

**TOWN OF ELSMERE  
COUNCIL MEETING MINUTES  
December 11, 2025  
6:30 p.m.**

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

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:**

**ROLL CALL:**

MAYOR	JOANN I. PERSONTI	PRESENT
1 <sup>ST</sup> DISTRICT	JANE MCDANIEL	PRESENT
2 <sup>ND</sup> DISTRICT	SALLY JENSEN	PRESENT
3 <sup>RD</sup> DISTRICT	BRIAN REINBOLD JR.	PRESENT
4 <sup>TH</sup> DISTRICT	JOHN HOLLOWAY	PRESENT
5 <sup>TH</sup> DISTRICT	MARC HENRY	PRESENT
6 <sup>TH</sup> DISTRICT	ERIK ELLISON	PRESENT

Town Solicitor, James McMackin – Present  
Chief of Police, Laura Giles – Present  
Town Manager, Steven Martin – Present  
Finance Director, Valarie Strzempa – Present  
Code Enforcement, Nicole Facciolo – Absent  
Public Works Department, Anthony DiSanto - Present

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Minutes of the November 13, 2025 Council Meeting.

**ACTION:** A motion was made by Councilman Henry to approve the minutes of the November 13, 2025 Council Meeting with no corrections. The motion was seconded by Councilman Holloway.

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

**OLD BUSINESS:**

Consideration of Third and Final Reading of Ordinance 686.  
An ordinance transferring the Recreation Local Service Function from New Castle County to the Town of Elsmere.

Finance Director Valarie Strzempa explained that through the annual process of applying for Local Service Fund credits with New Castle County, it was identified that the Town had not previously claimed a recreation credit for services it provides. This ordinance will allow the Town's residents to receive an additional credit applied directly to their County tax bills.

Mayor Personti clarified that the tax credit benefits Town residents directly and does not provide revenue to the Town.

At this time, Councilwoman McDaniel arrived at the meeting.

**ACTION:** A motion was made by Councilman Henry to approve the Third and Final reading of Ordinance 686. The motion was seconded by Councilwoman Jensen.

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

**NEW BUSINESS:**

Consideration of approving a potential tenant for the basement of Town Hall.

Town Manager Steven Martin stated that a potential tenant, St. Matthew’s Church, a non-denominational church with approximately 50–100 members is interested in signing a lease to rent the basement level of Town Hall now that Impact Life has vacated. He outlined the church’s ministries, proposed lease terms, and planned improvements to the space, all to be completed at the tenant’s expense. He stated that required inspections by the Health Department and Fire Marshal are underway, and that a formal proposal will be presented to Council at the January meeting following legal review.

No action was taken on this agenda item at this time.

Consideration of approving Resolution 25-06.

A resolution amending the Town’s Personnel Policy to implement the State of Delaware’s Paid Family and Medical Leave Act, effective January 1, 2026.

Town Manager Steven Martin explained that this item reflects required compliance with State law. The Town has already budgeted for the costs and arranged coverage through our existing private insurance provider and that this agenda item is more of a housekeeping item for consistency.

**ACTION:** A motion was made by Councilman Reinbold to approve Resolution 25-06. The motion was seconded by Councilman Henry.

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

Consideration of appointing the following members to the Collective Bargaining Committee:

- a. Town Manager Steven Martin
- b. Finance Director Valarie Strzempa
- c. Stephani Ballard, Esq.

**ACTION:** A motion was made by Councilman Henry to appoint the proposed members listed to the Collective Bargaining Committee. The motion was seconded by Councilwoman McDaniel.

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

## **DEPARTMENTAL REPORTS:**

### Code Enforcement

Town Manager Steven Martin gave a brief overview of the Code Enforcement Report on behalf of Code Officer Nicole Facciolo, which is attached to these minutes, and received no further questions.

### Finance Department

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

- Finance Director Valarie Strzempa gave an update on the delivery and upfitting of a new Public Works truck, which may be completed and delivered in a month or two.
- Provided enhanced reporting detail within the financial statements that now shows sub-ledgers.
- Coordinated pre-budget meetings with the Town Manager in preparation for the upcoming budget process.
- Mayor Personti asked for confirmation that all ARPA funds have been fully obligated in compliance with federal requirements to which the Finance Director confirmed.

### Public Safety

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

- Chief Giles announced that as of December 8, 2025, Sgt. Phil Young has been promoted to Lieutenant.
- Chief Giles also announced the conditional hiring of a new police officer, contingent upon successful completion of pre-employment requirements, he will begin the police academy on January 12<sup>th</sup>.
- Councilwoman Jensen asked if there has been any red-light camera income?
- Chief Giles replied no, not since the State increased the yellow traffic signal timing from 3 seconds to allow more time for traffic to get through, there has not been any red-light camera tickets being issued.
- Mayor Personti asked if the report which showed the responses by street will resume?
- Chief Giles stated that the system used to generate that report has gone down.

### Public Works

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

- Mayor Personti asked if all the snow equipment is prepared.
- Public Works Supervisor Anthony DiSanto replied yes, all salt spreaders are operational, and we are prepared for any snow.
- Councilwoman McDaniel thanked the department for remembering to drain the street sweeper so there is not an issue with freezing temperatures as was previous years.
- Councilwoman Jensen thanked the department for monitoring G Alley and being proactive.
- Mayor Personti asked if we have received the new signs for the parks?
- Town Manager Steven Martin replied no, we are waiting on the proof first.

- Councilwoman Jensen asked if those signs would resemble the signs at New Castle County parks?
- Town Manager Steven Martin replied that it will be all inclusive and resemble the County and the State.
- Councilwoman McDaniel stated that the staff did a great job on the Tree Lighting Ceremony.

### 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.
- Town Manager Steven Martin reported that the Patty Blevins and Tamarack Avenue Stormwater Project will begin at the end of March and should take roughly five weeks to complete.
- Town Manager Steven Martin reported that he plans to meet with the Finance Director to evaluate MSA funding and determine if there are any residuals to complete any additional street repairs.
- Town Manager Steven Martin reported that Town Hall window project is completed.
- Town Manager Steven Martin reported that the Town Hall Bathroom Renovation Project could be starting this month.
- The Maple Park surveillance camera has been installed and is now operational.
- The ORPT grant, which will be funding the Patty Blevins Walking Path solar light installation, has been put on hold. We are waiting for the codification on State legislature regarding motorized scooters and recreational vehicles in the event the light installation has a negative effect.
- Councilwoman Jensen asked the reasoning to have lighting installed to begin with.
- Town Manager Steven Martin replied that it is so dark on the path, it creates a safety issue and wants to create a path that can be properly used at all times.
- Councilwoman Jensen thanked him for the new microphone system for the Council.
- Councilman Ellison asked if Vilone Road could be made a priority in the event there is any residual MSA funding.
- Councilman Ellison also asked if there has been any further correspondence regarding the Olga Rd swale.
- Town Manager Steven Martin replied that he requested an update from New Castle County as of today's date.

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

Mayor Personti stated that she and Councilwoman McDaniel serve on the Town's Pension Committee and explained a discussion during the last Pension meeting regarding the Police Pension Fund's current funding level. She stated that while the funding level has declined from prior years, we were advised that it remains comparable to similar pension plans nationally. Mayor Personti stated that funding for the Police Pension needs to be evaluated during the upcoming budget process, including consideration of potential increases.

Mayor Personti stated she had a meeting with the Governor's policy analyst, during which she

emphasized the importance of maintaining State funding for street improvements. She also discussed House Bill 135 with the analyst and expressed concerns about the legislation. Mayor Personti stated that an increase in homeless and transient individuals has already been observed within the Town and this will only make it more difficult to manage. She will continue to monitor the bill and communicate the Town's concerns to the Governor's office.

Mayor Personti reported that the Town's newsletter is due to be updated and stated that the existing format could be retained, but content just needs to be updated. Mayor Personti then asked if there are any Councilmembers who would like to be on the committee for the newsletter?

Following a brief discussion, a Council committee was formed to assist with the update, consisting of Councilwoman Jensen, Councilwoman McDaniel, and Councilman Ellison. Town Manager Steven Martin will coordinate with the committee to schedule meetings and begin work in the new year.

Town Manager Steven Martin also advised that new iPads are available for Council use and explained the process for transferring data, staff will coordinate individually with Councilmembers to complete the setup.

**Executive Session:**

Pursuant to 29 Del. C. Section 10004(b), the Mayor and Council will adjourn into an executive session to discuss a personnel matter and strategy with regard to collective bargaining.

**ACTION:** A motion was made by Councilman Jensen to adjourn into an executive session. The motion was seconded by Councilwoman McDaniel.

