

**TOWN OF ELSMERE
COUNCIL MEETING MINUTES**
November 13, 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: None

APPROVAL OF MINUTES:

Minutes of the October 9, 2025 Council Meeting

ACTION: A motion was made by Councilman Henry to approve the minutes of the October 9, 2025 Council Meeting with no corrections. The motion was seconded by Councilwoman Jensen.

VOTE: 7-0 **All in Favor** **Motion Carried**

Minutes of the October 27, 2025 Special Council Meeting.

ACTION: A motion was made by Councilman Holloway to approve the minutes of the October 27, 2025 Special 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:

A special presentation in honor of Veterans Day.

At this time, Mayor Personti invited the Councilmembers to the front of the room and asked Retired Major General Francis D. Vavala, who was present at the meeting, to join them for a surprise tribute, recognizing the General's dedication and service. She continued by reading the tribute aloud for the record.

***"HONORING THE DEDICATION AND SERVICE OF RETIRED U.S. ARMY NATIONAL GUARD
MAJOR GENERAL FRANCIS D. VAVALA***

WHEREAS, Francis D. "Frank" Vavala, a native of the Town of Elsmere, dedicated nearly five decades of his life to serving his community, state, and nation as a member of the Delaware National Guard; and

WHEREAS, Major General Vavala began his military career in 1967 as a Private in the Delaware Army National Guard and, through hard work, leadership, and steadfast commitment, rose to the position of Adjutant General, serving with distinction from 1999 until his retirement in 2017; and

WHEREAS, during his remarkable tenure, he became Delaware's longest-serving Adjutant General, leading the Delaware National Guard through times of war, peace, and domestic emergencies, ensuring the safety and readiness of its soldiers, airmen, and their families; and

WHEREAS, Major General Vavala worked tirelessly to improve the lives of service members, spearheading initiatives such as the "War on Hunger" program and championing the development of the Major Joseph R. "Beau" Biden III National Guard/Reserve Center in New Castle; and

WHEREAS, his leadership extended beyond Delaware, serving as President of the Adjutants General Association of the United States and Chairman of the Board of the National Guard Association of the United States, where he advocated nationally for the role and resources of the National Guard; and

WHEREAS, even after his retirement from military service, Major General Vavala continued to serve, supporting veterans through his work at Delaware Technical Community College and being appointed by President Joseph R. Biden, Jr. to the USO Board of Governors; and

WHEREAS, the Town of Elsmere takes great pride in calling Major General Vavala one of its own, recognizing that his lifelong commitment to service reflects the very best of our community's values of honor, sacrifice, and dedication to the greater good.

NOW, THEREFORE, the Mayor and Council of the Town of Elsmere, hereby recognize retired Major General Francis D. Vavala for his outstanding service, extraordinary leadership, and absolute dedication to the Citizens of Delaware and the United States of America; and

FURTHERMORE, that in recognition of his lifelong achievements and as a source of pride for our community, the Town of Elsmere hereby names Retired Major General Francis D. Vavala a Hometown Hero, with a banner to be proudly displayed on Kirkwood Highway.

HONORED BY THE MAYOR AND COUNCIL OF THE TOWN OF ELSMERE, THIS 13th DAY OF NOVEMBER 2025.”

At this time, a Hometown Hero banner was presented and unveiled to Major General Vavala, which was accompanied by a round of applause.

Mayor Personti stated this was long overdue and congratulated him once again.

Major General Vavala expressed appreciation for the tribute and noted he initially believed he was attending tonight's meeting to honor the late Ray Firmani. He shared his surprise upon seeing many familiar faces present. He recognized several colleagues, friends, and family members in attendance, including Colonel Tim Hoyles, Colonel Jamie Walhart, Colonel Jeff Stoll, Major General Jim Benson, Major Ciro Poppiti, his children Nick and Ann, former Secretary of Labor John "Mickey" McMahon, Dr. Bob Andrzejewski, Nello Paoli, and Chaplain Colonel Andy Werner and his wife Rebecca.

Major General Vavala thanked all those who supported him throughout his career, stating that any accomplishments attributed to him were made possible by those around him. He expressed heartfelt gratitude for being recognized in his hometown.

Introduction of First and Second Reading of Ordinance 686.

An ordinance transferring the Recreation Local Services Function from New Castle County to the Town of Elsmere.

Finance Director Valarie Strzempa stated that while filing for a routine credit with New Castle County, she identified that the Town never allocated a credit for recreation events, which the Town has always held. When inquiring this with the County, it was determined that we are eligible to try for this credit, however, to do that, we are required to pass an ordinance, which will be presented to the County no later than December 19th, since it must be put through the County by ordinance as well.

Finance Director Valarie Strzempa further explained for those who may not be aware, the Local Service Fund Budget Credits are put towards our residents' County tax bills that are discounted due to services that Elsmere provides. Categories on that report, just for general knowledge, are Police, Park Lands, and Code Enforcement, different services the Town provides in lieu of the County not having to do it. It is her hopes that this will be an additional credit which would provide further credit to our taxpayers.

ACTION: A motion was made by Councilwoman Jensen to approve the First and Second reading of Ordinance 686. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0 All in Favor Motion Carried

Consideration of approving the 2026 Holiday Schedule.

ACTION: A motion was made by Councilwoman Jensen to approve the 2026 Holiday Schedule. The motion was seconded by Councilman Reinbold.

VOTE: 7-0 All in Favor Motion Carried

Consideration of awarding a contract in response to RFP 25-06 for the Vilone Village – Dogwood Hollow Stormwater Project.

Town Manager Steven Martin stated that there were two bidders for this RFP. The first was Guardian Environmental Services and their bid was \$595,192. The second bidder was Paoli Services, whose bid was \$656,850. Town Manager Steven Martin added that Paoli was able to identify multiple items within the RFP that were not on the drawings in the bid package, and we shared that with the other bidder, who then increased his bid to cover those additional costs and the contracts are now comparable.

Mayor Personti asked what projects Guardian has performed so far?

Town Manager Steven Martin replied that Guardian is currently doing the Silverbrook Tract and the Patty Blevins Walkway.

ACTION: A motion was made by Councilwoman Jensen a motion to award a contract in response to RFP 25-06 for the Vilone Village – Dogwood Hollow Stormwater Project to Guardian Environmental Services in the amount of \$595,192.00. The motion was seconded by Councilman Henry.

VOTE: 7-0 **All in Favor** **Motion Carried**

Consideration to hire outside police officers to assist with security for the Holiday Parade.

Chief Giles stated that as of now, there are only six officers that are able to work the upcoming Holiday Parade, when typically there are ten. With the state of our society now, there will be a drone operator that will be monitoring the area. However, we will need extra people, especially down New Road to move barricades. The stretch between Sanders Road and down to the VA Hospital, it becomes very congested, with the amount of parade attendees and traffic with having Kirkwood Highway split it would be wise to have extra officers.

Mayor Personti asked which line item the cost of having extra officers would be coming from?

Finance Director Valarie Strzempa stated there is a designated line for the Holiday Parade. There may need to be a line item transfer for the cost in the future if need be.

Mayor Personti asked if there is an estimated cost for the extra officers?

Chief Giles stated that typically, the officers are paid \$95 per hour and she intends to reach out to smaller agencies first, such as the Town of Newport and Delaware City and only ask for no more than four officers.

It was then determined that no action is needed on this agenda item at this time.

DEPARTMENTAL REPORTS:

Code Enforcement

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

- Councilwoman Jensen thanked the department for their work in her district.

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 Public Works Department, specifically Acting Public Works Supervisor Anthony DiSanto for their work on the Restorative Room. She then invited everyone to tour the room after the meeting and announced that the room will be dedicated to Lt. Gregg Shelton.
- Mayor Personti then complimented the department on their work apprehending the suspects that were stealing vehicles.

Public Works

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

- Mayor Personti thanked the department for their work on Veterans Park and getting it cleaned in preparation for Veterans Day.
- Councilwoman Jensen asked how the most recent Clean Sweep program went.
- Acting Supervisor Anthony DiSanto replied that it went well, there was only one vehicle that was not moved due to a flat tire. However he requested the Code Department to respond and tag it for tow, but the leaf removal process was a success.
- Councilwoman Jensen also thanked the department for installing the new G Street sign.
- Councilman Ellison thanked the department for all their work filling a large amount of potholes throughout Vilone Village.
- Town Manager Steven Martin complimented Acting Supervisor Anthony DiSanto on his hard work during his interim period and stated he is doing a great job.

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 \$2.5 million Congressional Direct Spending request, sponsored by Sen. Blunt Rochester and Sen. Chris Coons, remains under consideration.
- Mayor Personti thanked the Town Staff for the Fall Festival and Spooktacular events held during the month.
- Town Manager Steven Martin added that a special thanks should be given to Administrative Assistant Katherine Pierce and Administrative Assistant to the Town Manager Scott Allen on

their work for the events.

- Councilman Ellison stated there was a significant pothole on Richard Avenue. The pothole was promptly addressed by Acting Supervisor Anthony DiSanto and the Public Works Department. Following an incident involving a resident, the Town Manager, Mayor, and staff collaborated on a repair plan, which was implemented swiftly. The repair has been very effective, and several residents have expressed their appreciation for the prompt response.

STATEMENTS BY THE MAYOR AND COUNCIL:

Mayor Personti stated that since the last meeting, Councilwoman Jensen and herself met with Mr. Domenick Paoli to review ongoing issues experienced over the past few years. During the discussion, it was clarified that one previously referenced project delay was caused by the Town's engineer, not Mr. Paoli's business. Mayor Personti stated she believes the meeting was productive, and she is optimistic about continued collaboration with Mr. Paoli in the future.

Councilwoman Jensen added that it was a very good meeting and feels the air was cleared. She reiterated that Domenick is very willing and wants to continue working with the Town. She believes an agreement was made that, moving forward, lines of communication on both sides could use some improvement.

Mayor Personti also stated that some members of Council took advantage of the festivities last month to do outreach for the Comprehensive Plan, which was successful. They spoke to a lot of young families and provided information about the Comprehensive Plan. She was very pleased with the feedback that was received. Mayor Personti also reported the outreach to the Planning Commissioners as well.

Mayor Personti then stated that there will be training for our newest Planning Commission members since there are four new Commissioners on the committee.

Mayor Personti stated that the Planning Commission meeting will still be the first Tuesday in December. While there will be no petitions heard at this meeting, the focus will be on the Comprehensive Plan. She encouraged everyone to attend that meeting.

ADJOURNMENT:

ACTION: A motion was made by Councilman Henry to adjourn. The motion was seconded by Councilwoman McDaniel.

