

**TOWN OF ELSMERE  
COUNCIL MEETING MINUTES  
January 8, 2026  
6:30 p.m.**

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

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENCE:**

**ROLL CALL:**

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

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

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Minutes of the December 11, 2025 Council Meeting.

**ACTION:** A motion was made by Councilman Reinbold to approve the minutes of the December 11, 2025 Council Meeting with no corrections. The motion was seconded by Councilwoman Jensen.

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

**OLD BUSINESS:**    None

**NEW BUSINESS:**

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

Town Manager Steven Martin presented a draft lease agreement between the Town and St. Matthews Church for review. The proposed lease term is five years with 1 three-year renewal option. The proposed rental rates are as follows:

- Year One at \$6,000 annually, consisting of \$250 per month plus a \$750 utility fee;
- Year Two at \$6,250;
- Year Three at \$6,300;
- Year Four at \$6,400; and
- Year Five at \$6,500.

Town Manager Steven Martin then explained that there will be improvements to be completed by the tenant or a contractor thereof, including installation of additional light fixtures and fans in the kitchen and recreational area, installation of decorative exterior window film, expansion of the stage to a half-moon configuration, painting of the assembly walls, use of a third-floor room for children's ministry, and installation of a deep fryer connected to the existing kitchen vent system. The tenant will be responsible for coordinating with the Health Department and Fire Marshal to determine seating capacity and obtain the required assembly license. In total, the tenant plans to invest roughly \$56,000 in repairs or improvements.

Town Manager Steven Martin also stated there are some improvements the tenant has requested to be funded by the Town, including installation of aluminum in the back kitchen area (approximately \$150), replacement of a heating tray (\$1,200), purchase of a sink to be installed by the tenant (\$400), purchase of drywall to be installed by the tenant (\$300), and installation of a tankless water heater to meet Health Department temperature requirements. Town Manager Steven Martin stated that approximately \$30,000 in grant funding is available for these improvements and must be utilized or forfeited. The lease agreement will be reviewed by the Town Solicitor before signing.

There was discussion regarding the tenant's use of the third floor for children's programming. The Town Manager explained that third-floor use would occur only on Sundays, with stairwells secured to restrict access to other areas of the building. Adults would remain on the lower level, and children would be supervised on the third floor. During the week, activities would be limited to the lower level. Access to the building will be limited to the library atrium entrance on Sundays, utilizing the recently replaced doors.

Councilman Ellison asked if there was any concern about the length of the lease agreement?

Town Manager Steven Martin replied no, he believes that the amount they are willing to invest shows they are committed and thinks 5 years is reasonable for the amount they will be investing.

Mayor Personti asked how large of a congregation it is?

Town Manager Steven Martin replied that he was told it ranges from 60 to 80 people.

Mayor Personti asked if the tenants were to leave, would they still be responsible for payment for the remaining time on the lease?

Town Manager Steven Martin confirmed, yes, they would still have to pay for the full term of the lease.

**ACTION:** A motion was made by Councilwoman Jensen to approve the potential tenant of St. Matthews Church for leasing the basement and one room on the third floor of Town Hall, pending the Town Solicitors review of the lease agreement. The motion was seconded by Councilman Reinbold.

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

Consideration of approving the 2026 Event Calendar.

Mayor Personti asked about the date of the annual Tree Lighting, stating that it is proposed for the second Friday rather than the first Friday of December and asked the rationale for the change and whether the event should coincide with the same weekend as the Holiday Parade.

The Town Manager explained that that staff expressed a preference for concentrating events into a single weekend rather than being committed across multiple weekends.

There was then a discussion regarding the date for the Spooktacular event. Mayor, Council, Chief Giles, and Town Manager Steven Martin discussed the scheduling of the Spooktacular event, stating concerns about holding the event on October 30<sup>th</sup> due to potential conflicts with Halloween-related activities, including other community “trunk or treat” events, school-sponsored events, and weather considerations. Attendance at the most recent Spooktacular seemed lower than in past years and competing events may have contributed.

A discussion was had regarding combining Spooktacular with a Town-sponsored “Trunk or Treat” event and discussed potential locations, including Town facilities, the fire company, or Maple Avenue Park.

Mayor and Council reviewed potential conflicts with surrounding events, including the New Castle County’s “Sleeping Under the Stars”.

In conclusion, the idea to eliminate the proposed Friday, October 30<sup>th</sup> Spooktacular event and schedule a combined Spooktacular - Trunk or Treat event on Saturday, October 24, 2026, with a rain date of Sunday, October 25, 2026, to be held here at Town Hall.

Councilwoman Jensen suggested that the Town consider organizing a winter clothing drive, such as a coat, gloves, and hat collection, to support residents during the colder months.

Town Manager Steven Martin stated that the potential tenant for the basement of Town Hall, St. Matthew’s Church, conducts an annual clothing drive and suggested the possibility of partnering with the church on this effort.

**ACTION:** A motion was made by Councilwoman Jensen to approve 2026 Event Calendar as amended. The motion was seconded by Councilman Reinbold.

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

Consideration of a capital expenditure from Long-Term Planning for the purchase of two new 2026 Police Chevrolet Tahoe’s.

Chief Giles stated that IG Burton advised that there are 15 of the black 2026 Chevrolet Tahoe police vehicles left in stock and available for immediate purchase, prior to the arrival of 2027 models.

Chief Giles provided an overview of the current police vehicle fleet, including purchase dates, funding sources, and requested reallocations. She stated that two 2024 Chevrolet Tahoe's were purchased in November of 2023 using a combination of grant funding, rental income, and Long-Term Planning funds. Additionally, a 2023 Chevrolet Malibu was purchased in September of 2023 using HSI funds associated with an officer's participation in a federal task force from 2019 through 2024. HSI funds were also used to purchase a 2022 Ford F-150 pickup truck in November of 2022. A 2021 Ford Explorer was purchased by the Town in November of 2021, which she is proposing to be reassigned to the Code Enforcement Department.

