	Garbage / rubbish	9/22/2025 M.Bowers
V2600177	273 BIRCH AVE	IPMC12-302.4	High grass / weeds	9/22/2025 M.BOWERS
V2600178	275 BIRCH AVE	IPMC12-302.4	High grass / weeds	9/22/2025 M.BOWERS
V2600179	108 FORREST AV	IPMC12-302.4	High grass / weeds	9/22/2025 N. Facciolo
V2600180	108 FORREST AV	IPMC12-304.3	Address numbers missing	9/22/2025 N. Facciolo
V2600181	108 FORREST AV	187-2B5	Trash Collection	9/22/2025 N. Facciolo
V2600182	108 FORREST AV	IPMC12-308.1	Garbage / rubbish	9/22/2025 N. Facciolo
V2600183	108 FORREST AV	COD71-27	Harboring Stray Animals	9/22/2025 N. Facciolo
V2600184	900 NEW RD	IPMC12-308.1	Garbage / rubbish	9/23/2025 M.Bowers
V2600185	1328 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	9/24/2025 M.Bowers
V2600186	1328 CYPRESS AVE	IPMC12-302.1	Sanitation of property Responsibility - Safe conditions of the structure and/or exterior of the property	9/24/2025 M.Bowers
V2600187	1329 SYCAMORE AVE	IPMC12-301.2	Garbage / rubbish	9/24/2025 M.Bowers
V2600188	1329 SYCAMORE AVE	IPMC12-308.1	High grass / weeds	9/24/2025 M.Bowers
V2600189	1323 SYCAMORE AVE	IPMC12-302.4	Garbage / rubbish	9/24/2025 M.Bowers
V2600190	1323 SYCAMORE AVE	IPMC12-308.1	Garbage / rubbish	9/24/2025 M.Bowers
V2600191	1305 SYCAMORE AVE	IPMC12-308.1	High grass / weeds	9/24/2025 M.Bowers
V2600192	1303 SYCAMORE AVE	IPMC12-302.4	Accessory structure	9/24/2025 M.Bowers
V2600193	1303 SYCAMORE AVE	IPMC12-302.7	High grass / weeds	9/24/2025 M.Bowers
V2600194	130 BIRCH AV	IPMC12-302.4	High grass / weeds	9/24/2025 M.Bowers
V2600195	148 BUNGALOW AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600196	135 BUNGALOW AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600197	1355 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600198	1347 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600199	1342 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600200	1338 SYCAMORE AVE	IPMC12-302.4	High grass / weeds	9/26/2025 M.Bowers
V2600201	41 ELSMERE BLVD	IPMC12-108.1.1	Unsafe structures Own, Keep, Possess, Harbor, or Maintain an animal in such a manner as to constitute a public nuisance.	9/27/2025 M.Bowers
V2600202	308 OLGA RD	CODE 71-8C	Failure to obtain a permit or license	9/30/2025 N. Facciolo
V2600203	114-A NORTHERN AVE	60-7	Unsafe structures	9/30/2025 N. Facciolo
V2600204	114-A NORTHERN AVE	IPMC12-108.1.1		



TOWN OF ELSMERE

DEPARTMENT OF FINANCE

MONTHLY REPORT – SEPTEMBER 30, 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: \$2,367,450.47 (92.28% realized at 10/6/25)
 - Total penalties and interest received during the month: \$2,232.48
 - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
 - 1 active and current payment plan at 9/30/25
 - 11 payment plans requested; of these 7 were commercial properties
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
 - Collected \$36,517.50 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 9/30/25.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$400.00

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

- Grant Management
 - Completed Office of Highway Safety State Grant account set-up, payroll set-up, and closure of our records in conjunction with EPD. State Grant Monitor in EPD on 9/8/25.
 - Grant close out and final report review process initiated on 4 Federal (EPD) Grants
 - Met with the Town Manager to review Administration Grants
 - MSA manual review for appropriate use
 - Doncaster annual funds received 9/5/25
- 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.
- State Pension paperwork processing due to changes requested
- Tax Related
 - Coordinated and attended tax meetings as requested by property owners in Town
 - Attended meetings as requested with the Town Manager regarding commercial tax bills.
 - Prepared tax file for mortgage servicers as requested
 - Met with a commercial property owner in a unique situation with the Town Manager

- Individual property tax and assessment analysis as necessary when discussing accounts with property owners. (This week I performed extensive analysis on 4 properties and assisted with the info needed so they can contact NCC for appeal).
- Edmunds tax bill recalculation/billing adjustments as necessary
- Trained Account Clerk on Tax Billing Adjustments and Balance Adjustments.
- Generated and issued another tax servicer billing file at their request
- Completed Budget Amendment and Apartment Classification in Edmunds as per the 9/11/25 Council Meeting. The Apartment Complexes tax bills have been adjusted accordingly and emailed directly to all apartment contacts and servicer as applicable.
- Completed the LSFA Annual Report for NCC tax bill credit for services budgeted/expended for the Town. This is for the 2026-2027 tax year.
- Completed closing entries for FY24 as per the final audit report.
- Continued FY25 accounting closing tasks in preparation for the FY25 Audit beginning next month.
- M&T Account Management/Discrepancy Adjustment, PNC Card Management Requests processed
- Fuelman gas card transaction issue research and active card confirmation for EPD Employees
- Coordinated with PMA our payroll processor for upcoming changes and reports necessary.
- Finance Director attended Edmunds Conference in Charlotte, NC 9/28/25-10/1/25.
- Processed Deeds for the Town
 - Dropped documents off for Fed Ex/UPS delivery
 - Zoning review as it relates to property transfer
- Long Term Planning Analysis
- Completed SIP Annual Audit- Workman's Comp Policy 9/1/24-9/1/25- compiling of necessary wage reports/vendor proof of insurance
- Completed required system updates to the Edmunds software for FY25 year-end to prevent system lock-out.