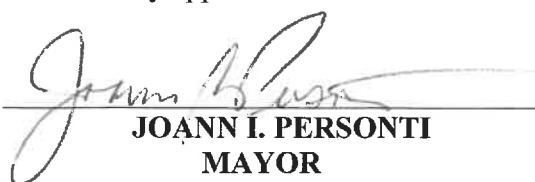
VOTE:

7-0

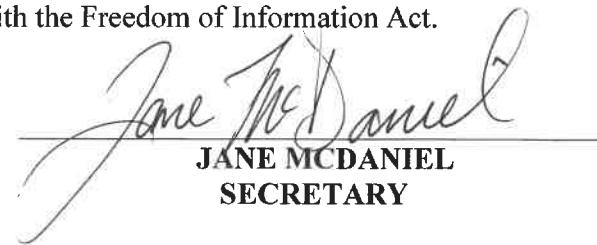
All in Favor

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 October 2025 - AMENDED

Citations:

Issued: 77 Corrected: 57 Fines Issued: 7 Pending: 13

Council Districts:

1st District	8
2nd District	21
3rd District	14
4th District	12
5th District	8
6th District	14

Issued this calendar year: 583

Permit Fees:

Town Fees issued:	\$	3,155.10
BIU Billed:	\$	1,774.00
Town Revenue:	\$	1,381.10

BIU Billed CYTD:	\$	24,379.50
Town Revenue CYTD:	\$	14,712.95

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

Current Nuisance Properties:

- 916 Dover Avenue – 2nd or Subsequent Occurrence
- 231 Linden Ave
- 1330 Maple Ave

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:

- 1228 Sycamore Avenue – High Grass and Weeds
- 1228 Maple Avenue – High Grass and Weeds

Pre-Rental Inspections Performed

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

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

Total 11

Petitions Heard

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

- 25-11: 405 Old Dupont Rd. – Build new building due to fire. (Approved by PC)
- 26-02: 1306 Kirkwood Hwy – Open mechanic shop (Tabled by PC)
- 26-04: 502 Baltimore Ave – Appeal Public Nuisance fee (Denied by BOA)

Permits Processed

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

Total 26

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	F & J Builders	General Contractor
N/A	N/A	Mill Run Builders	General Contractor
N/A	N/A	Guardian Fence Co	Fence Contractor
N/A	N/A	Garozzo-Scimeca Construction	General Contractor
N/A	N/A	Terminix Int'l	Pest Control
N/A	N/A	Emergency Service Restoration	General Contractor
N/A	N/A	Daniel Pugliese	Rental Units
N/A	N/A	Lasako & Company	General Contractor
N/A	N/A	Naranjo Handyman LLC	General Contractor
N/A	N/A	360 Construction Inc	General Contractor
N/A	N/A	Delaware Realty Management	Property Management

Total: 11 Out of Town, 0 In Town

Rental Licenses Processed

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

PROPERTY ADDRESS	TYPE
119 Bungalow Avenue	Residential

Total: 1 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>
10	0

Notable Projects Pending

The Town's Window replacement in the Code Enforcement Office has been completed.

Departmental Update:

On Saturday October 18, 2025, the Code Enforcement Office worked the Fall Festival and Friday October 24, 2025, Nicole Facciolo worked the Spooktacular event.

Submitted By: *Denise Cardani* Date: 11/06/2025

Re-Submitted By: *Nicole Facciolo* Date: 11/12/2025

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
10/1/2025	2117-1 Seneca Rd.	Residential	1
10/2/2025	10 Elsmere Blvd	Residential	1
10/10/2025	2700-E202 Eastwood Rd	Apartment	1
10/14/2025	2702-D301 Eastwood Rd	Apartment	1
10/20/2025	2125-1 Seneca Rd	Residential	1
10/22/2025	506-1 Junction St	Residential	6
10/27/2025	119 Bungalow Ave	Residential	4
10/27/2025	225 Bungalow Ave	Residential	4
10/27/2025	104-F1 Chestnut Rd	Apartment	5
10/27/2025	7-F4 Parklynn Ct	Apartment	5
10/28/2025	1407-4 Sycamore Ave	Apartment	5

Permits Processed

Property Location	Permit Type	Issue Date	Council District
12 ALFRED AVE	HVAC	10/2/2025	6
1343 MAPLE AV	BUILDING	10/2/2025	4
101 FILBERT AV	BUILDING	10/6/2025	2
3 RIGDON RD	BUILDING	10/6/2025	6
3 RIGDON RD	PLUMBING	10/6/2025	6
29 BRIER AVE	BUILDING	10/10/2025	1
29 BRIER AVE	ELECTRIC	10/10/2025	1
29 BRIER AVE	HVAC	10/10/2025	1
1300 KIRKWOOD HY	BUILDING	10/10/2025	4
41 ELSMERE BLVD	BUILDING	10/10/2025	1
235 BIRCH AVE	BUILDING	10/10/2025	3
314 OSBORNE RD	HVAC	10/14/2025	1
700 BALTIMORE AVE	BUILDING	10/14/2025	2
36 ELSMERE BLVD	BUILDING	10/16/2025	1
113 N DUPONT RD	BUILDING	10/20/2025	6
8 HALL AVE	PLUMBING	10/21/2025	6
8 HALL AVE	ELECTRIC	10/21/2025	6
8 HALL AVE	BUILDING	10/21/2025	6
700 BALTIMORE AV	BUILDING	10/22/2025	2
700 BALTIMORE AV	BUILDING	10/27/2025	2
218 TAMARACK AVE	BUILDING	10/29/2025	3
1471 SPRUCE AV	BUILDING	10/30/2025	5
300 SOUTHERN RD	BUILDING	10/30/2025	1
113 WESTERN AVE	BUILDING	10/30/2025	2
1341 CYPRESS AVE	HVAC	10/30/2025	4
110 JEFFERSON AVE	BUILDING	10/30/2025	5

October 2025 Monthly Citation Report

Violation Id	Property Location	Ordinance Id 1	Ordinance 1 Descript	Violation Date Officer
V2600205	1206 KIRKWOOD HWY	IPMC12-308.1	Garbage / rubbish	10/1/2025 M.Bowers
V2600206	1331 SYCAMORE AV	IPMC12-308.1	Garbage / rubbish	10/1/2025 M.Bowers
V2600207	1331 SYCAMORE AV	IPMC12-301.2	Responsibility - Safe conditions of the structure an	10/1/2025 M.Bowers
V2600208	254 FILBERT AVE	IPMC12-302.4	High grass / weeds	10/2/2025 M.Bowers
V2600209	16 ELSMERE BLVD	IPMC12-302.4	High grass / weeds	10/2/2025 M.BOWERS
V2600210	2131 SENECA RD	IPMC12-302.4	High grass / weeds	10/2/2025 M.BOWERS
V2600211	2129 SENECA RD	IPMC12-302.4	High grass / weeds	10/2/2025 M.Bowers
V2600212	906 KIRKWOOD HY	CH 145 2ND	Repeat Public Nuisance - 2nd or subsequent occu	10/2/2025 N. Facciolo
V2600213	1228 SYCAMORE AVE	CH 145	Repeat Public Nuisance Property	10/2/2025 N. Facciolo
V2600214	262 BIRCH AVE	IPMC12-302.4	High grass / weeds	10/3/2025 M.Bowers
V2600215	904 KIRKWOOD HWY	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dis	10/3/2025 M.Bowers
V2600216	904 KIRKWOOD HWY	IPMC12-308.1	Garbage / rubbish	10/3/2025 M.Bowers
V2600217	900 KIRKWOOD HWY	IPMC12-302.4	High grass / weeds	10/6/2025 M.Bowers
V2600219	900 KIRKWOOD HWY	60-7	Failure to obtain a permit or license	10/6/2025 M.BOWERS
V2600220	900 KIRKWOOD HWY	PC320-5	Waste Water Disposal	10/6/2025 M.BOWERS
V2600221	702 KIRKWOOD HY	IPMC12-302.4	High grass / weeds	10/6/2025 M.BOWERS
V2600222	704 KIRKWOOD HY	IPMC12-302.4	High grass / weeds	10/6/2025 M.BOWERS
V2600223	1014 DOVER AVE	COD127-4	Dumping of yard waste and refuse.	10/7/2025 M.Bowers
V2600224	1348 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	10/7/2025 M.Bowers
V2600225	1330 MAPLE AVE	IPMC12-302.4	High grass / weeds	10/7/2025 M.Bowers
V2600226	1330 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	10/7/2025 M.Bowers
V2600227	1338 MAPLE AVE	IPMC12-302.4	High grass / weeds	10/7/2025 M.Bowers
V2600228	200 FILBERT AVE	IPMC12-302.4	High grass / weeds	10/9/2025 M.Bowers
V2600229	1333 MAPLE AVE	IPMC12-302.4	High grass / weeds	10/9/2025 M.Bowers
V2600230	129 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	10/9/2025 M.Bowers
V2600231	36 ELSMERE BLVD	COD192-9	Permits (Dumpsters/PODS)	10/10/2025 M.Bowers
V2600232	36 ELSMERE BLVD	60-7	Failure to obtain a permit or license	10/10/2025 M.Bowers
V2600233	1303 KIRKWOOD HWY	IPMC12-106.3	Failure to comply	10/15/2025 M.Bowers
V2600234	2 POPLAR AVE	IPMC12-304.7	Roof / Gutters / Downspouts	10/15/2025 M.Bowers
V2600235	312 OLGA RD	IPMC12-302.4	High grass / weeds	10/16/2025 N. Facciolo
V2600236	309 OLGA RD	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600237	141 OLGA RD	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600238	135 OLGA RD	225-8-U	Parking Surfaces	10/16/2025 N. Facciolo
V2600239	133 OLGA RD	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600240	133 OLGA RD	IPMC12-302.4	High grass / weeds	10/16/2025 N. Facciolo
V2600241	9 GAMBLE AVE	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600242	900 NEW RD	IPMC12-302.4	High grass / weeds	10/16/2025 N. Facciolo
V2600243	915 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600244	913 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600245	913 S GRANT AVE	IPMC12-302.4	High grass / weeds	10/16/2025 N. Facciolo
V2600246	911 S GRANT AVE	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600247	107 N DUPONT RD	IPMC12-308.1	Garbage / rubbish	10/16/2025 N. Facciolo
V2600248	107 N DUPONT RD	IPMC12-304.13	Window / skylight / door frame	10/16/2025 N. Facciolo
V2600249	1 BUNGALOW AVE	IPMC12-302.4	High grass / weeds	10/17/2025 M.Bowers
V2600250	249 LINDEN AVE	IPMC12-302.4	High grass / weeds	10/17/2025 M.Bowers
V2600251	249 LINDEN AVE	IPMC12-308.1	Garbage / rubbish	10/17/2025 M.Bowers
V2600252	243 LINDEN AVE	IPMC12-302.4	High grass / weeds	10/17/2025 M.Bowers
V2600253	916 DOVER AVE	IPMC12-308.1	Garbage / rubbish	10/22/2025 M.Bowers
V2600254	916 DOVER AVE	187-2B5	Trash Collection	10/22/2025 M.Bowers
V2600255	931 DOVER AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dis	10/22/2025 M.Bowers
V2600256	931 DOVER AVE	IPMC12-302.4	High grass / weeds	10/22/2025 M.Bowers
V2600257	272 BIRCH AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dis	10/22/2025 M.Bowers
V2600258	1335 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	10/23/2025 M.Bowers
V2600259	1329 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	10/23/2025 M.Bowers
V2600260	103 WASHINGTON AVE	IPMC12-308.1	Garbage / rubbish	10/23/2025 M.Bowers
V2600261	111 CHESTNUT AV	IPMC12-304.14	Screen for window	10/23/2025 M.Bowers
V2600262	112 WASHINGTON AVE	IPMC12-308.1	Garbage / rubbish	10/24/2025 M.Bowers
V2600263	112 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	10/27/2025 M.Bowers
V2600264	274 BIRCH AV	IPMC12-302.3	Sidewalks and driveways	10/27/2025 M.Bowers
V2600265	11 SPRUCE AVE	IPMC12-302.4	High grass / weeds	10/28/2025 M.Bowers
V2600266	106 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	10/28/2025 M.Bowers
V2600267	921 DOVER AVE	IPMC12-308.1	Garbage / rubbish	10/28/2025 M.Bowers
V2600268	1100 ELM AVE	225-8U-1	225-8(U)#1: All areas within the Town, where cars	10/28/2025 M.Bowers
V2600269	1012 KIRKWOOD HWY	IPMC12-302.1	Sanitation of property	10/28/2025 M.Bowers