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

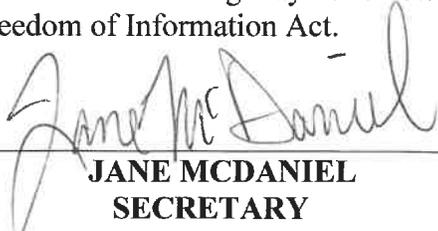
**ADJOURNMENT:**

**ACTION:** A motion was made by Councilwoman McDaniel to adjourn. The motion was seconded by Councilwoman Jensen.

**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.

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

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



**Code Enforcement Department**  
**Monthly Report**  
**November 2025 - AMENDED**

**Citations:**

Issued: 90                      Corrected: 38                      Fines Issued: 2                      Pending: 50

**Council Districts:**

1st District	19
2nd District	14
3rd District	17
4th District	23
5th District	5
6th District	12

**Issued this calendar year: 673**

**Permit Fees:**

Town Fees issued:	\$	1,298.63
BIU Billed:	\$	915.00
Town Revenue:	\$	383.63

BIU Billed CYTD:	\$	25,294.50
Town Revenue CYTD:	\$	15,096.58

**Current Nuisance Properties:**

- 135 Bungalow Avenue
- 217 Linden 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	2
2nd District	1
3rd District	3
4th District	1
5th District	2
6th District	1
<hr/>	
Total	10

### **Petitions Heard**

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

- 26-02: 1306 Kirkwood Hwy – Open mechanic shop (Recommended Approval by PC & Tabled by BOA)

**Permits Processed**

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

Total 18

**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	Positive Energy	Electrical Contractor
N/A	N/A	Flo Mechanical	HVAC & Plumbing Contractor
N/A	N/A	Rosati Plumbing	Plumbing Contractor
N/A	N/A	Liberty Electric LLC	Electrical Contractor
N/A	N/A	JMRD Industries LLC	Water & Mold Restoration
N/A	N/A	Greenline Lawn & Landscape	Landscaping
N/A	N/A	Roblero Concrete Works LLC	General Contractor
N/A	N/A	Magic Roofing & Siding Inc.	General Contractor
N/A	N/A	Daniels Lawn & Tree LLC	Landscaping & Tree Service
N/A	N/A	AT Builders Inc.	General Contractor
N/A	N/A	Deck Masters LLC	General Contractor
N/A	N/A	The Roofers Inc.	General Contractor
N/A	N/A	Ziggy's Wood Floors	Hardwood Flooring Contractor

**Total: 13 Out of Town, 0 In Town**

**Rental Licenses Processed**

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

PROPERTY ADDRESS	TYPE
26 Richard 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>
1	0

**Notable Projects Pending**

The Town’s window replacement in the Code Enforcement Office has been completed.

**Departmental Update:**

Code Enforcement Officer Nicole Facciolo was out of the office on her Honeymoon and returned to work on November 12, 2025.

While Code Enforcement Officer Nicole Facciolo was out of the office, Building Inspection Underwriters (BIU) performed all pre-rental inspections.

On November 7, 2025, Code Enforcement Officer Mark Bowers attended the Code Enforcement from A to Z webinar presented by Metric One Training and Consulting.

Submitted By: *Nicole Facciolo* Date: 12/04/2025

Re-Submitted By: *Nicole Facciolo* Date: 12/05/2025

## Vacant Property Log

Property Address	Council District	Tax Parcel	Property Type	Notes
1101 Matti Ave	5	1900-100-003	Residential	Currently list "For Rent"
106 1/2 Washington Ave	5	1900-100-013	Residential	
403 S. Cleveland Ave	6	1900-200-100	Residential	

## Pre-Rental Inspections Performed

Date Performed	Property Address	Type of Rental	Council District
11/7/2025	219 Locust Ave - <b>BIU Performed</b>	Residential	3
11/7/2025	261 Birch Ave - <b>BIU Performed</b>	Residential	3
11/13/2025	1419-4 Cypress Ave	Apartment	5
11/13/2025	1355-1 Maple Ave	Apartment	4
11/13/2025	261 Birch Ave (Reinspect from BIU's fail)	Residential	3
11/17/2025	102 Brier Ave	Apartment	1
11/17/2025	26 Richard Ave	Residential	6
11/24/2025	705 Baltimore Ave	Residential	2
11/24/2025	201 Rosemont Dr	Residential	1
11/25/2025	108-3 Chestnut Ave	Apartment	5

## Permits Processed

Property Location	Permit Type	Issue Date	Council District
36 Elsmere Blvd	Electrical	11/3/2025	1
121 Birch Ave	Building	11/12/2025	3
1310 Maple Ave	Building	11/12/2025	4
101 Birch Ave	Building	11/12/2025	3
107 Vilone Rd	Building	11/14/2025	6
115 Forrest Ave	Building	11/14/2025	5
117 Forrest Ave	Building	11/14/2025	5
915 New Rd	Electrical	11/18/2025	6
915 New Rd	Building	11/18/2025	6
915 New Rd	Plumbing	11/18/2025	6
915 New Rd	Mechanical	11/18/2025	6
105 Linden Ave	Building	11/19/2025	3
211 Ohio Ave	Building	11/19/2025	2
112 N Dupont Rd	Mechanical	11/24/2025	1
3 Rigdon Rd	Building	11/24/2025	6
1304 Kirwood Hwy	Building	11/25/2025	4
1309 Kirkwood Hwy	Building	11/25/2025	5
1201 Maple Ave	Building	11/26/2025	3

### Monthly Citation Report

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
V2600276	40 ELSMERE BL	225-8U-1	225-8(U)#1: All areas within the Town, where cars are parked, the surface must be made of concrete or asphalt.	11/3/2025	M.Bowers
V2600277	215 LINDEN AVE	225-8U-1	225-8(U)#1: All areas within the Town, where cars are parked, the surface must be made of concrete or asphalt.	11/3/2025	M.Bowers
V2600278	217 LINDEN AVE	225-8U-1	225-8(U)#1: All areas within the Town, where cars are parked, the surface must be made of concrete or asphalt.	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 dismantled vehicles or parts, is prohibited.	11/4/2025	M.Bowers
V2600284	1304 KIRKWOOD HY	225-8U-1	225-8(U)#1: All areas within the Town, where cars are parked, the surface must be made of concrete or asphalt.	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 occurrence within 12 month period.	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
V2600292	1308 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	11/10/2025	M.Bowers
V2600293	1029 DOVER AVE	IPMC12-308.1	Garbage / rubbish	11/10/2025	M.Bowers
V2600294	808 NEW RD	IPMC12-308.1	Garbage / rubbish	11/12/2025	M.Bowers
V2600295	105 VILONE RD	IPMC12-308.1	Garbage / rubbish	11/12/2025	M.BOWERS
V2600296	135 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	11/13/2025	M.Bowers
V2600297	135 BUNGALOW AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	11/13/2025	M.Bowers
V2600298	19 TAMARACK AVE	IPMC12-308.1	Garbage / rubbish	11/13/2025	M.Bowers
V2600299	112 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	11/13/2025	M.Bowers
V2600300	145 OLGA RD	225-8-U	Parking Surfaces	11/17/2025	M.Bowers
V2600301	101 OLGA RD	IPMC12-302.7	Accessory structure	11/17/2025	M.Bowers
V2600302	801 NEW RD	IPMC12-308.1	Garbage / rubbish	11/17/2025	M.Bowers
V2600303	105 LINDEN AV	IPMC12-304.1	General exterior structure	11/17/2025	M.Bowers
V2600304	117 VILONE RD	IPMC12-308.1	Garbage / rubbish	11/20/2025	M.Bowers
V2600305	205 WESTERN AVE	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600306	200 OHIO AV	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600307	142 BUNGALOW AV	225-8-U	Parking Surfaces	11/21/2025	M.Bowers
V2600308	119 BEECH AVE	IPMC12-302.7	Accessory structure	11/21/2025	M.Bowers
V2600309	119 BEECH AVE	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600310	117 BEECH AVE	IPMC12-304.13	Window / skylight / door frame	11/21/2025	M.Bowers
V2600311	22 BEECH AVE	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600312	1213 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600313	222 BUNGALOW AV	IPMC12-308.1	Garbage / rubbish	11/21/2025	M.Bowers
V2600314	1337 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	11/24/2025	M.Bowers
V2600315	135 BUNGALOW AVE	IPMC12-308.1	Garbage / rubbish	11/24/2025	M.Bowers
V2600316	135 BUNGALOW AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	11/24/2025	M.Bowers
V2600317	707 12 NEW RD	225-8-U	Parking Surfaces	11/24/2025	M.Bowers
V2600318	14 VILONE RD	IPMC12-302.7	Accessory structure	11/24/2025	M.Bowers
V2600319	20 ALVIL RD	IPMC12-308.1	Garbage / rubbish	11/25/2025	M.Bowers
V2600320	1006 DOVER AVE	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	11/25/2025	M.Bowers
V2600321	805 KIRKWOOD HWY	225-8-U	Parking Surfaces	11/25/2025	M.Bowers
V2600322	1100 DOVER AVE	IPMC12-308.1	Garbage / rubbish	12/1/2025	M.Bowers
V2600323	1100 DOVER AVE	60-7	Failure to obtain a permit or license	12/1/2025	M.Bowers
V2600324	1100 DOVER AVE	IPMC12-304.13	Window / skylight / door frame	12/1/2025	M.Bowers
V2600325	1100 DOVER AVE	187-2B5	Trash Collection	12/1/2025	M.Bowers
V2600326	1100 DOVER AVE	IPMC12-304.3	Address numbers missing	12/1/2025	M.Bowers
V2600327	319 OLGA RD	IPMC12-308.1	Garbage / rubbish	12/1/2025	M.Bowers
V2600328	11 12 VILONE RD	IPMC12-308.1	Garbage / rubbish	12/1/2025	M.Bowers