Submitted By: Valarie Strzempa, Finance Director

Date: 9/30/25

September 2025 Council Finance Report

COUNCIL REPORT AT SEPTEMBER 30, 2025

REVENUE	BUDGET		CASH RECEIVED	OVER/(UNDER) BUDGET	
Administration	157,286.00		37,766.30	(119,519.70)	24.01%
Finance	3,754,988.62		2,988,894.69	(766,093.93)	79.60%
Public Safety	339,500.00		31,898.59	(307,601.41)	9.40%
Code Enforcement	428,650.00		36,260.94	(392,389.06)	8.46%
Public Works	11,600.00		6,542.77	(5,057.23)	56.40%
Parks & Recreation	6,100.00		49,925.00	43,825.00	818.44%
Voluntary Assessment Center	150,000.00		20,362.52	(129,637.48)	13.58%
Reimbursable Expenses	93,738.00		21,841.96	(71,896.04)	23.30%
Total General Fund	4,941,862.62		3,193,492.77	(1,748,369.85)	64.62%
EXPENSE	BUDGET		CASH EXPENDED	(OVER)/UNDER BUDGET	
Administration	536,810.57		139,456.49	397,354.08	25.98%
Finance	390,316.14		81,442.83	308,873.31	20.87%
Council Operations	16,880.00		3,237.59	13,642.41	19.18%
Public Safety	1,858,005.00		440,047.43	1,417,957.57	23.68%
Code Enforcement	318,226.95		77,345.97	240,880.98	24.31%
Public Works	476,900.23		103,958.86	372,941.37	21.80%
Sanitation	855,996.00		142,632.62	713,363.38	16.66%
Parks & Recreation	99,877.00		17,768.55	82,108.45	17.79%
Voluntary Assessment Center	105,149.00		1,093.58	104,055.42	1.04%
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		4,221.70	18,778.30	18.355%
Total General Fund	4,941,862.62		1,011,205.62	3,930,657.00	20.462%
Total All Expenditures**	6,212,688.47		1,057,644.32	5,155,044.15	17.02%
STRAIGHT LINE =	25.0000%		Contingency Total	247,674.97	

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

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

September 2025 Council Finance Report

REVENUE					STRAIGHT LINE = 25.00%		
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	14,351.43	(43,054.57)	25.00		
01-04-10-0120-0002	Rental Income-Baseament (Impact Life)	88,500.00	21,000.00	(67,500.00)	23.73		
01-04-10-0120-0003	Rental Income-Other Sources	-	-	-			
01-04-10-0120-0004	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	2,000.00	(5,200.00)	27.78		
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-			
	Administration Total	157,286.00	37,766.30	(119,519.70)	24.01		
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized		
01-04-11-0001-0000	Real Estate Taxes	3,192,888.62	2,860,529.33	(332,359.29)	89.59		
01-04-11-0001-45TL	Original Rev Account used for Spec Tax	-	-	-			
01-04-11-0001-STLC	Special Tax Assessment-Current Year	70,000.00	9,247.16	(60,752.84)	13.21		
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-			
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	3,786.65	(16,213.35)	18.93		
01-04-11-0011-0000	Interest Income	60,000.00	10,052.77	(49,947.23)	16.75		
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	97,924.82	(242,075.18)	28.80		
01-04-11-0110-0000	Other Income - Finance	100.00	-	(100.00)	0.00		

September 2025 Council Finance Report

REVENUE				STRAIGHT LINE = 25.00%		
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	-	
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	-	
	Finance Total	3,754,988.62	2,988,894.69	(766,093.93)		79.60

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	27,908.59	(197,091.41)	12.40	
01-04-20-0016-0000	Other Courts CCP	2,000.00	150.00	(1,850.00)	7.50	
01-04-20-0017-0000	Accident Reports	8,000.00	1,120.00	(6,880.00)	14.00	
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	2,500.00	(13,500.00)	15.63	
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	
01-04-20-0130-0002	Extra Duty - Vehicle Surcharge <i>*New 9/2025</i>	-	-	-	-	
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	31,898.59	(307,601.41)		9.40

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	10,279.72	(64,720.28)	13.71	
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	10,082.80	(64,917.20)	13.44	
01-04-25-0110-0000	VAC - Other Income	-	-	-	Non-Budget	
	VAC Total	150,000.00	20,362.52	(129,637.48)		13.58

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	
01-04-30-0020-0000	Permit Fees	61,500.00	20,751.85	(40,748.15)	33.74	
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	-	
01-04-30-0021-0000	Code Violations (Total)	31,500.00	4,859.09	(26,640.91)	15.43	
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	1,400.00			
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	3,459.09			
01-04-30-0060-0000	Board of Adjustment	1,000.00	200.00	(800.00)	20.00	
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	4,000.00	(70,000.00)	5.41	

September 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 25.00%			
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	-	(2,000.00)	0.00
01-04-30-0075-0000	Rental Licenses	255,000.00	6,400.00	(248,600.00)	2.51
01-04-30-0075-0001	Rental Licenses - Penalties	2,500.00	-	(2,500.00)	0.00
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	50.00	(100.00)	33.33
	Code Enforcement Total	428,650.00	36,260.94	(392,389.06)	8.46