V2600270	1012 KIRKWOOD HWY	IPMC12-308.1	Garbage / rubbish	10/28/2025 M.Bowers
V2600271	.931 DOVER AVE	COD127-4	Dumping of yard waste and refuse.	10/28/2025 M.Bowers
V2600272	17 ALVIL RD	60-7	Failure to obtain a permit or license	10/29/2025 M.Bowers
V2600273	17 ALVIL RD	IPMC12-308.1	Garbage / rubbish	10/29/2025 M.Bowers
V2600274	17 ALVIL RD	225-8U-1	225-8(U)#1: All areas within the Town, where cars	10/29/2025 M.Bowers
V2600275	16 ALVIL RD	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dis	10/29/2025 M.Bowers
V2600276	40 ELSMERE BL	225-8U-1	225-8(U)#1: All areas within the Town, where cars	11/3/2025 M.Bowers
V2600277	215 LINDEN AVE	225-8U-1	225-8(U)#1: All areas within the Town, where cars	11/3/2025 M.Bowers
V2600278	217 LINDEN AVE	225-8U-1	225-8(U)#1: All areas within the Town, where cars	11/3/2025 M.Bowers
V2600279	231 LINDEN AVE	IPMC12-308.1	Garbage / rubbish	11/3/2025 M.Bowers
V2600280	1330 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	11/4/2025 M.Bowers
V2600281	25 OLGA RD	IPMC12-308.1	Garbage / rubbish	11/4/2025 M.Bowers
V2600282	1332 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	11/4/2025 M.Bowers
V2600283	1332 MAPLE AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dis	11/4/2025 M.Bowers
V2600284	1304 KIRKWOOD HY	225-8U-1	225-8(U)#1: All areas within the Town, where cars	11/5/2025 M.Bowers
V2600285	1304 KIRKWOOD HY	IPMC12-308.1	Garbage / rubbish	11/5/2025 M.Bowers
V2600286	2100 RODMAN RD	IPMC12-302.4	High grass / weeds	11/5/2025 M.Bowers
V2600287	111 CHESTNUT AV	IPMC12-308.1	Garbage / rubbish	11/5/2025 M.Bowers
V2600288	1 RICHARD AVE	IPMC12-308.1	Garbage / rubbish	11/5/2025 M.Bowers
V2600289	916 DOVER AVE	CH 145 2ND	Repeat Public Nuisance - 2nd or subsequent occu	11/5/2025 M.Bowers
V2600290	231 LINDEN AVE	CH 145	Repeat Public Nuisance Property	11/5/2025 M.Bowers
V2600291	1330 MAPLE AVE	CH 145	Repeat Public Nuisance Property	11/5/2025 M.Bowers



TOWN OF ELSMERE
DEPARTMENT OF FINANCE
MONTHLY REPORT – OCTOBER 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
 - Delinquent Tax Bills were mailed on 10/21/25 (Penalties for delinquent accounts were posted on 10/17/25; this allowed property owners a 17 day grace period after the tax deadline of 9/30/25).
 - Total taxes received during the month: \$106,213.43
 - Total penalties and interest received during the month: \$4,130.18
 - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
 - 9 active and current payment plans at 10/31/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
 - Collected \$35,850.00 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. Superior Court requested more information 10/9/25; Met with Jim Landon and the Town Manager to discuss. Jim to prepare response letter 10/31/25 and possibly inquire on another settlement option with the defendant's attorney.
- 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.
 - Quarterly Fiscal Reports filed for Federal Grants
 - New Federal Grant set-up in Edmunds
 - EPD OT spreadsheet updated as it relates to OT Grants
- 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.
 - Account Clerk performed analysis on Offit Kurman billing relative to A/P of the Sheriff Sale properties
- Pension/Retirement Plan Management/
 - State Pension paperwork and contribution processing as necessary
 - Attended Empower cyber security/retirement security webinar
- VAC State reimbursement for fines collections processed for quarter ending 9/30/25.
- Tax/Assessment Related
 - Property analysis on assessed value performed as needed for discussion with property owners
 - NCC Appeals updates/review of NCC correspondence as it relates to Town properties

- Local Service Function Credit application/annual report processed, I identified that the Town was not requesting a recreational credit for the public events we provide. I included this in the report, and an Ordinance will need to be in place and sent to NCC no later than 12/19/25.
 - Reviewed transfer properties around the time of tax bill issuance vs. current tax delinquency
 - Lareta (Servicer) Collection Survey completed
- FY 2024-2025 Audit, currently in progress
 - The Auditors officially began our Audit 10/27/25; I am continuing to work with the Auditors on any/all requests.
 - Both the Account Clerk and I worked Sunday 10/26/25 to organize and provide all electronic documentation requested by the Auditors so that this would not hinder the day to day operations in the department.
- M&T Account Management/Fraud Review, met with our account representative to discuss protections in place on our accounts.
- Processed Deeds for the Town
 - Dropped documents off for Fed Ex/UPS delivery
- Met with the Code Enforcement Department and Admin to discuss RFP/Vendors/Business licensing process
- Completed FOIA requests for the Finance Department
- The Department worked the Fall Festival, Spooktacular and Trunk or Treat this month.

Submitted By: Valarie Strzempa, Finance Director

Date: 10/31/25

October 2025 Council Finance Report

COUNCIL REPORT AT OCTOBER 31, 2025

REVENUE	BUDGET	CASH RECEIVED	OVER/(UNDER) BUDGET	
Administration	157,286.00	47,868.08	(109,417.92)	30.43%
Finance	3,845,491.14	3,144,960.00	(700,531.14)	81.78%
Public Safety	339,500.00	44,744.51	(294,755.49)	13.18%
Code Enforcement	428,650.00	262,805.94	(165,844.06)	61.31%
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	28,234.91	(121,765.09)	18.82%
Reimbursable Expenses	93,738.00	24,765.34	(68,972.66)	26.42%
Total General Fund	5,032,365.14	3,609,846.55	(1,422,518.59)	71.73%
EXPENSE	BUDGET	CASH EXPENDED	(OVER)/UNDER BUDGET	
Administration	536,810.57	199,858.30	336,952.27	37.23%
Finance	390,316.14	128,865.57	261,450.57	33.02%
Council Operations	16,880.00	4,337.34	12,542.66	25.70%
Public Safety	1,858,005.00	641,870.77	1,216,134.23	34.55%
Code Enforcement	318,226.95	116,325.86	201,901.09	36.55%
Public Works	476,900.23	138,583.41	338,316.82	29.06%
Sanitation	855,996.00	285,265.24	570,730.76	33.33%
Parks & Recreation	99,877.00	82,273.07	17,603.93	82.37%
Voluntary Assessment Center	105,149.00	11,419.55	93,729.45	10.86%
Reimbursable Expenses	22,000.00	1,875.20	20,124.80	0.00%
Long Term Planning Current Year	329,204.25	0.00	329,204.25	0.00%
Long Term Planning Prior Year*	1,017,825.85	0.00	1,017,825.85	0.00%
Long Term Planning Total	1,347,030.10	-	1,347,030.10	0.00%
NPDES	23,000.00	5,757.70	17,242.30	25.033%
Total General Fund	5,032,365.14	1,616,432.01	3,415,933.13	32.121%
Total All Expenditures**	6,303,190.99	1,679,766.71	4,623,424.28	26.65%
STRAIGHT LINE =	33.3333%		Contingency Total	247,662.33

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

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

October 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 33.33%			Variance Explanation	
Account Id	Description	Adopted	YTD Cash	Over/[Under] Budget	% Realized	
01-00-00-0000-0000	GENERAL FUND	-	-	-	-	
01-01-10-00201-0000	Accounts Receivable - Returned Checks	-	-	-	-	
01-04-00-00001-0000	Future Year's Tax Receipts	-	-	-	-	
01-04-00-00002-0000	Future Year's 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	Variance Explanation
01-04-10-0013-0000	Invoice Overpayment Account	-	-	-	-	
01-04-10-0110-0000	Other Income- Administration	4,000.00	489.03	(3,510.97)	12.23	
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	23,919.05	(33,486.95)	41.67	
01-04-10-0120-0002	Rental Income-Basement (Impact Life)	88,500.00	21,000.00	(67,500.00)	23.73	Pending Qtr End 9/30/25 Reimbursement
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	2,400.00	(4,800.00)	33.33	
01-04-10-08511-0000	Gain on Sale of Fixed Assets	-	-	-	-	
Administration Total		157,286.00	47,868.08	(109,417.92)	30.43	
Account Id	Description	Adopted/Amended	YTD Cash	Over/[Under] Budget	% Realized	Variance Explanation
01-04-11-00001-0000	Real Estate Taxes	3,283,391.14	2,966,742.76	(316,648.38)	90.36	* Amended Budget at 9/11/25 Council Meeting
01-04-11-00001-4STL	Original Rev Account used for Spec Tax	-	-	-	-	
01-04-11-00001-STLIC	Special Tax Assessment-Current Year	70,000.00	12,996.43	(57,003.57)	18.57	
01-04-11-00001-STLP	Special Tax Assessment-Prior Years	-	-	-	-	
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	7,916.83	(12,083.17)	39.58	
01-04-11-0011-0000	Interest Income	60,000.00	16,175.20	(43,824.80)	26.96	
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	Verizon Issues Quarterly / Comcast Annually (April)
01-04-11-0090-0000	Transfer Taxes	340,000.00	133,774.82	(206,225.18)	39.35	
01-04-11-0110-0000	Other Income - Finance	100.00	-	(100.00)	0.00	
01-04-11-0110-0001	Other Income - Returned Check Fee	-	-	-	-	
01-04-11-0111-0000	Lien Fee - Delinquent Taxes	-	-	-	-	
Finance Total		3,845,491.14	3,144,960.00	(700,531.14)	81.78	