V2600329	909-A NEW RD	182-2	Rental Licenses Required.	12/3/2025	N. Facciolo
V2600330	1012 KIRKWOOD HWY	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600331	915 S GRANT AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600332	25-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600333	25-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600334	1342 MAPLE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600335	1332 CYPRESS AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600336	43-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600337	43-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600338	29-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600339	29-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600340	217 FILBERT AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600341	412-B NEW RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600342	412-A NEW RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600343	2113-A SENECA RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600344	2113-B SENECA RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600345	26-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600346	26-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600347	1017 DOVER AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600348	1338 CYPRESS AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600349	22-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600350	22-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600351	21 RICHARD AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600352	2109-A SENECA RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600353	2109-B SENECA RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600354	918 DOVER AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600355	318 OLGA RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600356	1202 CAROLYN DR	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600357	27-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600358	27-B ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600359	906 KIRKWOOD HY	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600360	1352 MAPLE AV	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600361	135 BIRCH AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600362	1008 BALTIMORE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600363	201 BUNGALOW AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600364	1305 SYCAMORE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600365	709 NEW RD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600366	264 FILBERT AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600367	1351 SYCAMORE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600368	1247 MAPLE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600369	251 LOCUST AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600370	931 DOVER AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600371	940 DOVER AV	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600372	35-A ELSMERE BLVD	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600373	154 LINDEN AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600374	1358 MAPLE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600375	915 BALTIMORE AV	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600376	1364 MAPLE AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600377	1030 S GRANT AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600378	101 BUNGALOW AVE	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO
V2600379	816 KIRKWOOD HWY	182-2	Rental Licenses Required.	12/3/2025	N. FACCIOLO



## TOWN OF ELSMERE

### DEPARTMENT OF FINANCE

#### MONTHLY REPORT – NOVEMBER 30, 2025

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- Continued collection of current and delinquent taxes
  - FY 2025-2026 Tax Bills were mailed on 7/24/25; due by 9/30/25
  - 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 (including delinquent tax) received during the month: \$36,952.12
  - 1% Penalty Applied to delinquent tax accounts on the 1<sup>st</sup> of the month. Total penalties and interest received during the month: \$2,521.67
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 9 active and current payment plans at 11/30/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected \$15,583.50 in Transfer Taxes during the month
- Town of Elsmere Sheriff Sale Properties
  - No Properties in Elsmere were on the November Sheriff Sale list with New Castle County
  - 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 for 10/31/25 and possibly inquire about another settlement option with the defendant's attorney. Jim processed a response letter, and we are still awaiting response at 11/30/25.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$1,600.00
- Franchise Fees Received this month (Verizon-Quarterly): \$5,898.60

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

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- Grant Management
  - Completed Office of Highway Safety State Grant account set-up, payroll set-up, and closure of our records in conjunction with EPD.
  - New Federal Grant set-up in Edmunds
  - Adjustment/Correction/Reimbursement entries for fiscal Grant close-out performed
  - Federal Grant Budget Amendment initiated
  - OHS Remittance Contact Discussion/Incorrect account ACH reimbursements made by the State of DE
  - DeIDOT CTF Funds- Rec'd correspondence from the TM- processed a request for reimbursement from DeIDOT.
  - Community Redevelopment Fund (CRF/"Bond") and Community Transportation Fund (CTF) extensive fiscal analysis
- 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.

- Increased A/R continues this month due to Code License Renewals. Advised Code to impose late penalties on all outstanding in-town license renewals at 11/17/25. This allowed a 17-day grace period for license renewal; the same grace given for tax bills this year.
- Pension/Retirement Plan Management
  - State Pension paperwork and contribution processing as necessary
  - Employee Retirement Plan (Empower) Contributions Recorded
  - Finance Director attended the quarterly Pension Committee Meeting 11/12/25
  - Coordinated administrative account access PSC Updates/Broker removal (Empower)
  - Reviewed Empower FY26 contribution limit updates 457(b) plan (employee participants are not subject to any issues with this)
- Voluntary Assessment Center
  - The Finance Department continues to provide support with the VAC for the Town of Elsmere on a weekly basis.
  - Handled multiple walk-ins, e-mail management and facilitation of court hearing and payment plan requests during the Admin VAC covering employee's absence.
  - Mailed past due notices and receipts for the VAC during the department's time of coverage
  - Monthly accounting-Bank Reconciliation/reimbursement documentation/adjustments performed for the VAC
- Tax/Assessment Related
  - Reviewed properties that were sold/transferred around the 1st tax billing (7/22/25) vs. the 1<sup>st</sup> tax delinquency billing (10/17/25).
  - Delinquent tax file requested from mortgage servicer sent/prepared twice
  - Reviewed the pending assessment appeals as of 11/4/25 with New Castle County
  - Implemented changes to the DP&L utility parcel assessments as advised by NCC/billed accordingly
  - Reviewed Tax delinquent list at 11/20/25. We have approximately 68 properties that are tax delinquent for the 2025-2026 tax year. (There are more; this number does not include active payment agreement delinquency)
- FY 2024-2025 Audit, currently in progress
  - Fixed Assets in progress review
  - Cash Receipt verification
  - Coordinated with other departments for pending reports necessary for the Audit
- Processed Deeds for the Sale/Transfer of properties in Town
  - Dropped documents off for Fed Ex/UPS delivery
- Annual Employee Longevity and Police Holiday pay processed, 11/7/25.
- Payroll adjustments and merit increase correspondence with our payroll provider.
- Evaluation and Analysis of Electric and Water bills relative to our leased basement space
- LSFBS Credit Review/Ordinance 686
- Flood Insurance for PW Shop correspondence with agent, possible property value increase needed, pending further investigation.
- Processing of AIA updates/retainage for ongoing street projects for accurate reporting and payment
- The department met with the Administration department t/d potential cellular account cost savings
- Met with the Town Manager and CBA reps at the TM request.
- Completed Census Bureau quarterly property tax collection report

- Initiated the review of personnel files for accuracy with the Administration and Police Department with a target date of the end of the calendar year.
- Suspected fraud reported on our PNC Commercial credit card. Suspended and rectified in accordance with PNC Bank.

Submitted By: Valarie Strzempa, Finance Director

Date: 11/30/25

November 2025 Council Finance Report

**COUNCIL REPORT AT NOVEMBER 30, 2025**

<b>REVENUE</b>	<b>BUDGET</b>		<b>CASH RECEIVED</b>	<b>OVER/(UNDER) BUDGET</b>	
Administration	157,286.00		70,718.08	(86,567.92)	44.96%
Finance	3,845,491.14		3,210,787.79	(634,703.35)	83.49%
Public Safety	339,500.00		57,966.99	(281,533.01)	17.07%
Code Enforcement	428,650.00		315,009.57	(113,640.43)	73.49%
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		35,926.98	(114,073.02)	23.95%
Reimbursable Expenses	93,738.00		30,690.86	(63,047.14)	32.74%
<b>Total General Fund</b>	<b>5,032,365.14</b>		<b>3,777,568.04</b>	<b>(1,254,797.10)</b>	<b>75.07%</b>
<b>EXPENSE</b>	<b>BUDGET</b>		<b>CASH EXPENDED</b>	<b>(OVER)/UNDER BUDGET</b>	
Administration	536,810.57		236,419.67	300,390.90	44.04%
Finance	390,316.14		172,655.29	217,660.85	44.23%
Council Operations	16,880.00		5,437.10	11,442.90	32.21%
Public Safety	1,858,005.00		774,494.23	1,083,510.77	41.68%
Code Enforcement	318,226.95		137,044.85	181,182.10	43.07%
Public Works	476,900.23		226,333.07	250,567.16	47.46%
Sanitation	855,996.00		356,581.55	499,414.45	41.66%
Parks & Recreation	99,877.00		99,120.08	756.92	99.24%
Voluntary Assessment Center	105,149.00		11,878.93	93,270.07	11.30%
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%
<b>Total General Fund</b>	<b>5,032,365.14</b>		<b>2,027,597.67</b>	<b>3,004,767.47</b>	<b>40.291%</b>
<b>Total All Expenditures**</b>	<b>6,303,190.99</b>		<b>2,090,932.37</b>	<b>4,212,258.62</b>	<b>33.17%</b>
<b>STRAIGHT LINE =</b>	<b>41.6667%</b>		<b>Contingency Total</b>	<b>247,625.68</b>	

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

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

November 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 41.67%				
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
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	-	-	-	-	
<b>Account Id</b>	<b>Description</b>	<b>Adopted</b>	<b>YTD Cash</b>	<b>Over/(Under) Budget</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-04-10-0013-0000	Invoice Overpayment Account	-	-	-	-	
01-04-10-0110-0000	Other Income- Administration	4,000.00	739.03	(3,260.97)	18.48	
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	42,000.00	(46,500.00)	47.46	
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	4,000.00	(3,200.00)	55.56	
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	-	
	<b>Administration Total</b>	<b>157,286.00</b>	<b>70,718.08</b>	<b>(86,567.92)</b>	<b>44.96</b>	