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	347.77	(652.23)	34.78
01-04-40-0110-0002	Other Income - Recycling	-	195.00	195.00	
01-04-40-8511-0000	Gain of Sale of Fixed Assets	10,500.00	6,000.00	(4,500.00)	57.14
	Public Works Total	11,600.00	6,542.77	(5,057.23)	56.40

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-47-0136-0000	Other Income - Events/Doncaster/Parks	-	-	-	
01-04-47-0136-0001	Other Income - Doncaster	5,000.00	5,000.00	-	100.00
01-04-47-0136-0002	Other Income - Donations	1,000.00	-	(1,000.00)	0.00
01-04-47-0136-0003	Other Income - Fall Festival	-	-	-	
01-04-47-0136-0004	Other Income - Vandalism Restitution	-	-	-	
01-04-47-0136-0005	Other Income - Park Management	-	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	49,925.00	43,825.00	818.44

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	0.00
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	-	-	-	
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	300.00	(200.00)	60.00
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	1,841.34	(5,699.66)	24.42
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	7,541.00	1,841.34	(5,699.66)	24.42

September 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 25.00%			
Account id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	19,606.00	4,787.46	(14,818.54)	24.42
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	17,215.00	5,608.56	(11,606.44)	32.58
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00
	Reimbursable Expenses (Revenue)	93,738.00	21,841.96	(39,885.16)	23.30

September 2025 Council Finance Report

EXPENSE			STRAIGHT LINE = 25.00%		
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	50,251.96	23.14	
01-05-10-1001-0000	Overtime	1,000.00	87.09	8.71	
01-05-10-1010-0000	Payroll Taxes	21,715.00	3,691.76	17.00	
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	729.85	18.25	
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	4,243.87	12.65	
01-05-10-2071-0000	Computer Operation	21,670.00	4,662.18	21.51	
01-05-10-2081-0000	Discretionary Funds	2,500.00	519.46	20.78	
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,200.00	365.00	7.02	
01-05-10-2120-0000	Electricity/Gas	42,284.00	9,430.05	22.30	
01-05-10-2122-0000	Emergency Operations	0.00	-	-	
01-05-10-2124-0000	Water/Sewer	4,450.00	1,049.83	23.59	
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	19,263.06	24.79	
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	527.96	12.66	
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	173.02	8.65	
01-05-10-2270-0000	Legal Expenses	24,000.00	6,000.00	25.00	
01-05-10-2280-0000	Postage	150.00	360.16	240.11	
01-05-10-2290-0000	Maintenance/Building	11,500.00	8,648.00	75.20	
01-05-10-2370-0000	Telephone	2,150.00	505.99	23.53	
01-05-10-2390-0000	Training	1,400.00	575.00	41.07	

September 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 25.00%		
Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-10-3140-0000	Vehicle Services	500.00	116.89	23.38
01-05-10-3330-0000	Materials/Supplies	2,000.00	1,352.35	67.62
01-05-10-3340-0000	Miscellaneous	500.00	693.00	138.60
01-05-10-3350-0000	Office Supplies	3,500.00	1,683.57	48.10
01-05-10-4100-0000	Civil Remediations	1,000.00	-	-
01-05-10-7046-0000	Homeland Security	6,000.00	6,367.36	106.12
01-05-10-8250-0000	Lease/Office Equipment	2,700.00	651.72	24.14
Administration Total		536,810.57	139,456.49	25.98

September 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 25.00%		
Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	828.82	33.15
01-05-11-1000-0000	Salary	183,131.14	41,338.31	22.57
01-05-11-1001-0000	Overtime	1,000.00	150.76	15.08
01-05-11-1010-0000	Payroll Taxes	18,313.00	3,094.13	16.90
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	-	-
01-05-11-1050-0000	Banking Services	40,000.00	7,288.31	18.22
01-05-11-2050-0000	Audit	55,000.00	-	-
01-05-11-2071-0000	Computer Operations	17,350.00	3,775.03	21.76
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	49.98	6.25
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	8,325.78	24.33
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	352.45	9.75
01-05-11-2181-0000	Workers Compensation Insurance	975.00	1,033.05	105.95
01-05-11-2280-0000	Postage	1,500.00	1,092.48	72.83
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	379.73	26.19
01-05-11-2390-0000	Training	1,500.00	280.00	18.67
01-05-11-3340-0000	Miscellaneous	0.00	-	-
01-05-11-3350-0000	Office Supplies	3,000.00	2,467.06	82.24
Finance Total		390,316.14	81,442.83	20.87

September 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 25.00%		
Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-15-1000-0000	Salary - Council	7,200.00	1,549.95	21.53
01-05-15-1010-0000	Payroll Taxes	680.00	164.72	24.22
01-05-15-2071-0000	Computer Operations	4,850.00	1,217.66	25.11
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	115.36	23.07
01-05-15-2500-0000	Council Reimbursements	250.00	-	-
Council Total		16,880.00	3,237.59	19.18