October 2025 Council Finance Report

REVENUE						STRAIGHT LINE = 33.33%					
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation					
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	39,259.51	(185,740.49)	17.45						
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	1,740.00	(6,260.00)	21.75						
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	3,375.00	(12,625.00)	21.09						
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 *New 9/2025	-	-	-	-						
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	119.00	(881.00)	11.90						
01-04-20-0151-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0.00						
Public Safety Total		339,500.00	44,744.51	(294,755.49)	13.18						
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	14,235.31	(60,764.69)	18.98						
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	13,999.60	(61,000.40)	18.67						
01-04-25-0110-0000	VAC - Other Income	-	-	-	-						
VAC Total		150,000.00	28,234.91	(121,765.09)	18.82						
01-04-30-0020-0000	Permit Fees	61,500.00	27,896.85	(33,603.15)	45.36						
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	-						
01-04-30-0021-0000	Code Violations (Total)	31,500.00	5,059.09	(26,440.91)	16.06						
01-04-30-0021-0001	Code Violations - Citation Invoked	-	1,60.00	-	-						
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	47,150.00	(26,850.00)	63.72						
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	182,350.00	(72,650.00)	71.51						
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	100.00	(200.00)	33.33						
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	262,805.94	(165,844.06)	61.31						
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	Scrap Metal						
01-04-40-08511-0000	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						

October 2025 Council Finance Report

REVENUE					STRAIGHT LINE = 33.33%			Variance Explanation	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized				
Parks/Recreation									
01-04-47-0136-0000	Other Income - Events/Doncaster/Parks	Adopted	YTD Cash	Over/(Under) Budget	% Realized				
01-04-47-0136-0001	Other Income - Doncaster	-	-	-	-	100.00	Funds Rec'd 9/5/25		
01-04-47-0136-0002	Other Income - Donations	5,000.00	5,000.00	-	-	(1,000.00)	0.00		
01-04-47-0136-0003	Other Income - Fall Festival	1,000.00	-	-	-				
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				
Reimbursable									
01-04-70-0130-0002	Reimbursable- Code Engineering Costs	Adopted	YTD Cash	Over/(Under) Budget	% Realized				
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	2,235.00	-	2,235.00	0.00	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-0135-0000	Reimbursable- Sheriff Sale / Legal Fees	-	-	-	-	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-0135-0000	Reimbursable- Leasees Utilities (Impact)	25,000.00	4,858.26	7,399.14	19.43	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-0137-0000	Reimbursable- EPD Training Agreement	6,000.00	1,500.00	(4,500.00)	25.00	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-0142-0000	Reimbursable- Extra Duty	500.00	40.00	(100.00)	80.00	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	8,000.00	1,105.00	(6,895.00)	13.81	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	7,541.00	2,455.12	(5,085.88)	32.56	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-2070-0003	Reimbursable- Maple Walk Republic Costs	19,606.00	6,383.28	(13,222.72)	32.56	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-2070-0004	Reimbursable- Parklyn Republic Costs	17,215.00	5,608.56	(11,606.44)	32.58	Reimbursable to the exact expense. At times this can cross FY's.			
01-04-70-2330-0001	Reimbursable- Landfill Fees	100.00	-	(100.00)	0.00	Reimbursable to the exact expense. At times this can cross FY's.			
Reimbursable Expenses (Revenue)		93,798.00	24,765.34	(36,961.78)	26.42				

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
			Expenditure Curr	% Realized	
Administration Department					
01-01-10-0005-0000	Payroll Clearing Account	0.00	-	0	
01-01-10-0250-0000	Prepaid Insurance	0.00	-	0	
01-01-10-0270-0000	Prepaid Expenses	0.00	-	0	
01-01-10-0502-0000	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	75,447.74	34.74	
01-05-10-1001-0000	Overtime	1,000.00	87.09	8.71	
01-05-10-1010-0000	Payroll Taxes	21,715.00	5,540.90	25.52	
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	1,068.80	26.72	
Pension Expenses					
01-05-10-1075-0001	Pension Expenses - Employee Plan	0.00	-	-	
01-05-10-1075-0002	Pension Expenses - Secondary Police Plan	0.00	-	-	
01-05-10-1075-0003	Pension Expenses - Original Police Plan	0.00	-	-	
01-05-10-2060-0000	Contributions	5,000.00	-	-	
Contracted Professional Services					
01-05-10-2070-0001	CPS General Code Update	3,000.00	2,136.00	71.20	
01-05-10-2070-0002	CPS Elevator Maintenance	1,525.00	1,560.00	100.00	
01-05-10-2070-0003	CPS Fire & Security Monitoring	1,100.00	840.00	76.36	
01-05-10-2070-0004	CPS Pest Control Services	500.00	200.00	40.00	
01-05-10-2070-0005	CPS Comprehensive Plan Update	12,500.00	-	-	
01-05-10-2070-0006	CPS HVAC Maintenance Contract	3,500.00	3,370.00	95.71	
01-05-10-2070-0007	CPS HR Connection - Benefits Software	0.00	-	-	
01-05-10-2070-0008	CPS Fire Extinguisher Inspections	1,300.00	-	-	
01-05-10-2070-0009	CPS Non-Contracted Services	5,500.00	445.00	8.00	
01-05-10-2070-0010	CPS Town Engineers	1,500.00	-	-	
01-05-10-2070-0011	CPS Telephone System Maintenance	250.00	-	-	
01-05-10-2070-0012	CPS iSolved - Timekeeper Software	2,070.00	517.50	25.00	
01-05-10-2070-0013	CPS Drinking Water Town Hall	250.00	93.22	37.28	
01-05-10-2070-0014	CPS Comcast Cable TV	564.00	195.40	34.54	
Computer Operation					
01-05-10-2071-0001	IT Contracts	11,670.00	3,379.39	30.35	
01-05-10-2071-0002	IT Software	7,600.00	7,813.95	104.56	
01-05-10-2071-0003	IT Maintenance Operations	100.00	-	-	
01-05-10-2071-0004	IT Upgrades	1,000.00	5.00	0.50	
01-05-10-2071-0005	IT Internet Costs	1,300.00	400.32	30.25	
01-05-10-2081-0000	Discretionary Funds	2,500.00	734.70	29.39	

October 2025 Council Finance Report

EXPENSE		Description	Adopted Budget	Expended Curr	% Realized	STRAIGHT LINE =	33.33%	Variance Explanation / Notes
01-05-10-2100-0000	Dues/Subscriptions/Meetings		5,200.00	690.00	13.27			
01-05-10-2100-0001	Dues Expense		4,200.00	100.00				
01-05-10-2100-0002	Meeting Expense		500.00	350.00				
01-05-10-2100-0003	Subscription Expenses		500.00	240.00				
01-05-10-2120-0000	Electricity/Gas	42,284.00	11,831.19	27.98				
01-05-10-2120-0001	Delmarva-5500-6161-537-Gas-(11 Poplar)	2,320.00	686.13					
01-05-10-2120-0002	Delmarva-5500-0543-573-Bier-(non-MSA)	2,690.00	870.40					
01-05-10-2120-0005	Delmarva-5500-6161-941-Electric(19 pop)	16,651.00	5,032.84					
01-05-10-2120-0008	Delmarva-5500-6161-131-HVAC Supply acct	20,623.00	5,241.82					
01-05-10-2122-0000	Emergency/Operations	0.00	-					
01-05-10-2124-0000	Water/Sewer	4,450.00	1,741.89	39.14				
01-05-10-2124-0001	Water - Town Hall	2,350.00	748.65					
01-05-10-2124-0002	Sewer - Town Hall	2,100.00	993.24					
01-05-10-2160-0000	Insurance - Business	33,460.00	22,903.12					
01-05-10-2161-0000	Insurance - Auto	0.00	-					
01-05-10-2170-0000	Insurance - Health/Dental/Vision/life	77,597.00	25,922.59	33.36				
01-05-10-2170-0001	Insurance - Health	77,697.00	25,871.11					
01-05-10-2170-0002	Insurance - Dental	0.00	(36.08)					
01-05-10-2170-0003	Insurance - Vision	0.00	(7.30)					
01-05-10-2170-0004	Insurance - AEIAC	0.00	-					
01-05-10-2170-0005	Insurance - Colonial Life	0.00	94.86					
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	703.19					
01-05-10-2181-0000	Workers Compensation	1,125.00	1,239.66					
01-05-10-2266-0000	Legal/Published Notices	2,000.00	299.62					
01-05-10-2270-0000	Legal Expenses	24,000.00	6,000.00	25.00				
01-05-10-2270-0001	Legal - Code Issues	0.00	-					
01-05-10-2270-0002	Legal - Litigation	0.00	-					
01-05-10-2270-0003	Legal - Police Issues	0.00	-					
01-05-10-2270-0004	Legal - Tax Issues	0.00	-					
01-05-10-2270-0010	Legal - Town Issues	24,000.00	6,000.00					
01-05-10-2270-0011	Legal - Other Expenses	0.00	-					
01-05-10-2270-0012	Legal - Sheriff Sale Costs	0.00	-					
01-05-10-2280-0000	Postage	150.00	365.15					
01-05-10-2290-0000	Maintenance/Building	11,500.00	11,245.91	97.79				
01-05-10-2290-0001	Bldg - General Repairs	7,500.00	9,164.96					
01-05-10-2290-0002	Bldg - General Upkeep	1,500.00	138.95					
01-05-10-2290-0003	Bldg - Improvement Projects	2,500.00	1,942.00					
01-05-10-2370-0000	Telephone	2,150.00	679.35	31.60				
01-05-10-2370-0001	Telephone - Cell Phone Expenses	550.00	157.83					
01-05-10-2370-0002	Telephone - Landline Expenses	1,600.00	521.52					
01-05-10-2390-0000	Training	1,400.00	575.00					

October 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 33.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Variance Explanation / Notes
01-05-10-3140-0000	Vehicle Services	500.00	234.82	46.96	
01-05-10-3140-0001	Town Manager Gas Account	500.00	234.82		
01-05-10-3330-0000	Materials/Supplies	2,000.00	1,461.58	73.08	Recommend Line Item Transfer; Hometown Hero Banner; Veterans Bricks; Council Polo Shirts/Embroidery
01-05-10-3340-0000	Miscellaneous	500.00	1,172.00	234.40	
01-05-10-3350-0000	Office Supplies	3,500.00	1,721.90	49.20	
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	Code Red Notification Service Contract Increase
01-05-10-8250-0000	Lease/Office Equipment	2,700.00	868.96	32.18	
Administration Department Total		536,810.57	199,858.30	37.23	