Account Id	Description	Adopted/Amended	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
01-04-11-0001-0000	Real Estate Taxes	3,283,391.14	3,000,446.47	(282,944.67)	91.38	* Amended Budget at 9/11/25 Council Meeting
01-04-11-0001-4STL	Original Rev Account used for Spec Tax	-	-	-	-	
01-04-11-0001-STLC	Special Tax Assessment-Current Year	70,000.00	16,244.84	(53,755.16)	23.21	
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	-	
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	10,438.50	(9,561.50)	52.19	
01-04-11-0011-0000	Interest Income	60,000.00	21,047.08	(38,952.92)	35.08	
01-04-11-0012-0000	Payment Plan Application Fee	-	-	-	-	
01-04-11-0080-0000	Franchise Fees	72,000.00	13,252.58	(58,747.42)	18.41	Verizon Issues Quarterly / Comcast Annually (April)
01-04-11-0090-0000	Transfer Taxes	340,000.00	149,358.32	(190,641.68)	43.93	
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	-	-	-	-	
	<b>Finance Total</b>	<b>3,845,491.14</b>	<b>3,210,787.79</b>	<b>(634,703.35)</b>	<b>83.49</b>	

November 2025 Council Finance Report

REVENUE		STRAIGHT LINE = 41.67%		Variance Explanation	
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized
<b>Account Id</b>	<b>Description</b>	<b>Adopted</b>	<b>YTD Cash</b>	<b>Over/(Under) Budget</b>	<b>% Realized</b>
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	50,856.99	(174,143.01)	22.60
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	5,000.00	(11,000.00)	31.25
01-04-20-0110-0003	Other Income- Grant Passthrough	-	-	-	-
01-04-20-0130-0000	Extra-Duty Surcharge	-	-	-	-
01-04-20-0130-0001	Extra-duty admin surcharge	1,000.00	51.00	(949.00)	5.10
01-04-20-0130-0002	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
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	-	(5,000.00)	0.00
	<b>Public Safety Total</b>	<b>339,500.00</b>	<b>57,966.99</b>	<b>(281,533.01)</b>	<b>17.07</b>

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	18,030.18	(56,969.82)	24.04	
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	17,896.80	(57,103.20)	23.86	
01-04-25-0110-0000	VAC - Other Income	-	-	-	Non-Budget	
	<b>VAC Total</b>	<b>150,000.00</b>	<b>35,926.98</b>	<b>(114,073.02)</b>	<b>23.95</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
01-04-30-0020-0000	Permit Fees	61,500.00	29,800.48	(31,699.52)	48.46	
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	-	
01-04-30-0021-0000	Code Violations (Total)	31,500.00	7,109.09	(24,390.91)	22.57	
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	1,600.00	-	-	
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	5,459.09	-	-	
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	54,850.00	(19,150.00)	74.12	
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	150.00	(1,850.00)	7.50	
01-04-30-0075-0000	Rental Licenses	255,000.00	222,750.00	(32,250.00)	87.35	
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	
	<b>Code Enforcement Total</b>	<b>428,650.00</b>	<b>315,009.57</b>	<b>(113,640.43)</b>	<b>73.49</b>	

Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
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	
01-04-40-8511-0000	Gain on Sale of Fixed Assets	10,500.00	6,000.00	(4,500.00)	57.14	
	<b>Public Works Total</b>	<b>11,600.00</b>	<b>6,542.77</b>	<b>(5,057.23)</b>	<b>56.40</b>	



November 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>Administration Department</b>					
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	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	
<b>01-05-10-1075-0000</b>	<b>Pension Expenses</b>	-	-	-	
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	-	-	
<b>01-05-10-2070-0000</b>	<b>Contracted Professional Services</b>	<b>33,559.00</b>	<b>10,935.37</b>	<b>32.59</b>	
01-05-10-2070-0001	CPS General Code Update	3,000.00	2,136.00		
01-05-10-2070-0002	CPS Elevator Maintenance	1,525.00	1,560.00		
01-05-10-2070-0003	CPS Fire & Security Monitoring	1,100.00	840.00		
01-05-10-2070-0004	CPS Pest Control Services	500.00	250.00		
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		
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	1,705.00		
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	690.00		
01-05-10-2070-0013	CPS Drinking Water Town Hall	250.00	140.12		
01-05-10-2070-0014	CPS Comcast Cable TV	564.00	244.25		
<b>01-05-10-2071-0000</b>	<b>Computer Operation</b>	<b>21,670.00</b>	<b>12,604.44</b>	<b>58.17</b>	
01-05-10-2071-0001	IT Contracts	11,670.00	4,225.10		
01-05-10-2071-0002	IT Software	7,600.00	7,813.95		Civics Plus and Edmunds Contract Increase
01-05-10-2071-0003	IT Maintenance Operations	100.00	-		
01-05-10-2071-0004	IT Upgrades	1,000.00	64.99		
01-05-10-2071-0005	IT Internet Costs	1,300.00	500.40		
01-05-10-2081-0000	Discretionary Funds	2,500.00	1,084.70	43.39	

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>Description</b>	<b>Adopted Budget</b>	<b>STRAIGHT LINE =</b>	<b>41.67%</b>	<b>Variance Explanation / Notes</b>
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>		
<b>01-05-10-2100-0000</b>	<b>Dues/Subscriptions/Meetings</b>	<b>5,200.00</b>	<b>5,111.40</b>	<b>98.30</b>		
01-05-10-2100-0001	Dues Expense	4,200.00	4,495.00			DLLG Dues Increase
01-05-10-2100-0002	Meeting Expense	500.00	344.15			
01-05-10-2100-0003	Subscription Expenses	500.00	272.25			
<b>01-05-10-2120-0000</b>	<b>Electricity/Gas</b>	<b>42,284.00</b>	<b>15,009.27</b>	<b>35.50</b>		
01-05-10-2120-0001	Delmarva-5500-6161-537-Gas-(11 Poplar)	2,320.00	848.73			
01-05-10-2120-0002	Delmarva-5500-0543-573-Brier-(non-MSA)	2,690.00	1,088.00			
01-05-10-2120-0005	Delmarva-5500-6161-941-Electric(19 pop)	16,651.00	6,220.01			
01-05-10-2120-0008	Delmarva-5500-6161-131-HVAC Supply acct	20,623.00	6,852.53			
01-05-10-2122-0000	Emergency Operations	0.00	-			
<b>01-05-10-2124-0000</b>	<b>Water/Sewer</b>	<b>4,450.00</b>	<b>1,949.17</b>	<b>43.80</b>		
01-05-10-2124-0001	Water - Town Hall	2,350.00	955.93			
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	68.45		
01-05-10-2161-0000	Insurance - Auto	0.00	-			
<b>01-05-10-2170-0000</b>	<b>Insurance - Health/Dental/Vision/Life</b>	<b>77,697.00</b>	<b>32,656.96</b>	<b>42.03</b>		
01-05-10-2170-0001	Insurance - Health	77,697.00	32,425.55			
01-05-10-2170-0002	Insurance - Dental	0.00	(18.02)			
01-05-10-2170-0003	Insurance - Vision	0.00	(3.62)			
01-05-10-2170-0004	Insurance - AFLAC	0.00	-			
01-05-10-2170-0005	Insurance - Colonial Life	0.00	253.05			
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	878.42	21.07		
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	299.62	14.98		
<b>01-05-10-2270-0000</b>	<b>Legal Expenses</b>	<b>24,000.00</b>	<b>20,625.00</b>	<b>85.94</b>		
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	8,625.00			Recommend Line Item Transfer for Budget
01-05-10-2270-0004	Legal - Tax Issues	0.00	-			
01-05-10-2270-0010	Legal - Town Issues	24,000.00	12,000.00			
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	425.39	283.59		
<b>01-05-10-2290-0000</b>	<b>Maintenance/Building</b>	<b>11,500.00</b>	<b>11,241.04</b>	<b>97.75</b>		
01-05-10-2290-0001	Bldg - General Repairs	7,500.00	9,160.09			Recommend Line Item Transfer for Budget
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			
<b>01-05-10-2370-0000</b>	<b>Telephone</b>	<b>2,150.00</b>	<b>851.13</b>	<b>39.59</b>		
01-05-10-2370-0001	Telephone - Cell Phone Expenses	550.00	195.30			
01-05-10-2370-0002	Telephone - Landline Expenses	1,600.00	655.83			
01-05-10-2390-0000	Training	1,400.00	875.00	62.50		