September 2025 Council Finance Report

EXPENSE				STRAIGHT LINE =		25.00%
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	211,792.93	21.05		
01-05-20-1001-0000	Overtime	30,000.00	15,338.57	51.13		
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	15,540.00	22.99		
01-05-20-1003-0000	Holiday	26,600.00	2,800.00	10.53		
01-05-20-1010-0000	Payroll Taxes	38,440.00	6,393.66	16.63		
01-05-20-1020-0000	Police Pension Expense	141,530.00	24,781.37	17.51		
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	615.28	24.61		
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	4,772.00	19.09		
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 Budget		
01-05-20-2122-0000	Emergency Operations	0.00	-	No Budget		
01-05-20-2160-0000	Insurance-Business	53,875.00	23,461.32	43.55		
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	33,677.36	20.76		
01-05-20-2180-0000	Insurance-Life/Disability	19,696.00	2,170.21	11.02		
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	53,718.60	108.09		
01-05-20-2280-0000	Postage	500.00	88.51	17.70		
01-05-20-2290-0000	Building Maintenance	6,000.00	7,198.25	119.97		
01-05-20-2300-0000	Equipment Contracts	15,500.00	4,474.08	28.87		
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	-		
01-05-20-2320-0000	Maintenance - Vehicle	15,000.00	4,386.08	29.24		
01-05-20-2331-0000	Medical Costs	2,500.00	310.00	12.40		
01-05-20-2350-0000	Seized Vehicle Expenses	0.00	-	No Budget		
01-05-20-2360-0000	Evidence Processing Cost	1,500.00	-	-		
01-05-20-2370-0000	Telephone	13,075.00	3,453.06	26.41		
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	813.17	27.11		
01-05-20-2390-0000	Training	6,500.00	1,764.02	27.14		
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	6,092.47	20.31		
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-	-		

September 2025 Council Finance Report

EXPENSE			STRAIGHT LINE = 25.00%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized
01-05-20-3330-0000	Materials/Supplies	8,000.00	2,406.01	30.08
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	-
01-05-20-3350-0000	Office Supplies	3,500.00	352.35	10.07
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	No Budget
01-05-20-3400-0000	Uniforms	5,000.00	589.55	11.79
01-05-20-3401-0000	Uniforms Cleaning	500.00	-	-
01-05-20-7510-0000	Grant Award Passthrough	0.00	-	No Budget
01-05-20-8250-0000	Lease/Office Equipment	3,900.00	651.72	16.71
Public Safety		1,858,005.00	440,047.43	23.68

September 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 25.00%	
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	-	-	-
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	670.26	19.15	
01-05-25-2160-0000	Insurance - Business	250.00	214.23	85.69	
01-05-25-2280-0000	VAC - Postage	1,850.00	209.09	11.30	
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	1,093.58	1.04	

September 2025 Council Finance Report

EXPENSE			STRAIGHT LINE =		25.00%
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	35,147.33	23.47	23.47
01-05-30-1001-0000	Overtime	3,000.00	696.09	23.20	23.20
01-05-30-1010-0000	Payroll Taxes	14,972.00	2,814.85	18.80	18.80
01-05-30-1025-0000	Employee Longevity Benefit	3,109.00	-	-	-
01-05-30-2070-0000	Contracted Professional Services	35,000.00	7,862.00	22.46	22.46
01-05-30-2071-0000	Computer Operations	14,950.00	3,442.99	23.03	23.03
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	49.02
01-05-30-2161-0000	Insurance - Auto	3,010.00	1,641.26	54.53	54.53
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	52,407.00	7,471.18	14.26	14.26
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	465.78	14.14	14.14
01-05-30-2181-0000	Insurance - Workers Compensation	2,187.00	2,410.45	110.22	110.22
01-05-30-2280-0000	Postage	1,500.00	844.49	56.30	56.30
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	923.15	57.70	57.70
01-05-30-2370-0000	Telephone	2,500.00	610.45	24.42	24.42
01-05-30-2390-0000	Training	1,000.00	-	-	-
01-05-30-3140-0000	Gas - Vehicles	1,000.00	216.55	21.66	21.66
01-05-30-3330-0000	Materials/Supplies	500.00	41.99	8.40	8.40
01-05-30-3340-0000	Miscellaneous	200.00	75.00	37.50	37.50
01-05-30-3350-0000	Office Supplies	3,000.00	760.78	25.36	25.36
01-05-30-3400-0000	Uniforms	1,000.00	291.99	29.20	29.20
Code Total		318,226.95	77,345.97	24.31	24.31

September 2025 Council Finance Report

EXPENSE			STRAIGHT LINE =		25.00%
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-40-1000-0000	Salary	180,139.23	37,914.08	21.05	
01-05-40-1001-0000	Overtime	4,300.00	297.16	6.91	
01-05-40-1010-0000	Payroll Taxes	18,515.00	2,828.65	15.28	
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	630.00	67.96	
01-05-40-2071-0000	Computer Operations	7,915.00	3,254.62	41.12	
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	-	
01-05-40-2120-0000	Electricity/Gas	2,150.00	454.65	21.15	
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	233.70	27.49	
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	11,065.45	16.45	
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	466.84	11.54	
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	434.25	43.43	
01-05-40-2300-0000	Maintenance - Equipment	8,300.00	6,560.21	79.04	
01-05-40-2320-0000	Maintenance-Vehicle	10,000.00	1,358.68	13.59	
01-05-40-2370-0000	Telephone	1,040.00	578.44	55.62	
01-05-40-2390-0000	Training	2,000.00	-	-	
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	1,529.15	23.53	
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	460.51	6.58	
01-05-40-3340-0000	Miscellaneous	250.00	50.00	20.00	
01-05-40-3350-0000	Office Supplies	100.00	2.59	2.59	
01-05-40-3400-0000	Uniforms	3,200.00	614.74	19.21	
Public Works Total		476,900.23	103,958.86	21.80	