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
Finance Department					
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	12,422.80	496.91	
01-05-11-1000-0000	Salary	183,131.14	57,008.44	31.13	
01-05-11-1001-0000	Overtime	1,000.00	296.26	29.63	
01-05-11-1010-0000	Payroll Taxes	18,313.00	4,289.84	23.43	
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	-	-	
01-05-11-1050-0000	Banking Services	40,000.00	9,894.09	24.74	
01-05-11-1050-0001	Banking Services - General Checking	40,000.00	6,610.38		
01-05-11-1050-0002	Banking Services - General MM	0.00	954.14		
01-05-11-1050-0003	Banking Services - Contingency	0.00	140.00		
01-05-11-1050-0004	Banking Services - Contingency MM	0.00	1,606.59		
01-05-11-1050-0005	Banking Services - State Tx Holding	0.00	58.48		
01-05-11-1050-0006	Banking Services - Due To	0.00	200.00		
01-05-11-1050-0007	Banking Services - Misc	0.00	-		
01-05-11-1050-0008	Banking Services - Long Term Planning	0.00	324.50		
01-05-11-2050-0000	Audit	55,000.00	-	-	
01-05-11-2071-0000	Computer Operations	17,350.00	10,416.30	60.04	
01-05-11-2071-0001	IT Contracts	8,000.00	2,202.04		
01-05-11-2071-0002	IT Software	7,500.00	7,813.94		
01-05-11-2071-0003	IT Maintenance Operations	100.00	-		
01-05-11-2071-0004	IT Upgrades	500.00	-		
01-05-11-2071-0005	IT Internet Costs	1,250.00	400.32		
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	74.97	9.37	
01-05-11-2122-0000	Emergency Operations	0.00	-		
01-05-11-2150-0000	Insurance - Business	22,900.00	15,572.36	69.75	
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	34,216.00	11,261.19	32.91	
01-05-11-2170-0001	Insurance - Health	34,216.00	11,304.43		
01-05-11-2170-0002	Insurance - Dental	0.00	(61.40)		
01-05-11-2170-0003	Insurance - Vision	0.00	(2.64)		
01-05-11-2170-0004	Insurance - AFLAC	0.00	(26.08)		
01-05-11-2170-0005	Insurance - Colonial Life	0.00	46.88		
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	468.89	12.97	
01-05-11-2181-0000	Workers Compensation Insurance	975.00	1,033.05	105.95	
01-05-11-2280-0000	Postage	1,500.00	1,104.27	73.62	
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	511.47	35.27	
01-05-11-2390-0000	Training	1,500.00	1,373.60	91.57	
01-05-11-3340-0000	Miscellaneous	0.00	-		
01-05-11-3350-0000	Office Supplies	3,000.00	2,738.04	91.27	
Finance Department Total		390,316.14	128,865.57	33.02	

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
			Expended Curr	% Realized	
Council Department					
01-05-15-1000-0000	Salary - Council	7,200.00	2,149.93	29.86	
01-05-15-1010-0000	Payroll Taxes	680.00	217.80	32.03	
01-05-15-2071-0000	Computer Operations	4,850.00	1,626.88	33.54	
01-05-15-2071-0001	iPads Expense	3,400.00	1,120.28		
01-05-15-2071-0002	IT Contracts	1,450.00	506.60		
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	152.83	30.57	
01-05-15-2370-0001	Mayor's Cell Phone	500.00	152.83		
01-05-15-2500-0000	Council Reimbursements	250.00	-	-	
Council Department Total		16,880.00	4,337.34	25.70	

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
Public Safety Department					
01-05-20-0025-0000	Police Pension Passthrough - Payments	80,000.00	-	-	
01-05-20-1000-0000	Salary	1,006,253.00	313,813.69	31.19	
01-05-20-1001-0000	Overtime	30,000.00	21,383.73	71.28	Recommend Line Transfer for Budget
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	23,340.00	34.52	
01-05-20-1003-0000	Holiday	26,600.00	2,800.00	10.53	
01-05-20-1010-0000	Payroll/Taxes	38,440.00	9,601.46	24.98	
01-05-20-1020-0000	Police Pension Expense	141,530.00	34,898.32	24.66	
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00	-	-	
01-05-20-2071-0000	Computer Operation	4,000.00	2,511.13	62.78	
01-05-20-2081-0000	Discretionary Fund	2,500.00	934.61	37.38	
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	13,919.67	55.68	
01-05-20-2120-0000	Demarva-5002-4177-235-Camera	700.00	115.29	16.47	
01-05-20-2120-0001	Demarva- 5504-0852-042 101 Baltimore	0.00	378.58	No Budget	Recommend Line Transfer for Budget
01-05-20-2122-0000	Emergency Operations	0.00	-	No Budget	
01-05-20-2160-0000	Insurance-Business	53,875.00	33,215.32	61.65	Quarterly Billing
01-05-20-2161-0000	Insurance-Vehicles	22,000.00	14,081.76	64.01	Quarterly Billing
01-05-20-2170-0000	Insurance - Health/Dental/Vision	162,230.00	49,946.55	30.79	
01-05-20-2180-0000	Insurance-Life/Disability	19,696.00	2,866.75	14.55	
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	53,718.60	108.09	
01-05-20-2280-0000	Postage	500.00	93.13	18.63	
01-05-20-2290-0000	Building Maintenance	6,000.00	18,090.41	301.51	Recommend Line Transfer for Budget
01-05-20-2300-0000	Equipment Contracts	15,500.00	5,367.08	34.63	
01-05-20-2310-0000	Maintenance/Repair	1,000.00	-	-	
01-05-20-2320-0000	Maintenance -Vehicle	15,000.00	11,900.33	79.34	
01-05-20-2320-3501	Vehicle Maintenance 35-01	0.00	59.95		
01-05-20-2320-3502	Vehicle Maintenance 35-02	0.00	702.78		
01-05-20-2320-3503	Vehicle Maintenance 35-03	0.00	210.96		
01-05-20-2320-3504	Vehicle Maintenance 35-04	0.00	-		
01-05-20-2320-3505	Vehicle Maintenance 35-05	0.00	-		
01-05-20-2320-3506	Vehicle Maintenance 35-06	0.00	7,185.71		
01-05-20-2320-3507	Vehicle Maintenance 35-07	0.00	243.26		
01-05-20-2320-3508	Vehicle Maintenance 35-08	0.00	3,033.95		
01-05-20-2320-3509	Vehicle Maintenance 35-09	0.00	-		
01-05-20-2320-3510	Vehicle Maintenance 35-10	0.00	59.95		
01-05-20-2320-3511	Vehicle Maintenance 35-11	0.00	-		
01-05-20-2320-3512	Vehicle Maintenance 35-12	0.00	403.77		
01-05-20-2331-0000	Medical Costs	2,500.00	310.00	12.40	
01-05-20-2330-0000	Seized Vehicle Expenses	0.00	-	No Budget	
01-05-20-2330-0000	Evidence Processing Cost	1,500.00	-	-	

October 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 33.33%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Variance Explanation / Notes
01-05-20-23370-0000	Telephone	13,075.00	4,525.28	34.61	
01-05-20-23370-0001	Telephone - MDT expenses	10,000.00	3,390.62		
01-05-20-23370-2001	Telephone - Landline expenses	3,075.00	1,134.66		
01-05-20-23372-0000	Telephone - Cell phone expenses	3,000.00	1,013.66	33.79	
01-05-20-23390-0000	Training	6,500.00	3,205.82	49.32	
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	8,446.12	28.15	
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-		
01-05-20-33330-0000	Materials/Supplies	8,000.00	9,104.96	113.81	
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-		
01-05-20-3350-0000	Office Supplies	3,500.00	640.01	18.29	
01-05-20-3360-0000	Body Worn Cameras (Reimbursable)	0.00	-	No Budget	SOD Reimbursable Expense
01-05-20-3400-0000	Uniforms	5,000.00	779.55	-	
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	868.96	22.28	
Public Safety Total		1,958,005.00	641,870.77	34.55	

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
			Expended Curr	% Realized	
Voluntary Assessment Center (VAC)					
01-05-25-0000-0001	VAC - Refund of Ticket Payment	-	-	-	-
01-05-25-0000-0002	VAC - State of Delaware Fees	75,000.00	10,082.80	13.44	
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	893.68	25.53	
01-05-25-2160-0000	Insurance - Business	250.00	214.23	85.69	
01-05-25-2280-0000	VAC - Postage	1,850.00	228.84	12.37	
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	11,419.55	10.86	

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
			Expended Curr	% Realized	
Code Enforcement Department					
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	50.00	25.00	
01-05-30-1000-0000	SALARY	149,722.95	52,470.65	35.05	
01-05-30-1001-0000	Overtime	3,000.00	1,945.76	64.86	
01-05-30-1010-0000	Payroll Taxes	14,972.00	4,267.20	28.50	
01-05-30-1025-0000	Employee Longevity Benefit	3,109.00	-	-	
01-05-30-2070-0000	Contracted Professional Services	35,000.00	10,976.00	31.36	BIU Inspection Services Costs
01-05-30-2071-0000	Computer Operations	14,950.00	9,973.58	66.71	
01-05-30-2071-0001	IT Contracts	6,000.00	1,759.28		
01-05-30-2071-0002	IT Software	7,500.00	7,813.94		Civics Plus and Edmunds Contract Increase
01-05-30-2071-0003	IT Maintenance Operations	100.00	-	-	
01-05-30-2071-0004	IT Upgrades	150.00	-	-	
01-05-30-2100-0005	IT Internet Costs	1,200.00	400.36		
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	16,615.06	70.03	Quarterly Billing
01-05-30-2161-0000	Insurance - Auto	3,010.00	2,449.00	81.36	Quarterly Billing
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	52,407.00	10,161.00	19.39	
01-05-30-2170-0001	Insurance - Health	52,407.00	10,046.97		
01-05-30-2170-0002	Insurance - Dental	0.00	74.30		
01-05-30-2170-0003	Insurance - Vision	0.00	(3.02)		
01-05-30-2170-0005	Insurance - Colonial Life	0.00	42.75		
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	619.58	18.81	
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	927.95	61.86	
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	923.15	57.70	
01-05-30-2320-0001	Vehicle Maintenance - Code #1	800.00	-	-	
01-05-30-2320-0002	Vehicle Maintenance - Code #2	800.00	-	-	
01-05-30-2370-0000	Telephone	2,500.00	817.12	32.68	
01-05-30-2370-0001	Telephone - Cell Phone Expenses	1,100.00	305.66		
01-05-30-2370-0002	Telephone - Landline Expenses	1,400.00	511.46		
01-05-30-2390-0000	Training	1,000.00	145.00	14.50	
01-05-30-3140-0000	Gas - Vehicles	1,000.00	357.61	35.76	
01-05-30-3330-0000	Materials/Supplies	500.00	41.99	8.40	
01-05-30-3340-0000	Miscellaneous	200.00	75.00	37.50	
01-05-30-3350-0000	Office Supplies	3,000.00	760.78	25.36	
01-05-30-3400-0000	Uniforms	1,000.00	338.98	33.90	
Code Enforcement Total			318,226.95	116,325.86	36.55