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>Adopted Budget</b>	<b>STRAIGHT LINE =</b>	<b>41.67%</b>	<b>Variance Explanation / Notes</b>
<b>Account Id</b>	<b>Description</b>		<b>Expended Curr</b>	<b>% Realized</b>	
01-05-10-3140-0000	Vehicle Services	500.00	253.33	50.67	
01-05-10-3140-0001	Town Manager Gas Account	500.00	253.33		
01-05-10-3330-0000	Materials/Supplies	2,000.00	4,900.66	245.03	
01-05-10-3340-0000	Miscellaneous	500.00	1,256.00	251.20	Recommend Line Item Transfer; Hometown Hero Banner; Veterans
01-05-10-3350-0000	Office Supplies	3,500.00	1,721.90	49.20	Bricks; Council Polo Shirts/Embroidery
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	1,086.20	40.23	
<b>Administration Department Total</b>		<b>536,810.57</b>	<b>236,419.67</b>	<b>44.04</b>	

November 2025 Council Finance Report

EXPENSE		STRAIGHT LINE =		41.67%	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Variance Explanation / Notes
<b>Finance Department</b>					
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	12,422.80	496.91	Recommend Line Item Transfer / Increase in tax overpayment refund due to re-assessment
01-05-11-1000-0000	Salary	183,131.14	67,505.71	36.86	
01-05-11-1001-0000	Overtime	1,000.00	296.26	29.63	
01-05-11-1010-0000	Payroll Taxes	18,313.00	5,298.39	28.93	
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	3,066.68	99.99	
<b>01-05-11-1050-0000</b>	<b>Banking Services</b>	<b>40,000.00</b>	<b>12,463.68</b>	<b>31.16</b>	
01-05-11-1050-0001	Banking Services - General Checking	40,000.00	8,532.86		
01-05-11-1050-0002	Banking Services - General MM	0.00	1,079.83		
01-05-11-1050-0003	Banking Services - Contingency	0.00	175.00		
01-05-11-1050-0004	Banking Services - Contingency MM	0.00	1,961.51		
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	250.00		
01-05-11-1050-0007	Banking Services - Misc	0.00	-		
01-05-11-1050-0008	Banking Services - Long Term Planning	0.00	406.00		
01-05-11-2050-0000	Audit	55,000.00	22,543.90	40.99	
<b>01-05-11-2071-0000</b>	<b>Computer Operations</b>	<b>17,350.00</b>	<b>11,066.89</b>	<b>63.79</b>	
01-05-11-2071-0001	IT Contracts	8,000.00	2,752.55		
01-05-11-2071-0002	IT Software	7,500.00	7,813.94		Civics Plus and Edmunds Contract Increase
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	500.40		
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	132.21	16.53	
01-05-11-2122-0000	Emergency Operations	0.00	-	-	
01-05-11-2160-0000	Insurance - Business	22,900.00	15,972.36	69.75	
<b>01-05-11-2170-0000</b>	<b>Insurance - Health/Dental/Vision/Life</b>	<b>34,216.00</b>	<b>14,173.37</b>	<b>41.42</b>	
01-05-11-2170-0001	Insurance - Health	34,216.00	14,169.33		
01-05-11-2170-0002	Insurance - Dental	0.00	(48.52)		
01-05-11-2170-0003	Insurance - Vision	0.00	(0.86)		
01-05-11-2170-0004	Insurance - AFLAC	0.00	(26.08)		
01-05-11-2170-0005	Insurance - Colonial Life	0.00	79.50		
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	585.33	16.20	
01-05-11-2181-0000	Workers Compensation Insurance	975.00	1,033.05	105.95	
01-05-11-2280-0000	Postage	1,500.00	1,340.57	89.37	
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	642.45	44.31	
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	
<b>Finance Department Total</b>		<b>390,316.14</b>	<b>172,655.29</b>	<b>44.23</b>	

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>STRAIGHT LINE = 41.67%</b>		
Account Id	Description	Adopted Budget	Expended Curr % Realized	Variance Explanation / Notes
<b>Council Department</b>				
01-05-15-1000-0000	Salary - Council	7,200.00	2,749.91	38.19
01-05-15-1010-0000	Payroll Taxes	680.00	270.89	39.84
<b>01-05-15-2071-0000</b>	<b>Computer Operations</b>	<b>4,850.00</b>	<b>2,036.10</b>	<b>41.98</b>
01-05-15-2071-0001	iPads Expense	3,400.00	1,400.35	
01-05-15-2071-0002	IT Contracts	1,450.00	635.75	
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	-	-
<b>01-05-15-2370-0000</b>	<b>Telephone</b>	<b>500.00</b>	<b>152.83</b>	<b>30.57</b>
01-05-15-2370-0001	Mayor's Cell Phone	500.00	190.30	
01-05-15-2500-0000	Council Reimbursements	250.00	-	-
<b>Council Department Total</b>		<b>16,880.00</b>	<b>5,437.10</b>	<b>32.21</b>

November 2025 Council Finance Report

EXPENSE		Adopted Budget		STRAIGHT LINE =		Variance Explanation / Notes	
Account Id	Description			Expended Curr	% Realized		
<b>Public Safety Department</b>							
01-05-20-0025-0000	Police Pension Passthrough - payments	80,000.00	-	-	-		
01-05-20-1000-0000	Salary	1,002,253.00	378,622.43	37.78			
01-05-20-1000-0001	Salary - Part-Time Patrol	4,000.00	1,235.00	30.88			
01-05-20-1001-0000	Overtime	30,000.00	22,842.45	76.14			Recommend Line Transfer for Budget
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	28,540.00	42.22			
01-05-20-1003-0000	Holiday	26,600.00	25,600.00	96.24			
01-05-20-1010-0000	Payroll Taxes	38,000.00	12,209.33	32.13			
01-05-20-1010-0001	Payroll Taxes - Part-Time Patrol	440.00	109.30	24.84			
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	4,400.00	100.00			
01-05-20-2071-0000	Computer Operation	4,000.00	2,511.13	62.78			
01-05-20-2071-0001	IT Internet Costs Cameras (Fios)* <b>New 11/2025</b>	0.00	-	No Budget			Recommend Line Transfer for Budget
01-05-20-2081-0000	Discretionary Fund	2,500.00	1,045.61	41.82			
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	13,932.17	55.73			
01-05-20-2120-0000	Delmarva-5002-4177-235-LPR	700.00	143.37	20.48			
01-05-20-2120-0001	Delmarva- 5504-0852-042 101 Baltimore	0.00	452.33	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	62,772.82	38.69			
01-05-20-2170-0001	Insurance - AFLAC	0.00	-				
01-05-20-2170-0002	Insurance - Colonial Life	0.00	-				
01-05-20-2180-0000	Insurance-Life/Disability	19,696.00	3,611.42	18.34			
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	53,718.60	108.09			
01-05-20-2280-0000	Postage	500.00	95.85	19.17			
01-05-20-2290-0000	Building Maintenance	6,000.00	19,680.41	328.01			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	-				
<b>01-05-20-2320-0000</b>	<b>Maintenance -Vehicle</b>	<b>15,000.00</b>	<b>19,227.05</b>	<b>128.18</b>			Recommend Line Transfer for Budget
01-05-20-2320-3501	Vehicle Maintenance 35-01	0.00	146.93				
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	544.82				
01-05-20-2320-3505	Vehicle Maintenance 35-05	0.00	-				
01-05-20-2320-3506	Vehicle Maintenance 35-06	0.00	9,990.87				
01-05-20-2320-3507	Vehicle Maintenance 35-07	0.00	1,743.26				
01-05-20-2320-3508	Vehicle Maintenance 35-08	0.00	3,855.26				
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	1,903.77				

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>Adopted Budget</b>	<b>STRAIGHT LINE =</b>	<b>41.67%</b>	<b>Variance Explanation / Notes</b>
<b>Account Id</b>	<b>Description</b>		<b>Expended Curr</b>	<b>% Realized</b>	
01-05-20-2331-0000	Medical Costs	2,500.00	860.00	34.40	
01-05-20-2350-0000	Seized Vehicle Expenses	0.00	-	No Budget	
01-05-20-2360-0000	Evidence Processing Cost	1,500.00	-	-	
<b>01-05-20-2370-0000</b>	<b>Telephone</b>	<b>13,075.00</b>	<b>-</b>	<b>-</b>	
01-05-20-2370-0001	Telephone - MDT expenses	10,000.00	4,231.03		
01-05-20-2370-2001	Telephone - Landline expenses	3,075.00	1,365.78		
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	1,201.01	40.03	
01-05-20-2390-0000	Training	6,500.00	5,050.18	77.70	
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00	9,848.52	32.83	
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-	-	
01-05-20-3330-0000	Materials/Supplies	8,000.00	10,572.45	132.16	
01-05-20-3340-0000	Miscellaneous Purchases	500.00	63.25	12.65	
01-05-20-3350-0000	Office Supplies	3,500.00	721.43	20.61	
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	1,251.08	-	
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	1,086.20	27.85	
	<b>Public Safety Total</b>	<b>1,858,005.00</b>	<b>774,494.23</b>	<b>41.68</b>	

November 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 41.67%		Variance Explanation / Notes	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	
<b>Voluntary Assessment Center (VAC)</b>					
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	1,117.10	31.92	
01-05-25-2160-0000	Insurance - Business	250.00	214.23	85.69	
01-05-25-2280-0000	VAC - Postage	1,850.00	464.80	25.12	
01-05-25-3340-0000	VAC - Miscellaneous	50.00	-	-	
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	-	-	
	<b>VAC Total</b>	<b>105,149.00</b>	<b>11,878.93</b>	<b>11.30</b>	