September 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 25.00%	
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	4,221.70	18.36	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	66,720.00	12,720.00	19.06	
01-05-47-2115-0000	Public Events	23,332.00	3,730.64	15.99	
01-05-47-3252-0000	Park Management	9,825.00	1,317.91	13.41	
	Parks and Recreation Total	99,877.00	17,768.55	17.79	
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	-	-	

September 2025 Council Finance Report

EXPENSE			STRAIGHT LINE = 25.00%	
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	-	-

ARPA COUNCIL REPORT AT SEPTEMBER 30, 2025

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

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	12,090.00	12,090.00	0.00
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00
07-05-10-1000-0008	Town Hall Sterilization Supplies (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	214,855.58	(63,536.87)
07-05-10-1000-0013	Stormwater Projects (Taylor Tract at Silverbrook Drive, Taylor Rd, and Southern Road Drainage Improvements)	921,289.81	29,475.41	(891,814.40)
07-05-10-1000-0014	Street Maintenance	221,026.24	182,013.16	(39,013.08)
07-05-10-2070-0000	Bank Service Fees	0.00	6,498.07	6,498.07
07-05-10-2270-0000	Legal Services	0.00	0.00	0.00
	Total ARPA Budget/Expenditures	\$ 2,915,964.41	\$ 1,928,098.13	\$ (987,866.28)

ARPA FUND BALANCE (Total Grant Revenue less Expenses at 8/31/25)	\$ 987,866.28
Available Fund Balance - Considering \$6,498.07 Expense Adjustment for Bank Fee Reimb	\$ 994,364.35

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

FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE		
<i>There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting</i>		
07-05-10-2070-0000	ARPA BANK SERVICE FEES	6,498.07

TOWN OF ELSMERE TRANSFER TAX REPORT

September 1st, 2025 through September 30th, 2025

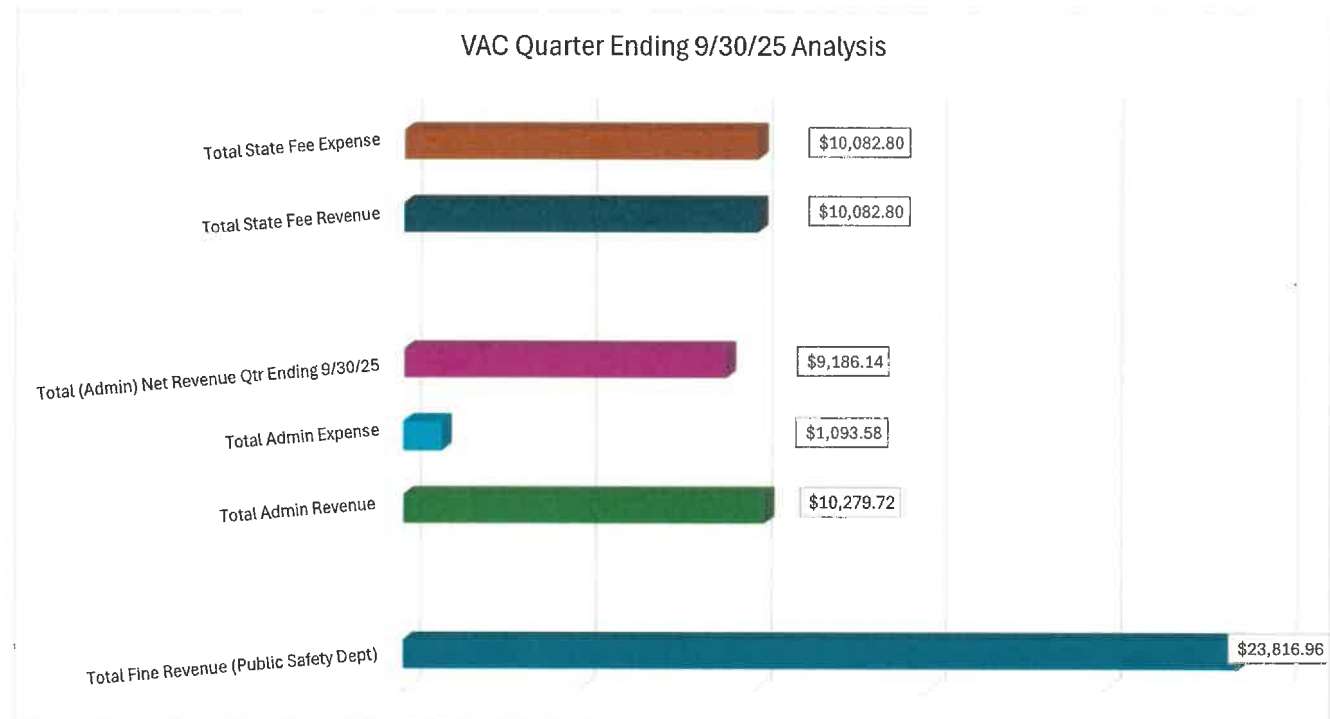
Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
9/3/25	Property: 1336 Cypress Ave Grantor(s): Damarose Property Development Group LLC Grantee(s): Leticia Reza Hernandez 1336 Cypress Ave Wilmington, DE 19805 Parcel # 1900400-205 Brockstedt Mandalas Federico LLC	\$250,000.00	\$3,750.00
9/4/25	Property: 16 Richard Ave Grantor(s): Sondra Swain Grantee(s): Nina Buck 16 Richard Ave Wilmington, DE 19805 Parcel # 1900200-076 Ward & Taylor LLC	\$345,000.00	\$5,175.00
9/4/25	Property: 3 Rigdon Rd Grantor(s): Robert H Finney, Beneficiary & P.R. Grantee(s): Park Place Enterprises LLC 18 Holly Drive New Castle, DE 19720 Parcel # 1900100-221 The Malmberg Firm LLC	\$147,500.00	\$2,212.50
9/5/25	Property: 130 Birch Ave Grantor(s): Kelly Diaz. Grantee(s): KYD Properties, LLC -Series 5 200 Bellevue Parkway, Suite 415 Wilmington, DE 19809 Parcel # 1900400-579 Settlement Works, LLC		Exempt under 30 Del. C §5401
9/5/25	Property: 315 Olga Rd Grantor(s): Patricia McNeese Grantee(s): High Five Investments, LLC 3056 Old County Rd Newark, DE 19702 Parcel # 1900100-064 Law Office of James P Curran Jr.	\$155,000.00	\$2,325.00