October 2025 Council Finance Report

EXPENSE	Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
				Expendded Curr	% Realized	
Public Works Department						
01-05-40-1000-00000		Salary	180,139.23	52,511.08	29.15	
01-05-40-1001-00000		Overtime	4,300.00	753.73	17.53	
01-05-40-1010-00000		Payroll Taxes	18,515.00	3,946.53	21.32	
01-05-40-1020-00000		Pension Expense	0.00	-	-	
01-05-40-1025-00000		Employee Longevity Benefit	4,100.00	-	-	
01-05-40-2070-00000		Contracted Professional Services	927.00	660.00	71.20	
01-05-40-2074-0000		Computer Operations	7,915.00	3,731.74	47.15	
01-05-40-2071-0001		IT Contracts	4,415.00	1,195.08		
01-05-40-2071-0002		IT Software	1,750.00	1,823.26		
01-05-40-2071-0003		IT Maintenance Operations	0.00	-	-	
01-05-40-2071-0004		IT Upgrades	0.00	-	-	
01-05-40-2071-0005		IT Internet Costs	1,750.00	713.40		
01-05-40-2100-00000		Dues/Subscriptions/Meetings	200.00	-	-	
01-05-40-2120-00000		Electricity/Gas	2,150.00	592.21	27.54	
01-05-40-2121-00000		Heating Oil	7,600.00	-	-	
01-05-40-2122-00000		Emergency Operations	0.00	-	-	
01-05-40-2124-00000		Water/Sewer	850.00	363.92	42.81	
01-05-40-2160-00000		Insurance - Business	38,871.00	19,007.59	48.90	Quarterly Billing
01-05-40-2161-00000		Insurance-Auto	23,632.00	14,081.76	59.59	Quarterly Billing
01-05-40-2170-0000		Insurance - Health/Dental/Vision/Life	67,265.00	14,399.15	21.41	
01-05-40-2170-0001		Insurance - Health	67,265.00	14,548.53		
01-05-40-2170-0002		Insurance - Dental	0.00	(124.86)		
01-05-40-2170-0003		Insurance - Vision	0.00	(36.40)		
01-05-40-2170-0004		Insurance - AFLAC	0.00	-		
01-05-40-2170-0005		Insurance - Colonial Life	0.00	11.88		
01-05-40-2180-00000		Insurance - Life/Disability	4,046.00	601.67	14.87	
01-05-40-2181-00000		Insurance - Workers Compensation	9,500.00	10,468.24	110.19	
01-05-40-2290-00000		Maintenance - Building	1,000.00	569.25	56.93	
01-05-40-2300-00000		Maintenance - Equipment	8,300.00	9,320.21	112.29	Recommend Line Transfer for Budget
01-05-40-2320-0000		Maintenance - Vehicle	10,000.00	2,318.68	23.19	
01-05-40-2320-0PW2		VM - PW/2 (Elgin Street Sweeper - 2019)	2,500.00	1,260.00		
01-05-40-2320-0PW3		VM - PW/3 (F-450 Dump w/Plow - 2010)	0.00	-		
01-05-40-2320-0PW4		VM - PW/4 (F-350 Pick-up w/plow- 2016)	2,500.00	-		
01-05-40-2320-0PW5		VM - PW/5 (F-350 Pick-Up w/plow - 2012)	2,500.00	833.70		
01-05-40-2320-0PW6		VM - PW/6 (F-250 Pick-Up w/plow - 2022)	2,500.00	224.98		

October 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 33.33%		Variance Explanation / Notes
			Expended Curr	% Realized	
01-05-40-2370-0000	Telephone	1,040.00	768.47	73.89	
01-05-40-2370-0001	Telephone - Cell Phones	550.00	611.32		Recommend Line Transfer for Budget
01-05-40-2370-0002	Telephone - Landlines	490.00	157.15		
01-05-40-2390-0000	Training	2,000.00	-	-	
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	1,972.98	30.35	
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	551.41	7.88	
01-05-40-3330-0001	M & S - PW Building	1,300.00	-		
01-05-40-3330-0002	M & S - Equipment	2,500.00	139.96		
01-05-40-3330-0003	M & S - Street Maintenance	1,500.00	195.87		
01-05-40-3330-0004	M & S - Shop Supplies	1,700.00	215.58		
01-05-40-3330-0005	M & S - Abatements	0.00	-		
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	138,583.41	29.06	

October 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 33.33%		Variance Explanation / Notes
Account Id	Description	Adopted Budget	Expended Curr	% Realized		
Sanitation Department						
	Description	Adopted Budget	Expended Curr	% Realized		Variance Explanation
01-05-43-2070-0000	SANITATION	855,796.00	285,265.24	33.33		
01-05-43-2230-0000	Landfill Fees	200.00	-			
	Sanitation Total	855,996.00	285,265.24	33.33		
NPDES Compliance						
	Description	Adopted Budget	Expended Curr	% Realized		Variance Explanation
01-05-45-2010-0000	NPDES Compliance	23,000.00	5,757.70	25.03	* Annual Stormwater License Fee, Sweeper Debris Weight, Oil Spill	

October 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 33.33%		Variance Explanation / Notes	
Account Id	Description	Adopted Budget		Expended Curr % Realized		Variance Explanation / Notes	
Parks and Recreation Department							
	Description						Variance Explanation
	CPS - Landscape Maint for Town Parks	66,720.00		22,255.00		33.36	
01-05-47-2115-0000	Public Events	23,332.00		9,700.75		41.58	
01-05-47-2115-1000	Clean-up Day - Total Expense	1,800.00		0.00			
01-05-47-2115-1010	Clean-up Day - Overtime - Admin Dept	475.00		-			
01-05-47-2115-1011	Clean-up Day - Overtime - Finance Dept	200.00		-			
01-05-47-2115-1020	Clean-up Day - Overtime - Police Dept	0.00		-			
01-05-47-2115-1030	Clean-up Day - Overtime - Code Dept	375.00		-			
01-05-47-2115-1040	Clean-up Day - Overtime - Public Wk Dept	500.00		-			
01-05-47-2115-1050	Clean-up Day - Event Expense	250.00		-			
01-05-47-2115-2000	Non-Budgeted Event - Total Expense	1,990.00		998.01			
01-05-47-2115-2010	Non-Budgeted Event - Overtime - Admin	125.00		356.12			Movie in the Park in July & EPD/Impact Trunk-or-Treat
01-05-47-2115-2011	Non-Budgeted Event - Overtime - Finance	125.00		118.22			Impact Trunk-or-Treat
01-05-47-2115-2020	Non-Budgeted Event - Overtime - Police	0.00		-			
01-05-47-2115-2030	Non-Budgeted Event - Overtime - Code	125.00		-			
01-05-47-2115-2040	Non-Budgeted Event - Overtime - PW	315.00		523.67			Movie in the Park in July
01-05-47-2115-2050	Non-Budgeted Event - Event Expense	1,300.00		-			
01-05-47-2115-3000	Easter Egg Hunt - Total Expense	2,128.00		0.00			
01-05-47-2115-3010	Easter Egg Hunt - Overtime - Admin Dept	100.00		-			
01-05-47-2115-3011	Easter Egg Hunt - Overtime - Finance Dep	64.00		-			
01-05-47-2115-3020	Easter Egg Hunt - Overtime - Police Dept	0.00		-			
01-05-47-2115-3030	Easter Egg Hunt - Overtime - Code Dept	64.00		-			
01-05-47-2115-3040	Easter Egg Hunt - Overtime - Pub Wks Dep	500.00		-			
01-05-47-2115-3050	Easter Egg Hunt - Event Expense	1,400.00		-			
01-05-47-2115-4000	Best Decorated House - Total Expense	425.00		0.00			
01-05-47-2115-4050	Best Decorated Home - Prize Expense	425.00		-			
01-05-47-2115-5000	Halloween Spooktacular - Total Expense	1,100.00		385.93			
01-05-47-2115-5010	Halloween Spooktacular-Overtime- Admin	150.00		106.16			
01-05-47-2115-5011	Halloween Spooktacular-Overtime- Finance	100.00		127.31			
01-05-47-2115-5020	Halloween Spooktacular-Overtime- Police	0.00		-			
01-05-47-2115-5030	Halloween Spooktacular-Overtime- Code	150.00		139.60			
01-05-47-2115-5040	Halloween Spooktacular-Overtime- PW	0.00		-			
01-05-47-2115-5050	Halloween Spooktacular - Event Expense	700.00		12.86			
01-05-47-2115-6000	Holiday Parade - Total Expense	2,200.00		0.00			
01-05-47-2115-6010	Holiday Parade - Overtime - Admin Dept	300.00		-			
01-05-47-2115-6011	Holiday Parade - Overtime - Finance Dept	0.00		-			
01-05-47-2115-6020	Holiday Parade - Overtime - Police Dept	0.00		-			
01-05-47-2115-6030	Holiday Parade - Overtime - Code Dept	250.00		-			
01-05-47-2115-6040	Holiday Parade - Overtime - Pub Wk. Dept	850.00		-			
01-05-47-2115-6050	Holiday Parade - Event Expense	800.00		-			

EXPENSE		Description	Adopted Budget	Expenditure Curr	% Realized	Variance Explanation / Notes
01-05-47-2115-7000		Holiday Tree Lighting - Total Expense	3,405.00	0.00	33.33%	
01-05-47-2115-7010		Tree Lighting - Overtime - Admin Dept	375.00	-	-	
01-05-47-2115-7011		Tree Lighting - Overtime - Finance Dept	250.00	-	-	
01-05-47-2115-7020		Tree Lighting - Overtime - Police Dept	0.00	-	-	
01-05-47-2115-7030		Tree Lighting - Overtime - Code Dept	330.00	-	-	
01-05-47-2115-7040		Tree Lighting - Overtime - Public Works	450.00	-	-	
01-05-47-2115-7050		Tree Lighting - Event Expense	2,000.00	-	-	
01-05-47-2115-8000		Town Yard Sale - Total Expense	200.00	0.00	0.00	
01-05-47-2115-8050		Town Yard Sale - Materials & Supplies	200.00	-	-	
01-05-47-2115-9000		Fall Festival - Total Expense	10,084.00	8,316.81	83%	
01-05-47-2115-9010		Fall Festival - Overtime - Admin Dept	330.00	186.01	-	
01-05-47-2115-9011		Fall Festival - Overtime - Finance Dept	250.00	139.44	-	
01-05-47-2115-9020		Fall Festival - Overtime - Police Dept	0.00	-	-	
01-05-47-2115-9030		Fall Festival - Overtime - Code Dept	706.00	434.66	-	
01-05-47-2115-9040		Fall Festival - Overtime - Public Works	798.00	269.16	-	
01-05-47-2115-9050		Fall Festival - Event Expense	8,000.00	7,287.54	-	
01-05-47-3252-0000		Park Management	9,825.00	50,317.32	512.14	Skewed due to insurance claim/vandalism expense
01-05-47-3252-0001		PM - General Maintenance	1,500.00	437.00	-	
01-05-47-3252-0002		PM - Damage Repairs	500.00	-	-	
01-05-47-3252-0003		PM - New Equipment Purchases	0.00	-	-	
01-05-47-3252-0004		PM - Materials & Supplies	2,000.00	86.52	-	
01-05-47-3252-0005		PM - CPS/Park Restrooms	400.00	-	-	
01-05-47-3252-0006		PM - Veterans Park	250.00	-	-	
01-05-47-3252-0007		PM - Municipal Park (Rt 100/2)	250.00	-	-	
01-05-47-3252-0008		PM - Junction St. Park	0.00	-	-	
01-05-47-3252-0009		PM - Dick Moore Park	625.00	138.92	-	
01-05-47-3252-0010		PM - Dog Park	750.00	138.92	-	
01-05-47-3252-0011		PM - Vilone Park	1,200.00	215.86	-	
01-05-47-3252-0012		PM - Fairgrounds Park	950.00	382.58	-	
01-05-47-3252-0013		PM - Walling Park	200.00	36.88	-	
01-05-47-3252-0014		PM - Bryan Martin Park	0.00	-	-	
01-05-47-3252-0015		PM - Maple Avenue Park	200.00	2,900.00	-	
01-05-47-3252-0016		PM - Water Bibs (Non Park Locations)	500.00	110.64	-	
01-05-47-3252-0017		PM - Vandalism Expenses	500.00	45,870.00	-	Insurance Claim (Rev/Reimbursement 01-04-47-0136-0005; 44,295.00)
Parks and Recreation Total			146,541.00	82,273.07	56.14	Skewed due to insurance claim