November 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended	% Realized	
<b>Code Enforcement Department</b>					
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	64,176.78	42.86	
01-05-30-1001-0000	Overtime	3,000.00	2,473.65	82.46	
01-05-30-1010-0000	Payroll Taxes	14,972.00	5,432.65	36.29	
01-05-30-1025-0000	Employee Longevity Benefit	3,109.00	3,108.35	99.98	
01-05-30-2070-0000	Contracted Professional Services	35,000.00	10,976.00	31.36	BIU Inspection Services Costs
<b>01-05-30-2071-0000</b>	<b>Computer Operations</b>	<b>14,950.00</b>	<b>10,513.49</b>	<b>70.32</b>	
01-05-30-2071-0001	IT Contracts	6,000.00	2,199.10		
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	-		
01-05-30-2071-0005	IT Internet Costs	1,200.00	500.45		
01-05-30-2100-0000	Dues/Subscriptions/Meetings	350.00	32.25	9.21	
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
<b>01-05-30-2170-0000</b>	<b>Insurance - Health/Dental/Vision/Life</b>	<b>52,407.00</b>	<b>12,745.49</b>	<b>24.32</b>	
01-05-30-2170-0001	Insurance - Health	52,407.00	12,553.49		
01-05-30-2170-0002	Insurance - Dental	0.00	79.48		
01-05-30-2170-0003	Insurance - Vision	0.00	(1.52)		
01-05-30-2170-0005	Insurance - Colonial Life	0.00	114.04		
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	774.29	23.51	
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	1,334.44	88.96	
<b>01-05-30-2320-0000</b>	<b>Vehicle Maintenance</b>	<b>1,600.00</b>	<b>1,005.65</b>	<b>62.85</b>	
01-05-30-2320-0001	Vehicle Maintenance - Code #1	800.00	923.15		
01-05-30-2320-0002	Vehicle Maintenance - Code #2	800.00	82.50		
<b>01-05-30-2370-0000</b>	<b>Telephone</b>	<b>2,500.00</b>	<b>1,023.04</b>	<b>40.92</b>	
01-05-30-2370-0001	Telephone - Cell Phone Expenses	1,100.00	380.60		
01-05-30-2370-0002	Telephone - Landline Expenses	1,400.00	642.44		
01-05-30-2390-0000	Training	1,000.00	145.00	14.50	
01-05-30-3140-0000	Gas - Vehicles	1,000.00	390.56	39.06	
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	810.78	27.03	
01-05-30-3400-0000	Uniforms	1,000.00	460.93	46.09	
<b>Code Enforcement Total</b>		<b>318,226.95</b>	<b>137,044.85</b>	<b>43.07</b>	

November 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE = 41.67%		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>Public Works Department</b>					
01-05-40-1000-0000	Salary	180,139.23	62,343.28	34.61	
01-05-40-1001-0000	Overtime	4,300.00	807.10	18.77	
01-05-40-1010-0000	Payroll Taxes	18,515.00	4,941.97	26.69	
01-05-40-1020-0000	Pension Expense	0.00	-	-	
01-05-40-1025-0000	Employee Longevity Benefit	4,100.00	3,600.00	87.80	
<b>01-05-40-2070-0000</b>	<b>Contracted Professional Services</b>	<b>927.00</b>	<b>690.00</b>	<b>74.43</b>	
01-05-40-2070-0004	CPS General Services	927.00	690.00	74.43	Annual Security Monitoring Fee; Pest Services
<b>01-05-40-2071-0000</b>	<b>Computer Operations</b>	<b>7,915.00</b>	<b>4,208.86</b>	<b>53.18</b>	
01-05-40-2071-0001	IT Contracts	4,415.00	1,493.85		
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	891.75		
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	32.25	16.13	
01-05-40-2120-0000	Electricity/Gas	2,150.00	745.06	34.65	
01-05-40-2121-0000	Heating Oil	7,600.00	45.79	0.60	
01-05-40-2122-0000	Emergency Operations	0.00	-	-	
01-05-40-2124-0000	Water/Sewer	850.00	418.06	49.18	
01-05-40-2160-0000	Insurance - Business	38,871.00	19,007.59	48.90	Quarterly Billing
01-05-40-2161-0000	Insurance-Auto	23,632.00	14,081.76	59.59	Quarterly Billing
<b>01-05-40-2170-0000</b>	<b>Insurance - Health/Dental/Vision/Life</b>	<b>67,265.00</b>	<b>17,838.61</b>	<b>26.52</b>	
01-05-40-2170-0001	Insurance - Health	67,265.00	17,953.21		
01-05-40-2170-0002	Insurance - Dental	0.00	(113.00)		
01-05-40-2170-0003	Insurance - Vision	0.00	(33.28)		
01-05-40-2170-0004	Insurance - AFLAC	0.00	-		
01-05-40-2170-0005	Insurance - Colonial Life	0.00	31.68		
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	737.05	18.22	
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	569.25	56.93	
<b>01-05-40-2300-0000</b>	<b>Maintenance - Equipment</b>	<b>8,300.00</b>	<b>13,285.21</b>	<b>160.06</b>	Recommend Line Transfer for Budget
01-05-40-2300-0001	Spreader Maintenance	3,000.00	6,450.00		
01-05-40-2300-0002	Plow Maintenance	1,700.00	-		
01-05-40-2300-0003	Loader Maintenance	2,000.00	4,433.26		
01-05-40-2300-0004	Mower Maintenance	1,000.00	1,876.00		
01-05-40-2300-0005	Miscellaneous Equipment Maintenance	600.00	525.95		
<b>01-05-40-2320-0000</b>	<b>Maintenance-Vehicle</b>	<b>10,000.00</b>	<b>2,318.68</b>	<b>23.19</b>	
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		

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>Adopted Budget</b>	<b>STRAIGHT LINE =</b>	<b>41.67%</b>	<b>Variance Explanation / Notes</b>
<b>Account Id</b>	<b>Description</b>		<b>Expended Curr</b>	<b>% Realized</b>	
01-05-40-2370-0000	Telephone	1,040.00	958.50	92.16	
01-05-40-2370-0001	Telephone - Cell Phones	550.00	761.20		
01-05-40-2370-0002	Telephone - Landlines	490.00	197.30		Recommend Line Transfer for Budget
01-05-40-2390-0000	Training	2,000.00	-	-	
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	2,256.00	34.71	
01-05-40-3251-0000	Maintenance Streets	67,500.00	51,584.96	76.42	
01-05-40-3330-0000	<b>Materials/Supplies</b>	<b>7,000.00</b>	<b>752.31</b>	<b>10.75</b>	
01-05-40-3330-0001	M & S - PW Building	1,300.00	-		
01-05-40-3330-0002	M & S - Equipment	2,500.00	195.92		
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	360.52		
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	
	<b>Public Works Total</b>	<b>486,127.23</b>	<b>226,333.07</b>	<b>46.56</b>	

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>STRAIGHT LINE = 41.67%</b>			
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation / Notes</b>
<b>Sanitation Department</b>					
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-05-43-2070-0000	SANITATION	855,796.00	356,581.55	41.67	
01-05-43-2230-0000	Landfill Fees	200.00	-	-	
	<b>Sanitation Total</b>	<b>855,996.00</b>	<b>356,581.55</b>	<b>41.66</b>	
<b>NPDES Compliance</b>					
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-05-45-2010-0000	NPDES Compliance	23,000.00	5,757.70	25.03	*Annual Stormwater License Fee, Sweeper Debris Weight, Oil Spill

November 2025 Council Finance Report

EXPENSE		STRAIGHT LINE = 41.67%		Variance Explanation / Notes	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Variance Explanation / Notes
<b>Parks and Recreation Department</b>					
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-05-47-2070-0000	GPS - Landscape Maint for Town Parks	66,720.00	34,975.00	52.42	
<b>01-05-47-2115-0000</b>	<b>Public Events</b>	<b>23,332.00</b>	<b>11,089.15</b>	<b>47.53</b>	
<b>01-05-47-2115-1000</b>	<b>Clean-up Day - Total Expense</b>	<b>1,800.00</b>	<b>0.00</b>		
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	-		
<b>01-05-47-2115-2000</b>	<b>Non-Budgeted Event - Total Expense</b>	<b>1,990.00</b>	<b>1,087.72</b>		
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	89.71		Impact Trunk-or-Treat
<b>01-05-47-2115-3000</b>	<b>Easter Egg Hunt - Total Expense</b>	<b>2,128.00</b>	<b>0.00</b>		
01-05-47-2115-3010	Easter Egg Hunt - Overtime - Admin Dept	100.00	-		
01-05-47-2115-3011	Easter Egg Hunt - Overtime - Finance Dept	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	-		
<b>01-05-47-2115-4000</b>	<b>Best Decorated House - Total Expense</b>	<b>425.00</b>	<b>0.00</b>		
01-05-47-2115-4050	Best Decorated Home - Prize Expense	425.00	-		
<b>01-05-47-2115-5000</b>	<b>Halloween Spooktacular - Total Expense</b>	<b>1,100.00</b>	<b>757.31</b>		
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	384.24		
<b>01-05-47-2115-6000</b>	<b>Holiday Parade - Total Expense</b>	<b>2,200.00</b>	<b>0.00</b>		
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	-		
<b>01-05-47-2115-7000</b>	<b>Holiday Tree Lighting - Total Expense</b>	<b>3,405.00</b>	<b>500.00</b>		