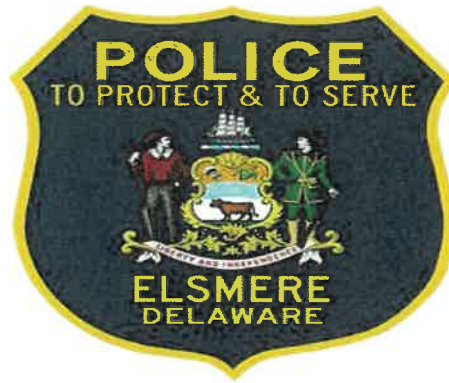
9/11/25	Property: 906 Kirkwood Hwy Grantor(s): Frec IV, LLC Grantee(s): Diamond State Housing LLC 800 S Scott Street Middletown, DE 19709 Parcel # 1900400-556 Law Office of Vance A Funk.	\$160,000.00	\$2,400.00
9/11/25	Property: 200 Olga Rd Grantor(s): VPR PROPERTY MANAGEMENT LLC Grantee(s): Isaiah Daniel Vega 222 7 th Avenue Wilmington, DE 19805 Parcel # 1900100-185 Law Office of Joseph Meyer, LLC	\$370,000.00	\$5,550.00
9/17/25	Property: 1311 Sycamore Ave Grantor(s): SHATTERED LLC Grantee(s): Melisa Castaneda Castano 623 Homestead Rd Wilmington, DE 19805 Parcel # 1900800-024 Brian Frederick Funk PA	\$245,000.00	\$3,675.00
9/22/25	Property: 305 Rosemont drive Grantor(s): GARCIA GABINO RAMIREZ Grantee(s): Mireya Ledezma Rojas 1102 Greystone Lane. Apt 2A Newark, DE 19711 Parcel # 1900500-333 Brian Frederick Funk PA	\$280,000.00	\$4,200.00
9/23/25	Property: 35 Tamarack Ave Grantor(s): DENARDO NICHOLAS J & SUSAN E Grantee(s): Susan Denardo & Nicholas Denaro, Trustees 35 Tamarack Ave Wilmington, DE 19805 Parcel # 1900400-772 Dimichele Law LLC		Exempt under 30 Del. C §5401

9/25/25	Property: 8 Poplar Ave Grantor(s): MCFARLANE WOODROW S Grantee(s): Craig S McFarlane 8 Poplar Ave Wilmington, DE 19805 Parcel # 1900400-035 Law Office of Vance A Funk, PA		Exempt under 30 Del. C §5401
9/29/25	Property: 239 Locust Ave Grantor(s): INTEGRITY PROP SOL LLC AND ROSE PROPERTY MANAGEMENT LLC Grantee(s): DeArtis M Chase 239 Locust Ave Wilmington, DE 19805 Parcel # 1900400-341 WARD & TAYLOR LLC	\$267,000.00	\$4,005.00
9/30/25	Property: 1315 Maple Ave Grantor(s): CALLOWAY BRANDON T & KRYSTAL Grantee(s): Aida Iris Charriez 1315 Maple Ave Wilmington, DE 19805 Parcel # 1900800-053 Settlement Works LLC	\$215,000.00	\$3,225.00
TOTAL			\$36,517.50

VAC Quarterly Analysis 7/1/25-9/30/25

Total Fine Revenue (Revenue recognized in the Public Safety Dept Budget)	\$ 23,816.96
Total Admin Revenue	\$ 10,279.72
Total State Fee Revenue (Wash with Expense)	\$ 10,082.80
Total VAC Revenue at 9/30/25	\$ 44,179.48
Total State Fee Expense (Wash with Revenue)	\$ 10,082.80
Total Other Expenses for the VAC (Supplies/Postage/IT/Insurance etc.)	\$ 1,093.58
Total VAC Expense at 9/30/25	\$ 11,176.38





Elsmere Bureau of Police

Monthly Report

September 2025

Nature of Violation	
Radar/Lidar summons	81
Traffic enforcement (non-speed)	65
Traffic Warnings	35
Seatbelt Violations	12
Parking Violations	0
Cell Phone Violations	8
DUI's	0
Criminal Arrests	18
Wanted Persons	0
Crime Prevention Checks	4
Community Contacts	0
Total Statistics	223