October 2025 Council Finance Report

EXPENSE				STRAIGHT LINE = 33.33%		Variance Explanation / Notes						
Account Id	Description	Adopted Budget	Expended Curr	% Realized								
Reimbursable Expenses (Expense)												
Description												
01-05-70-00130-00000	Reimbursable- Code Engineering Costs	1,000.00	-	-	Reimbursable to the exact revenue. At times this can cross FY's.							
01-05-70-0135-00000	Reimbursable- Sheriff Sale Legal Reim.	15,000.00	1,875.20	12.50	Reimbursable to the exact revenue. At times this can cross FY's.							
01-05-70-1011-00000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	-	Reimbursable to the exact revenue. At times this can cross FY's.							
	Reimbursable Expenses (Expense)	22,000.00	1,875.20	8.52								
Long Term Planning Department												
Account Id		Adopted/Amended Budget		Expended Curr		% Realized						
01-05-80-0027-00100	Original Police Pension Plan Allocation	35,750.00	-	-	-	-	-					
01-05-80-0027-00111	Carryover from prior year	-	-	-	-	-	-					
01-05-80-0027-00200	Capital Depreciation Allocation	25,750.00	-	-	-	-	-					
01-05-80-0027-00211	Capital Deprec. Alloc. P/Y Carry Over	164,023.71	-	-	-	-	-					
01-05-80-0027-00400	Infrastructure Maintenance Allocation	53,330.00	-	-	-	-	-					
01-05-80-0027-00411	Infrastructure Maint-P/Y Carry Over	304,640.05	-	-	-	-	-					
01-05-80-0027-00500	Capital Building Allocation	15,750.00	-	-	-	-	-					
01-05-80-0027-00511	Capital Bldg Allocation-P/Y Carry Over	153,530.75	-	-	-	-	-					
01-05-80-0027-00600	Contingency Fund Allocation	10,300.00	-	-	-	-	-					
01-05-80-0027-00700	Future Project Allocation	183,324.25	-	-	*Amended Budget at 9/11/25 Council Meeting							
01-05-80-0027-00711	Future Project Allocation-P/Y Carry Over	165,631.34	-	-	Encumbered 60,984.00 for new PW truck; app'd at 10/9/25 Mtg							
01-05-80-0027-00800	Salary Enhancement Allocation	-	-	-								
01-05-80-0027-00811	Salary Enhancement Allocation- P/Y Carry Over	230,000.00	-	-								
	Long Term Planning Total (Includes P/Y Carry Over)	1,347,030.10	-	-								
	Current Year Budget Total (FY26)	329,204.25	-	-								
	Prior Year (Prior Budget(s) not current)	1,017,825.85	-	-								

ARPA COUNCIL REPORT AT OCTOBER 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 COVID19 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 (Halosil)	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	184,546.94	(736,742.87) 20.03%
07-05-10-1000-0014	Street Maintenance (2024 Street Program)	221,026.24	182,013.16	(39,013.08) 82.35%
07-05-10-2070-0000	Bank Service Fees	0.00	0.00	0.00 0.00%
07-05-10-2270-0000	Legal Services	0.00	0.00	0.00 0.00%
	Total ARPA Budget/Expenditures	\$ 2,915,964.41	\$ 2,083,311.27	\$ (832,653.14)

ARPA FUND BALANCE (Total Grant Revenue less Expenses at 10/31/25)	\$ 832,653.14
Available Fund Balance - Considering \$6,639.68 Expense Adjustment for Bank Fee Reimb	\$ 832,292.82

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

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>	0.00

07-05-10-2070-0000 ARPA BANK SERVICE FEES

*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

6,639.68

TOWN OF ELSMERE TRANSFER TAX REPORTOctober 1st, 2025 through October 31st, 2025

Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
10/2/25	Property: 904 New Road Grantor(s): CORPUS CHRISTI CHURCH INC Grantee(s): JDR Gym LLC 702 Ambleside Drive Wilmington, DE 19808 Parcel # 1900400-804 Young Conaway Stargatt & Taylor LLP	\$1,300,000.00	\$19,500.00
10/2/25	Property: 904 New Road & 912 New Road Grantor(s): CORPUS CHRISTI CHURCH INC Grantee(s): JDR Gym LLC 702 Ambleside Drive Wilmington, DE 19808 Parcel # 1900400-804 Young Conaway Stargatt & Taylor LLP **CROSS ACCESS AND PARKING EASEMENT DECLARATION**		Exempt under 30 Del. C §5401
10/2/25	Property: 1 OAK STREET Grantor(s): MO PROPERTIES LLC Grantee(s): ULTRA CONSTRUSTION LLC PO BOX 1256 MOUNT LAUREL, NJ 08054 Parcel # 1900900-004 THE MATLUCKY FIRM LLC		Exempt under 30 Del. C §5401
10/6/25	Property: 300 B and O Lane Grantor(s): SANFRAN REALTY COMPANY LLC Grantee(s): Adam & Anna Winiarska Jakobowski 109 Rockland Circle Wilmington, DE 19803 Parcel # 1900800-376 Ward & Taylor LLC	\$620,000.00	\$9,300.00

10/15/25	<p>Property: Easterly Right-of-Way line of South DuPont Rd and the Northerly Right-of-Way line of Kirkwood Highway (overpass)</p> <p>Grantor(s): State of Delaware – Department of Transportation</p> <p>Grantee(s): SAC Investments, LLC 14 Brandywine Falls Rd Wilmington, DE 19806</p> <p>Parcel # 1900500-082, 1900500-079, 1900500-078, 1900500-077 & 1900500-362</p> <p>Delaware Department of Transportation</p>		Exempt under 30 Del. C §5401
10/16/25	<p>Property: 8 Poplar Ave</p> <p>Grantor(s): Craig McFarlane</p> <p>Grantee(s): Craig McFarlane & Krystle Dowling 8 Poplar Ave Wilmington, DE 19805</p> <p>Parcel # 1900400-035</p> <p>Law Offices of Vance A Funk P.A</p>		Exempt under 30 Del. C §5401
10/20/25	<p>Property: 1 OAK STREET</p> <p>Grantor(s): ULTRA CONSTRUCTION LLC</p> <p>Grantee(s): 400 B & O Lane LLC PO BOX 8197 Wilmington, DE 19803</p> <p>Parcel # 1900900-004</p> <p>Brockstedt Mandala Federico LLC</p>	\$250,000.00	\$3,750.00
10/21/25	<p>Property: 700 Baltimore Ave</p> <p>Grantor(s): BARBER CHRISTIE CASTELL & KATERI L CASTELL ESTATE TRUST</p> <p>Grantee(s): VIKINGS1 LLC 1246 SENECA DRIVE NEWARK, DE 19805</p> <p>Parcel # 1900500-144</p> <p>LANGO & ASSOCIATES</p>	\$220,000.00	\$3,300.00
10/27/25	<p>Property: 200 Olga Road</p> <p>Grantor(s): Isaiah Daniel Vega</p> <p>Grantee(s): Isaiah Daniel Vega & Angeline Vega 200 Olga Road Wilmington, DE 19805</p> <p>Parcel # 1900100-185</p> <p>The Law Office of Joseph Meyer, LLC</p>		Exempt under 30 Del. C §5401

10/31/25	<p>Property: 59 Brier Ave Grantor(s): SHANLEY PETER J TRUSTEE Grantee(s): SHANLEY PETER J 59 Brier Ave Wilmington, DE 19805</p> <p>Parcel # 1900200-33 Shanley & Associates, LLC</p>		Exempt under 30 Del. C §5401
TOTAL			\$35,850.00

ELSMERE POLICE DEPARTMENT
Monthly Report
November 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.

Theft of MV's

October 8, 2025:

On October 8, 2025, officers responded to Vilone Village for two individuals (pictured below) for walking around trying door handles.



October 26, 2025:

Vehicle Theft Suspects

On Saturday, October 25, 2025, Chief Giles received an email from a resident capturing three individuals attempting to make entry into several vehicles. Chief Giles passed this information and photo on to patrol. On Sunday, October 26, 2025, officers were able to arrest three juveniles for a theft of a motor vehicle from Filbert Avenue.

Several days later, one of the juveniles is a suspect in another stolen vehicle in the area. Warrants are pending for that juvenile/



October 28, 2025:

Attempted Motor Vehicle Break-In's

In the early morning hours of October 28, 2025, a lone male suspect wearing white hooded sweatshirt with the hood up, white back pack with gray or white pants, black and white sneakers with black gloves was observed on video surveillance footage trying several vehicle car doors in the rear alley of the 1300 block of Maple Avenue. The male was able to gain access to one vehicle but did not appear to take anything from the vehicle.

October 31, 2025:

Stolen Motor Vehicle – Maple Avenue

Just after midnight, officers were dispatched to a motor vehicle theft that took place in the rear of Maple Avenue. The Victim advised he started his vehicle and while he was out of the car, two white males approached and one entered the driver seat and stolen his vehicle.

Shortly after 2 am, Wilmington Police Department had found the stolen vehicle and pursued same at which time the stolen vehicle crashed and flipped. The two suspects were taken into custody. M/Cpl. Giles did respond to Christiana Hospital and the suspects were identified as Dustin and David Giles. The Victim was positively able to identify Dustin Giles as the suspect who entered the driver seat of the vehicle. Both suspects were hospitalized and warrants are pending

Meetings:

- October 7, 2025: POST Decertification Hearing – Chief Giles, Det. Sowden & M/Cpl. Mitchell
- October 9, 2025: Council Mtg.– Chief Giles & Linda Sommermann
- October 14, 2025: DAPC Monthly Mtg. – Chief Giles
- October 23, 2025: Mtg. w/Representative Neal – Chief Giles
- October 9, 2025: SLEAF Mtg. – Chief Giles
- October 29, 2025: NCC Chief's Mtg. – Chief Giles
- October 30, 2025: VAPC Mtg. – Chief Giles
- October 31, 2025: Mtg. w/Senator Mantzavinos & Chief Wohner – Chief Giles

Trainings/Events:

- October 16, 2025: EPD Fall Range Qualifications - EPD
- October 12, 2025: IACP Conference (Denver, CO) – Chief Giles
- October 18, 2025: Fall Fest – Det. Sowden, Ptlm. Bush and Linda Sommermann
- October 20-22, 2025: Hometown Security Conference – M/Cpl. Giles & PFC Maddams
- October 24, 2025: Spooktacular – Chief Giles, M/Cpl. Kerrigan & PFC Maddams
- October 25, 2025: Trunk or Treat – Sgt. Young, M/Cpl. Davis and Ptlm. Bush
- October 27, 2025: Intoxilyzer 9000 Training – Ptlm. Bush
- October 28, 2025: CJA Admin., TAC & LASO Training – M/Cpl. Kerrigan
- October 28, 2025: Trick or Treat Library Style – M/Cpl. Kerrigan