November 2025 Council Finance Report

<b>EXPENSE</b>		<b>Adopted Budget</b>	<b>STRAIGHT LINE =</b>	<b>41.67%</b>	<b>Variance Explanation / Notes</b>
<b>Account Id</b>	<b>Description</b>		<b>Expended Curr</b>	<b>% Realized</b>	
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	500.00		
<b>01-05-47-2115-8000</b>	<b>Town Yard Sale - Total Expense</b>	<b>200.00</b>	<b>0.00</b>		
01-05-47-2115-8050	Town Yard Sale - Materials & Supplies	200.00	-		
<b>01-05-47-2115-9000</b>	<b>Fall Festival - Total Expense</b>	<b>10,084.00</b>	<b>8,744.12</b>		
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	7,714.85		
<b>01-05-47-3252-0000</b>	<b>Park Management</b>	<b>9,825.00</b>	<b>53,055.93</b>	<b>540.01</b>	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	641.73		
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	181.39		
01-05-47-3252-0010	PM - Dog Park	750.00	181.39		
01-05-47-3252-0011	PM - Vilone Park	1,200.00	2,127.68		
01-05-47-3252-0012	PM - Fairgrounds Park	950.00	478.70		
01-05-47-3252-0013	PM - Walling Park	200.00	53.51		
01-05-47-3252-0014	PM - Bryan Martin Park	0.00	-		
01-05-47-3252-0015	PM - Maple Avenue Park	200.00	2,924.00		
01-05-47-3252-0016	PM - Water Bibs (Non Park Locations)	500.00	160.53		
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)
<b>Parks and Recreation Total</b>		<b>146,541.00</b>	<b>99,120.08</b>	<b>67.64</b>	Skewed due to insurance claim

November 2025 Council Finance Report

EXPENSE		Adopted Budget		STRAIGHT LINE = 41.67%		Variance Explanation / Notes	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Expended Curr	% Realized	Variance Explanation / Notes
<b>Reimbursable Expenses (Expense)</b>							
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	1,000.00	-	-	-	-	Reimbursable to the exact revenue. At times this can cross FY's.
01-05-70-0135-0000	Reimbursable- Sheriff Sale Legal Reim.	15,000.00	1,875.20	12.50	1,875.20	12.50	Reimbursable to the exact revenue. At times this can cross FY's.
01-05-70-1011-0000	Reimbursable- Extra Duty Labor Expense	6,000.00	-	-	-	-	Reimbursable to the exact revenue. At times this can cross FY's.
	<b>Reimbursable Expenses (Expense)</b>	<b>22,000.00</b>	<b>1,875.20</b>	<b>8.52</b>	<b>1,875.20</b>	<b>8.52</b>	
<b>Long Term Planning Department</b>							
<b>Account Id</b>	<b>Description</b>	<b>Adopted/Amended Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>
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	188,324.25	-	-	-	-	
01-05-80-0027-0071	Future Project Allocation-P/Y Carry Over	165,631.34	-	-	-	-	* Amended Budget at 9/11/25 Council Meeting
01-05-80-0027-0080	Salary Enhancement Allocation	-	-	-	-	-	Encumbered 60,984.00 for new PW truck; app'd at 10/9/25 Mtg
01-05-80-0027-0081	Salary Enhancement Allocation- P/Y Carry Over	230,000.00	-	-	-	-	
	<b>Long Term Planning Total (includes P/Y Carry Over)</b>	<b>1,347,030.10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	Current Year Budget Total (FY26)	329,204.25	-	-	-	-	
	Prior Year (Prior Budget(s) not current)	1,017,825.85	-	-	-	-	

**TOWN OF ELSMERE TRANSFER TAX REPORT**

November 1<sup>st</sup>, 2025 through November 30th, 2025

<b>Date</b>	<b>Property Information</b>	<b>Purchase Price of Property</b>	<b>Amount of Tax or Reason for Exemption</b>
11/6/25	Property: 8 Poplar Ave Grantor(s): Craig McFarlane & Krystle Dowling Grantee(s): CKSM VENTURES LLC 2313 Mousley Place Elsmere, DE 19805  Parcel # 1900400-035 Law Office of Vance A Funk P.A *ADDING PERSONAL LLC TO DEED		<b>Exempt under 30 Del. C §5401</b>
11/7/25	Property: 300 S Dupont Rd Grantor(s): RYBICKI JOSEPH JR & DEANNA L Grantee(s): ANDREW BENENATI & ERIN SILVA 1224 NORTH TATNALL ST WILMINGTON, DE 19801  Parcel # 1900500-288 THE LAW OFFICE OF JOSEPH MEYER, LLC	\$300,000.00	<b>\$4,500.00</b>
11/8/25	Property: 127 Bungalow Ave Grantor(s): CALLOWAY BRANDON Grantee(s): Meghan & Daniel Dodd 323 Cornerstone Court Oxford, PA 19363  Parcel # 1900400-256 Pike Creek Settlement Services	\$180,000.00	<b>\$2700.00</b>
11/12/25	Property: 23 Richard Ave Grantor(s): JOHNSON PROPERTY GROUP LLC Grantee(s): Rafael Scarfullery Sosa & Martha De Luna Mateo 23 Richard Ave Wilmington, DE 19805  Parcel # 1900200-056 Ward & Taylor, LLC	\$334,000.00	<b>\$5,010.00</b>

11/26/25	Property: 19 Elsmere Blvd Grantor(s): ESTABLISHED PROPERTIES LLC SERIES 3 Grantee(s): Vincent M. Reverdito 3434 Old Capitol Trail Unit 5502 Wilmington, DE 19808  Parcel # 1900200-157 The Law Office of Joseph Meyer, LLC		<b>Exempt under 30 Del. C §5401</b>
11/26/25	Property: 1230 Sycamore Ave Grantor(s): SPINKEN JOAN Grantee(s): Khadija Lynette Gay 1230 Sycamore Ave Wilmington, DE 19805  Parcel # 1900800-163 Giordano & Gange LLC	\$224,900.00	<b>\$3,373.50</b>
<b>TOTAL</b>			<b>\$15,583.50</b>

## ARPA COUNCIL REPORT AT NOVEMBER 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
	<b>Total ARPA Fund Revenue</b>	<b>\$ 2,915,964.41</b>	<b>\$ 2,915,964.41</b>	

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	12,090.00	12,090.00	0.00
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00
07-05-10-1000-0008	Town Hall Sterilization Supplies (Haitosil)	9,120.00	9,120.00	0.00
07-05-10-1000-0009	Playground Revitalization	709,929.10	709,929.10	0.00
07-05-10-1000-0010	EPD HVAC Replacement	328,989.99	328,989.99	0.00
07-05-10-1000-0011	Baseball Field Improvement (Diamond Tex)	5,480.00	5,480.00	0.00
07-05-10-1000-0012	Stormwater Planning Projects 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	184,546.94	(736,742.87)
07-05-10-1000-0014	Street Maintenance (2024 Street Program)	221,026.24	182,013.16	(39,013.08)
<del>07-05-10-2070-0000</del>	<del>Bank-Service Fees</del>	<del>0.00</del>	<del>6,770.49</del>	<del>6.00%</del>
<del>07-05-10-2270-0000</del>	<del>Legal Services</del>	<del>0.00</del>	<del>6,770.49</del>	<del>6.00%</del>
	<b>Total ARPA Budget/Expenditures</b>	<b>\$ 2,915,964.41</b>	<b>\$ 2,083,442.08</b>	<b>\$ (832,522.33)</b>

**ARPA FUND BALANCE (Total Grant Revenue less Expenses at 10/31/25)** **\$ 832,522.33**

Available Fund Balance - Considering \$6,770.49 Expense Adjustment for Bank Fee Reimb **\$ 839,292.82**

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

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

<b>FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE</b>				
<i>There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting</i>				
07-05-10-2070-0000	ARPA BANK SERVICE FEES	0.00	6,770.49	

**ELSMERE POLICE DEPARTMENT**  
**Monthly Report**  
**December 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.

**Community Awareness**

**November 3, 2025:**

The Elsmere Police recently has seen an increase in vehicle thefts and vehicle break in's the past two months. Vehicles that are being specifically targeted are Kia type vehicles. We are asking the public to make sure that you secure all personal belongings in your residence and make sure to lock your vehicle doors. Also, please do not leave a spare key inside of your vehicle as suspects will specifically look for unlocked vehicles with spare keys inside. Residents are asked to report any suspicious persons or activity by calling 911. If you have any questions or information about the recent increase in vehicle thefts and break in's, you are asked to contact Detective John Mitchell of the Elsmere Police Department at (302)998-1173 extension number 211 or by email [john.mitchell@cj.state.de.us](mailto:john.mitchell@cj.state.de.us).