Voluntary Assessment Violations: **151**

Mandatory Appearance Violations: **16**

EPD Service Calls
September 2025

Nature of Complaints	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Dist. 6	TOTALS	Out of Dist.
911 Hang-ups	0	0	0	0	2	0	2	0
Accidents	0	3	0	0	3	5	11	0
Alarms	7	0	0	1	1	1	10	0
Alcohol Violations	0	0	0	0	0	0	0	0
Animal Complaint(s)	0	1	0	1	0	0	2	0
Assaults	0	1	0	1	0	0	2	0
Assist Other Agency	3	1	1	1	0	0	6	29
Assist Fire Board	2	2	0	1	2	0	7	0
Burglaries	0	0	0	0	0	0	0	0
Check On the Welfare	2	1	1	2	5	1	12	0
Civil	0	0	0	0	0	0	0	0
Criminal Contempt	0	0	0	0	0	0	0	0
Criminal Mischief	0	0	0	1	0	0	1	0
Death Investigation	1	0	0	0	0	0	1	0
Disabled Vehicles	2	2	1	0	0	1	6	0
Disorderly Conduct	1	0	1	0	5	2	9	0
Domestic Disputes	1	2	5	3	5	1	17	0
Domestic w/Weapon(s)	0	0	0	0	0	0	0	0
Drug Violations	1	0	0	0	0	1	2	0
Drunk Complaint	0	0	0	0	1	1	2	0
Endangering the Welfare	0	0	0	0	0	0	0	0
Fights	0	0	0	0	0	0	0	0
Found Property	0	0	0	0	0	0	0	0
Fraud & Conspiracy	1	0	0	0	0	0	1	0
Fugitive Apprehensions	0	0	0	0	1	0	1	0
Graffiti	0	0	0	0	0	0	0	0
Harassments	0	0	1	0	0	1	2	0
Homicide	0	0	0	0	0	0	0	0
Injured/Sick Person	0	0	0	0	0	0	0	0
Loitering	0	0	0	0	0	0	0	0
Loud Radio/Party	5	0	0	0	2	3	10	0
Menacing	0	0	0	0	0	0	0	0
Mental Person(s)	1	0	0	0	0	0	1	0
Misc. investigations	0	0	0	1	0	1	2	0
Missing Person(s)	0	0	0	0	0	0	0	0
Neighbor Dispute	0	0	0	0	0	0	0	0
Noise Complaint	3	1	0	0	1	0	5	0
Offensive Touching	0	0	0	0	0	0	0	0
Open Door/Window	0	0	0	0	0	0	0	0
Overdose	0	0	0	0	0	0	0	0
Parking Complaints	3	2	1	1	3	0	10	0
PFA Service	0	0	0	0	0	0	0	0
Prevent Breach of Peace	0	1	1	2	1	3	8	0
Property Checks	3	1	1	1	2	1	9	0
Public Relations	1	2	0	0	3	2	8	0
Reckless Endangering	0	0	0	0	0	0	0	0
Resisting Arrest	0	0	0	0	1	1	2	0
Robbery	0	0	0	0	1	0	1	0
Sex Crimes	0	0	0	0	0	0	0	0
Stolen M.V./Unauth Use	0	0	0	0	0	0	0	0
Suicide/Overdose	0	0	2	1	2	0	5	0
Suspicious Person/Vehicle	1	3	1	0	1	1	7	0
Terroristic Threatening	1	0	1	1	1	2	6	0
Thefts	0	0	0	2	0	2	4	0
Town Code Violation(s)	0	0	0	0	0	0	0	0
Traffic Service	1	0	1	0	0	0	2	0
Transports	0	0	0	0	0	0	0	0
Trespassing	1	0	0	0	2	1	4	0
Warrant Attempt	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0
TOTALS	41	23	18	20	45	31	178	29



Public Works Department
Monthly Report
September 2025

Roadways:

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

- Potholes/Sinkholes on the following streets:
 - 2 potholes on Chestnut Ave
 - 1 pothole on G Street
- Replace/Remove/Installed Signs as requested:
 - 927 Dover Ave - installed anchor plate and handicap signage
 - Deeded Parking Spaces:
 - 288 Filbert Ave (Lot #59)
 - 132 Birch Ave (Lot# 151)
 - 101 Birch Ave (Lot # 252)
 - 910 Baltimore Ave (Lot # 168)
 - 1228 Maple Ave – repainted blue curbing

NPDES:

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

- A Street
- B Street
- C Street
- Colonial Ave
- D Street
- E Street
- G Street,
- S. Gray Ave
- H Street
- Hadco Rd
- M Street
- N Street
- O Street
- Q Street
- Rodman Rd
- Y Street

Building Maintenance:

The following repairs were completed:

- Framing of Elsmere Police Department's Tranquility Room.
- Trim work on both newly installed side doors.
- Began removal of the basement window grates out front of Town Hall to prepare for window installation (1 of 6 removed).
- New windows delivered to Town Hall and secured in a monitored area to ensure safety and security.

Parks:

- Sprayed weed killer along all the weeds outside and inside of the baseball fields, under the bleachers, and fence line at Fairgrounds Park to prepare for the Fall Festival.
- Sprayed weed killer at Vilone Parks baseball fields, and under the bleachers.

Abatements:

- Shut down and secured the warehouse next to Brandywine Auto Parts. Locked and anchored steel to reinforce security from side entry door, bolted down garage doors, and installed lock on the back door in the warehouse for security measures.

Events:

- Thank You Ride & Ceremony commemorating Lt. Shelton and his service on 9/11/2025.