Revenue Results:

VAC JP Court 20 Revenue Received (October 2025) = **\$1,385.20**

VAC – Elsmere Revenue (October 2025) = **\$9,688.61**

VAC Administration Revenue Received YTD (October 2025) = **\$2,680.64**

Total VAC Revenue as of October 2025 = **\$43,696.82**

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

EPD Service Calls
October 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	0	0	0	
Accidents	4	10	1	3	4	6	28	
Alarms	0	5	0	1	2	0	8	
Alcohol Violations	0	0	0	0	0	0	0	
Animal Complaint(s)	0	2	0	0	0	0	2	
Assaults	0	0	0	0	1	0	1	
Assist Other Agency	0	0	2	0	1	0	3	21
Assist Fire Board	2	2	0	0	2	0	6	
Burglaries	0	1	0	0	0	0	1	
Check On the Welfare	3	1	6	1	3	5	19	
Civil	1	0	0	0	0	0	1	
Criminal Contempt	0	0	0	0	0	0	0	
Criminal Mischief	1	0	0	1	1	0	3	
Death Investigation	0	1	0	0	0	0	1	
Disabled Vehicles	0	2	0	0	0	1	3	
Disorderly Conduct	1	2	4	2	4	1	14	
Domestic Disputes	2	2	2	3	2	0	11	
Domestic w/Weapon(s)	0	0	0	0	0	0	0	
Drug Violations	0	0	0	0	0	0	0	
Drunk Complaint	0	0	0	0	0	0	0	
Endangering the Welfare	0	0	0	0	0	0	0	
Fights	0	0	1	0	0	0	1	
Found Property	0	0	0	0	1	1	2	
Fraud & Conspiracy	1	0	0	0	0	0	1	
Futive Apprehensions	0	1	0	0	0	0	1	
Graffiti	0	0	0	0	0	0	0	
Harassments	1	0	0	0	0	0	1	
Homicide	0	0	0	0	0	0	0	
Injured/Sick Person	0	0	0	0	0	0	0	
Loitering	0	0	0	0	0	0	0	
Loud Radio/Party	2	0	0	0	2	0	4	
Menacing	0	0	0	0	0	0	0	
Mental Person(s)	0	0	1	0	1	0	2	
Misc. Investigations	0	2	2	3	2	1	10	
Missing Person(s)	0	0	0	0	0	0	0	
Neighbor Dispute	0	0	0	0	0	0	0	
Noise Complaint	1	0	0	0	0	0	1	
Offensive Touching	0	0	0	0	0	0	0	
Open Door/Window	0	0	0	0	0	0	0	
Overdose	0	0	0	0	0	0	0	
Parking Complaints	0	1	0	1	1	0	3	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	0	0	0	1	1	0	2	
Property Checks	11	5	0	2	4	5	27	
Public Relations	2	0	4	2	2	2	12	
Reckless Endangering	0	0	0	0	0	0	0	
Resisting Arrest	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Sex Crimes	0	0	0	0	0	0	0	
Stolen M.V./Unauth Use	0	2	0	1	1	0	4	
Suicide/Overdose	1	0	0	0	0	0	1	
Suspicious Person/Vehicle	1	1	0	2	3	2	9	
Terroristic Threatening	0	0	0	0	0	0	0	
Thefts	1	0	0	1	4	3	9	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	0	0	0	0	0	0	0	
Transports	0	0	0	0	0	0	0	
Trespassing	1	0	0	0	1	0	2	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
TOTALS	36	40	23	24	43	27	193	21



Public Works Department
Monthly Report
October 2025

Roadways:

We are addressing all roadway issues as quickly as possible.

- Potholes/Sinkholes on the following streets:
 - Sinkhole at the corner of Baltimore and Birch (filled with millings and cold patch)
 - Potholes: D, E, G, N, Y Streets, Richard Ave, Locust Ave, Vilone Rd, 1312 Maple Ave, S. Grant Ave, Osborne Rd.
- Replace/Remove/Installed Signs as requested:
 - Removals: 12 Ruth Rd
 - Replaced: G Street
- Street Curbs Painted:
 - N/A

NPDES:

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

- Clean and Sweep on Birch Ave and Baltimore Ave.

Building Maintenance:

The following repairs were completed:

- Tranquility Room wall was built and finished for EPD.
- Removed all 8 basement window grates for window installers.
- Windows installed in Town hall.
- Hung trim and putty on new side doors.
- Rain preparation for Thursday 10/30/25 rainstorm.
- Moved doors in Tranquility room for security for officers.

Parks:

- Maple Park repaired and reopened to the public.
- Mowed Fairgrounds, Walling Park, Vilone Park, and Maple Park.
- Class B properties mowed.
- Sprayed weeds along baseball fencelines at Vilone Park, and Fairgrounds. Also sprayed tennis courts at Walling and along the curbs on Maple Ave.

Abatements:

The following abatement was completed as requested by the Code Department:

- 1228 Sycamore Ave

Events:

- Delaware Mobile Food Bank
- Fall Festival
- Spooktacular Event
- Trunk or Treat

Training:

- None

General:

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

- Removal of downed tree at 24 Richard Avenue.
- Tested 2 of 3 salt spreaders for winter operations preparation.
- Fixed siren on EPD's side by side vehicle.
- Power broom was taken in for servicing.
- Took barricades down at Maple Park and put them away.
- Cleaned up old windows and removed trash and old trim from old windows.
- Literature dropped off for clean and sweep on Baltimore and Birch Ave.
- Kubota bucket is repaired and painted.
- Graffiti cleaned up at Fairgrounds baseball stand.
- Ordered bearings for gas powered salt spreader.
- Cleaned up 3 illegal trash dumps and implemented a new survey to be added with weekly trash and drain checks.
- Inventory of all trail cameras.

Submitted By: Anthony DiSanto

Date: November 5, 2025



Town Manager's
Monthly Report
October 2025

Stormwater Project:

- Two bids were submitted for the Vilone Village and Dogwood Hollow Drainage Improvement Project. I had to have a discussion with the Architect due to some missing items on the drawings that were picked up by one of the bidders. Now the bids are being evaluated for accuracy and competency and will be presented to Mayor and Council at the November Council meeting.
- The stormwater project at Taylor and Silverbrook has started, and Guardian started performing bore sampling testing for utility depths. Prefabricated retention basins, storm drains, and culverts are scheduled to arrive on the 12th of November. The contractor experienced a delay due to backlog in supply chains.
- We are still awaiting the result of our \$2.5 million-dollar Congressional Direct Spending application. The funding request is still in 2026 Request (See below from the 2026 Congressional Direct Spending Funding Website). We are still in the game.

Congressionally Directed Spending Requests FY2026

Filter records:

Member	Member State	Subcommittee	Recipient	Project Purpose	Project Location	Project State	Amount Requested	CDS Website
Senator Blunt Rochester	DE	Homeland Security	Town of Elsmere	This project will make infrastructure improvements on existing drainage and stormwater management issues causing flooding and erosion damage in the town.	Elsmere	DE	\$2,512,000	Website

Street Project:

- **Year 1 Street Repair** - Paoli has completed Boulevard Road which completes the 2024 Street Project.
- **Year 2 Street Repair Project** – Diamond Material also has completed all the street repairs under the 2025 Street Project. This brings the total street repairs for two-years of street repairs to 9 streets.
- **The Partial Street Repairs** – We had an incident where a person in a wheelchair fell while navigating Richard Ave. Understanding that part of the road will be in disrepair for some time, it was decided to perform a partial repair to a portion of Richard Ave. The repair was awarded to Paoli Services, and he started performing the repair on Wednesday November 5, 2025.

EECBG Grant:

- Completed the Annual Financial and the Annual Performance Reports for the EECBG Grant in October.
- Now that the new doors and windows are installed, we can proceed with our energy-efficiency technical work. In December, we will start solicitation for a consultant to perform this work. The grant amount for this service is \$43,199.00.

Town Hall Windows:

- The windows installation has begun and should be completed by the week of November 3, 2025. The new windows installed were in the basement area, Code, Administration, kitchen area and the window at the end of hall on the third floor. They look good with easy opening and easy locking.

Town Hall Bathrooms:

- I had a meeting with Ferris Home Improvements and they should be starting work around mid-December. All materials are ordered and awaiting delivery. The project includes some level of renovation to 5 bathrooms throughout Town Hall and installation of a heater in the Public Works shop bathroom. All renovations will be done to ADA compliant specifications.

Park Project:

- **Maple Park Redesign** – Paoli Services is milling and grading the parking lot. Paoli called Vandemark & Lynch questioning the grading in the southeast corner of the parking area. The elevations on the plans aren't matching up with what Paoli is measuring in the field (4" +/- difference). Vandemark & Lynch corrected the issue. All that said and done, weather permitting, the project should be completed by the end of the month.
- **The surveillance camera Maple Park** – Still awaiting on Verizon to deliver the special SIM card.
- **ORPT Grant application** – The lights are being ordered and should be in around four to six weeks. The lights are programable and can be turned on and off remotely.
- **Maple Park Playground** – The playground has been repaired and has been open to the public.

Comprehensive Plan:

- We had a couple meetings regarding the update to the Comprehensive Plan. We started our outreach to the community at the Fall Festival and Spooktacular by handing out FAQ's and questionnaires. Our next working meeting will be December 2nd.

Basement Rental:

- Met with Medori regarding a potential tenant for the basement. We are awaiting additional documents, and a firm offer from the potential tenant. In their Letter of Intent, they offered \$6,500.00 plus \$500.00 for utilities, which is \$500.00 less than we were receiving from Impact Life. Also, we had the Fire Marshall

go through the basement area to determine what we had to do if we were to have a Day Care in the basement. He did point out some things we have to correct.

Meetings:

- Attended Wilmapco Sidewalk Gap Analysis Advisory Committee meeting.
- Met with Chief Giles regarding Puffster's.
- Discussed Greenbrier Maintenance Corp with Councilwomen Jensen and McDaniel.
- Scott and I had a discussion regarding a Dog Sitting business at 404 Old Dupont.
- Attended Planning Commission meeting.
- Completed DEMA's 3rd Qtr. monitoring visit as required by the DTI Grant.
- I had a meeting with the Mayor and a representative from Delmarva about programs that are available during government shutdowns.
- Met with the Auditors to discuss the overview of the Town's yearly activities.
- Discussed with Jim Landon, our real estate attorney, about a potential Sheriff Sale matter.

Other Items:

- Attended three of the four required IPA trainings for my Planning Education Certificate.
- Scott successfully completed his second year of the Certified Municipal Clerk's Institute with the University of Delaware's IPA.
- Ordered the Fire Wall for our server.
- The General Assembly's has approval of legislation ([House Bill 242](#)) to allow different rates for residential and non-residential properties.
- We had our Fall Festival and Spooktacular events and they were very nice. I want to thank the staff for all their hard work with these events.

Submitted By: Steven Martin

Date: November 6, 2025