**November 20, 2025:**

## **Indecent Exposure Suspect**

Elsmere PD and New Castle County PD are conducting a joint investigation into an indecent exposure incident that occurred at the base of the Rt. 100 Viaduct back in September. NCCPD is investigating another incident that occurred over by St. Elizabeths High School. The suspect description as a male unknown race with a possible accent in his twenty or thirties, wearing all black clothing, black ski mask, black glasses, and black gloves. In both incidents, the suspect attempts to grab or get the victims attention



### **Meetings:**

- November 4, 2025: FCVC 2<sup>nd</sup> Funding Cycle – Chief Giles
- November 10, 2025: Needy Family Mtg, - Chief Giles & Sgt. Smith
- November 13, 2025: Council Mtg.– Chief Giles & Linda Sommermann
- November 18, 2025: DAPC Executive Board Mtg. – Chief Giles
- November 23, 2025: POST Mtg. – Chief Giles

**Trainings/Events:**

- November 5, 2025: OHS Smart/Simple Training – Chief Giles & Linda Sommermann
- November 5, 2025: Legal Updates Training – M/Cpl's Sowden & Kerrigan
- November 12, 2025: Gathering Evidence From Today's Communication Technologies – Det. Mitchell
- November 13, 2025: O2X-Optimizing Human Performance – Sgt. Young
- November 19, 2025: NCCPD Revelen a.i. Demonstration – Chief Giles

**Revenue Results:**

VAC JP Court 20 Revenue Received (November 2025) = **\$PENDING**

VAC – Elsmere Revenue (November 2025) = **\$10,986.94**

VAC Administration Revenue Received YTD (November 2025) = **\$2,804.15**

Total VAC Revenue as of November 2025 = **\$54,683.76**

Tow Revenue (Received November 2025) = **\$750.00**



TOTALS	37	29	9	14	29	20	138	26
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Elsmere Bureau of Police

Monthly Report

November 2025

Nature of Violation	
Radar/Lidar summons	<b>96</b>
Traffic enforcement (non-speed)	<b>42</b>
Traffic Warnings	<b>24</b>
Seatbelt Violations	<b>11</b>
Parking Violations	<b>7</b>
Cell Phone Violations	<b>6</b>
DUI's	<b>1</b>
Criminal Arrests	<b>14</b>
Wanted Persons	<b>3</b>
Crime Prevention Checks	<b>3</b>
Community Contacts	<b>0</b>
Total Statistics	<b>207</b>

Voluntary Assessment Violations: **148**

Mandatory Appearance Violations: **8**



**Public Works Department**  
**Monthly Report**  
**November 2025**

**Roadways:**

We are addressing all roadway issues as quickly as possible.

- Potholes/Sinkholes on the following streets:
  - Potholes: Vilone Road, Olga Road, and Rigdon Road.
- Replace/Remove/Installed Signs as requested:
  - Removals: 9 Bungalow Avenue “One Way” sign. (damaged)
  - Replaced/Installed: Deeded Parking on D Street, 1011 Dover Avenue has been mapped out for a handicap sign installation.
- Street Curbs Painted:
  - 927 Dover Avenue curb repainted

**NPDES:**

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

- N/A

**Building Maintenance:**

The following repairs were completed:

- New replacement windows have been installed and the job has been completed.
- Gate at Public Works building was replaced.
- Tranquility Room has been finished and is operational.
- GFI outlet checked at Holly tree for power in preparation for Tree Lighting Event.
- Christmas lights tested and were damaged. Replaced lights and rehung for Tree Lighting Event.

**Parks:**

- Bark Park fence has been addressed in regards to the loose fencing.
- Bark Park water has been shut off for the season.
- Maple Park Parking lot repaved by Paoli Services.
- Veterans Memorial Park was pressure washed and cleaned up for Veterans Day.

**Abatements:**

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

- None

### **Events:**

- Holiday Parade meeting at the Firehouse.

### **Training:**

- N/A

### **General:**

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

- Bearings, new fuel pump, fuel filter, fuel line and a battery were replaced on the silver gas powered salt spreader.
- Water emptied out of street sweeper reservoir.
- Hung new flags on flagpole at Veterans Memorial Park.
- Joesph Szczerba Hometown Hero banner has been rehung.
- Frank Vavala Hometown Hero banner has been hung.
- Lt. Gregg Shelton Hometown Hero banner has been damaged from fall during a high wind event. A new banner was reordered.
- Surveyed Kirkwood Highway medians from Route 100 and Kirkwood Highway all the way down to Sanders and Kirkwood Highway to look at areas that need cleaning up and new brickwork.
- Tree Lighting banners were dropped off to have dates changed for this years Holiday Tree Lighting Event.
- A new pallet of cold patch was delivered to Public Works Department.
- Decorated Town Hall.
- Rented a scissor lift to rehang Christmas tree lights on the Holly tree.
- Outcall from KCI in regards to an swell that needs access.
- Collected 10 shopping carts and have been returned to the shopping centers that they belonged to.
- 259 Filbert Avenue and 154 Birch Avenue received replacement recycle cans.
- Patty Blevins Walkway trash can lid was graffitied, we have repainted it and reinstalled it.
- G Street illegal trash that was dumped has been picked up.
- Took an inventory on trail cameras and organized setting them up at high traffic dump zones throughout the Town.
- Republic Services exchanged trash dumpster at Yard 2.

Submitted By: Anthony DiSanto

Date: December 3, 2025



## **Town Manager's Monthly Report November 2025**

### **Stormwater Project:**

- The contract has been sent out to Guardian Environmental Services for execution. The planned start date is May 4<sup>th</sup>, with a completion date of mid-August. They will begin ordering catch basins, piping and storm drains in February to allow 6 – 8 weeks delivery time.
- As mentioned last month, the Taylor and Silverbrook Stormwater Project is underway. At our weekly construction meeting, it was communicated that this project should only take about a month and a half to complete. There will be a delay with milling and paving the road since the plants don't open until around the 2<sup>nd</sup> week in March, depending on the weather.
- Announcement for our \$2.5 million-dollar Congressional Direct Spending grant is expected to be made by the Senate Committee on Appropriations. The announcement date is not available as of yet, but once it is, I will let Mayor and Council know.

### **Street Projects:**

All street projects are complete. We are now evaluating the use of MSA Funds to perform partial repairs within the Town.

### **EECBG Grant:**

We are putting out an RFP for Energy Consulting to perform an energy audit of the building. We have \$43,199.00 under the grant to have this done.

### **Town Hall Windows:**

Totally completed.

### **Town Hall Bathroom Renovation:**

Ferris Home Improvements and I had a meeting to select flooring and counter tops. All fixtures and equipment have been ordered, and construction is scheduled to start around December 15<sup>th</sup>. It is anticipated that the project should take about one month to complete.

### **Misc. Grant**

Replaced the much needed Public Works gate with funds from Reinvestment funds.

### **Park Project:**

- **Maple Park Redesign** – Paoli Services completed milling, grading and paving the parking lot. He has to install the basketball courts, stripe the parking lot and perform some landscaping.
- **The surveillance camera Maple Park** – The camera is fully operational and now the staff has to be trained on how to use the camera.
- **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. We are waiting for the lights to be delivered to the vendor.

### **Comprehensive Plan:**

This is an ongoing initiative, and we had a working meeting on December 2<sup>nd</sup>. We will continue with our public outreach at the Tree Lighting event.

### **Basement Rental:**

Met with the potential tenant and Medori Realty to discuss the lease terms and what fit outs are planned should we approve. We are now awaiting financial documents, which should be in our hands by December 9<sup>th</sup>. Based upon the number of activities the tenant plans to hold, I am proposing a \$7,000.00/month rent and \$750.00 for utilities.

### **Meetings:**

- Attended IPA Planning Course. I have one more course to attend for completion.
- Participated in a Housing Disaster Workshop.
- Attended a quarterly meeting regarding the Delaware on Main Street Program and how it can benefit businesses in Elsmere.
- Met with Guardian Environmental Services regarding staging of material.
- Attended Planning Commission meeting.
- Met with the window architects and discussed the final inspection.
- Attended NPDES-MS4 annual meeting.
- Attended the 4th quarter Pension Meeting.
- Met with KCI and Public Works about a drainage ditch issue on Olga Rd. This issue may be the County's responsibility. I am waiting to hear back from Councilman Toole.
- We had a meeting with the staff regarding our cell phone service to determine if there would be any cost savings by switching carriers.
- The Finance Director and I met District 33 Council about a staff issue.

### **Other Items:**

- Scott and I helped install the new microphone system in Council Chambers.
- Scheduled a training session for the Planning Commission and the Board of Adjustment with Max Walton for January 28<sup>th</sup> at 6:00p.m.
- Looked at sample signage for the parks.
- Secured \$1,000.00 grant for the Holiday Parade from PNC Bank.
- Received an update on the delivery of the new Public Works vehicle.
- Contacted the State regarding reporting on historical Reinvestment Funds grants.

Submitted By: Steven Martin

Date: December 4, 2025