Training:

- None

General:

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

- Moved salt spreaders out of the shop area to a location easiest to be serviced by the Town's mechanic.
- The Dump Truck, plow, and salt spreader were obtained by First State Towing.
- Assembled new table in Council Chambers.
- Moved furniture in Police Department in preparation for painters.
- Secured and prepped for the incoming storms at Town Hall, the Police Department, and at Elsmere Library.

Submitted By: Anthony DiSanto

Date: October 1, 2025



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

Stormwater Project:

- Vilone Village and Dogwood Hollow Drainage Improvement RFP has been extended October 10th due to the fact that the bid includes three different project areas, and the amount of detail that needs to be included in the bid. This is a large complex project, and I want to avoid as many change orders as possible. The project as a whole should take about three months from start to completion.
- The stormwater project at Taylor and Silverbrook has begun, and Guardian started performing bore sampling testing for utilities depths. All structures have been released for production. All preform cast basin and piping were received by the contractor and this project will be fully underway in about a week.
- 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 savings was due to him not having to perform an extensive amount of undercutting that was originally anticipated. The engineer and I discussed the savings and agreed that it is enough to pave Boulevard Road. This is in the 5-year Street Repair/Replacement Program and is in poor condition.
- **The Partial Street Repairs** – the Partial Street Repairs RFP was not issued due the number of RFP's already put out. Once the other three projects are in motion, we will turn our attention to it. The funding for this project will come from MSA funds, and I have confirmed 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 curb work is completed, and contractor will start the milling on Monday, October 6th and should completely finish around October 15th, weather permitting. The streets include:
 - Sycamore Ave (1400 Blk)
 - Ruth Rd (Unit Blk)
 - Seneca Rd
 - Baltimore Ave (600 Blk)
- **Rosemont Dr. and Taylor Rd** – This project is complete, now it is being reported that there are some folks speeding through this intersection.

EECBG Grant

- We have made our submission for reimbursement and are awaiting those funds. The second part of the grant is funding for technical assistance in regard to energy efficiency issues with our building. Once the windows are installed, we will hire a consultant to start the energy-efficiency technical work.

Town Hall Windows:

- The windows are onsite and scheduled for installation on October 13th, if not sooner. In the meantime, some of the grates on the exterior windows are being removed and we are exploring powder coating them and then reinstalled.

Town Hall Bathroom:

- Bids are in hand for the Bathroom Renovation Project. This is being funded through the Reinvestment Fund, sponsored by Senator Mantzavino. The project includes some level of renovation to 5 bathrooms throughout Town Hall and installation of a heater in the Public Works bathroom. All renovations will be done to ADA compliant specifications.

Park Project:

- **Maple Park Redesign** – Met with Paoli Services and he informed me that he will begin milling of the parking the week of October 6th.
- **The surveillance camera at Maple Park** – The camera has been received, and AdvanTech is in coordination with Delmarva for use of their pole in the park. Anticipated installation is October 16th. The camera is cloud based and AdvanTech will hold a training session for the staff on how to access the data.
- **ORPT Grant Application** – We have met with One In The Sun Solar Lights Company to walk the Patty Blevins Walking Path at night to make sure the light will not be a problem to the residents bordering the walkway. We are currently waiting for the final specifications of the lights from the contractor. Once those are received, construction can begin.
- **Maple Park Playground** - We received a check from our insurance carrier in the amount of \$44,570.00. We received the quote from Global Playgrounds for \$45,570.00 and the difference is

our deductible. Global Playgrounds will be here any day now that they finished their other projects.

Meetings:

- Met with the Police Chief and Impact Life personnel about the CJC Grant and their planned Trunk or Treat event.
- Joined in on a conference call with CloudScale regarding support issues and conditions of our server and laptops.
- Spoke to an Arborist about a potentially problematic tree in Vilone Park that sits close to the property line of a home in Oak Hill. The owner of the home did not feel comfortable with the tree and felt the tree could fall on their home. As such, it was determined that the tree was dead and should be removed. Later in the month, Storbert Tree Company cut down the tree, removing the threat.
- Spoke to Sean O'Neill about the upcoming Comprehensive Plan Update and some of the tools we need to complete the update.
- Met with DTI and CloudScale in reference to our server and the proposal that was submitted by CloudScale for the firewall.
- Met with Dominic Serpe regarding his taxes and tax payment plan.
- Code and I had a meeting with a resident about potential code violations.
- Code Officer Bowers and I met at Town Hall on Sunday morning to inspect the Sober Living facility located at 412 New Road, which was supposed to be out of operation. We found no one at the property that day. Although Tuesday, the Code Department received notice from the Sober Living Manager that 6 new tenants were now living in the property. We contacted the owner who assured us that he filed at JP Court to have company that operates the Sober Living facility removed. We are awaiting his documentation.
- Attended the September Board of Adjustment meeting.

Other Items:

- Signed up for DSHA's Disaster Housing Preparedness TA Pilot Program.
- Joined the WILMAPCO Sidewalk Gap Analysis - Advisory Committee.
- Met with a Sound Engineer in regard to Council Chambers audio. We had a second meeting, now and we are waiting for his revised quote.
- Had a sprinkler system company come in to provide us with a quote to install sprinklers for the basement area. With Impact Life's lease ending, we are exploring the improvements needed to have a Day Care center leasing the space. Although we have quite a bit of interest from other businesses.

Submitted By: Steven Martin

Date: October 2, 2025