Chief Giles stated that the sale of the 2011 Harley Davidson motorcycle for \$3,500 was completed, matching its original purchase price. Additional vehicles in the fleet include a 2020 Chevrolet Tahoe purchased with Town funds, a 2017 Ford Explorer proposed for reassignment to Code Enforcement, and a 2014 Chevrolet Tahoe purchased in 2017, which is expected to be sold or scrapped depending on its value.

The Code Enforcement Department currently operates 2006 Ford Rangers. The proposed reassignment of vehicles, sale of the motorcycle, and disposal of older vehicles would ultimately reduce the Police Departments' insured fleet from 11 vehicles to 9 patrol vehicles.

In conclusion, Chief Giles stated she is requesting a capital expenditure totaling \$129,500 related to the purchase and upfitting of two 2026 Chevrolet Tahoe police vehicles. The request includes \$116,500 for the vehicle purchases at \$58,250 per unit, plus \$13,000 for upfitting costs at \$6,500 per vehicle. Upfitting will include transfer and reinstallation of existing equipment such as emergency lights, sirens, radios, in-car computers, mounts, and camera systems from older vehicles.

Chief Giles stated she has applied for \$15,000 in Criminal Justice Council (CJC) grant funding to support the transition from the current WatchGuard system to the Axon cloud-based system. The WatchGuard equipment is approximately 12 years old and requires on-site data downloads, whereas Axon integrates with the State-funded body camera platform and utilizes cloud storage. While CJC funding for 2025–2026 has not yet been released, the Department was advised that its request remains a high priority.

Prior to this meeting, Chief stated she reviewed the funding balance, which showed approximately \$165,600 in Future Project Allocations and \$164,000 in the Capital Depreciation fund as of December 20, 2025. Chief Giles acknowledged the reduced fine revenue, due to being short one officer.

Chief Giles stressed that the requested funding aligns with the purpose of the Capital Depreciation fund, stating that the replacement of older vehicles—some exceeding 12 years in service—and the reassignment of vehicles to Code Enforcement would reduce the long-term maintenance costs while keeping reliable assets in Town service.

Councilwoman Jensen asked if larger vehicles are necessary for Code Enforcement operations within the Town's one-square-mile area and asked whether the age and high engine idle mileage of the vehicles, would be in the Town's best interest long term?

Chief Giles replied that vehicle Unit 35A has had two transmission replacements, despite those prior repairs, the vehicle is currently operating without issues. Additional major maintenance items completed on the vehicle were the replacement of the catalytic converter, radiator, and brakes.

Finance Director Valarie Strzempa added that for the 2 Code trucks, looking at the last 6 fiscal years, only 2 out of those 6 years was the maintenance line exceeded in the budget.

Councilman Ellison asked if it would be possible to keep one of the vehicles and sell the other?

Chief Giles replied of course, but the resale values for former police vehicles are typically lower due to their prior law enforcement use and specialized modifications.

Councilwoman Jensen asked why this wasn't discussed during the budget hearing?

Chief Giles replied that this was spur of the moment and she was informed that the sale price of these two vehicles is exceptional. She intended on requesting 2 new vehicles in the upcoming budget proposal, however, these vehicles will not be available at this price by that time.

Chief Giles continued by stating that she has exercised due diligence in managing revenues and expenditures. The department has even made changes to enforcement practices, including transitioning from State Code under Title 21 to local ordinance-based fines, have improved revenues. The Department reported that revenue targets have been met, especially the \$22,000 in funds received from the VAC Center. Additionally, that grant funding has supported public safety initiatives, including the COSSUP grant that funded Impact Life for 18 months at \$7,500 per month, as well as funding for a clinician through September, or until grant funds were exhausted.

Chief Giles ended with emphasizing the necessity of maintaining a reliable fleet and stated that vehicles are properly maintained. However, she stated that the request for two new vehicles is necessary and justified based on operational needs.

Councilwoman Jensen stated that her concern is simply depleting both of these line items completely.

Finance Director Valarie Strzempa stated that she prepared a financial analysis that was distributed to Council prior to the meeting. The analysis reflects an unanticipated increase in general fund revenue resulting from a supplemental utility parcel assessment that was issued due to changes implemented by New Castle County. This assessment generated approximately \$66,500 in unexpected tax revenue.

However, this additional revenue is partially offset by an increase in refunds issued to residents as a result of the reassessment. While these refunds reduce the net impact of the additional revenue, the supplemental billing nonetheless provides a financial buffer for revenues that were not included in the original adopted budget. After accounting for refunds issued during the first six months of the fiscal year, she stated that approximately \$45,000 in the General Fund could be considered reasonably available from this unanticipated revenue source.

Finance Director Valarie Strzempa further reviewed the current expenditure trends within the Public Safety Department, including salary, payroll tax, and pension lines. It showed the potential savings from health insurance and related benefit lines should not be relied upon at this time due to uncertainty in healthcare costs and pending State changes to disability assessments.

Additional funds are available in the salary, payroll tax, and pension lines due to ongoing staffing shortages. However, these funds would decrease once positions are filled, and the actual amount available is dependent on the timing of any hires and the classification level of new personnel.

Chief Giles asked the Finance Director about a \$230,000 amount shown in the December year-to-date figures, which appeared to be related to the Salary Enhancement line.

Finance Director Valarie Strzempa clarified that this \$230,000 represents the available balance in the Long-Term Planning line from a prior year. In total, the Long-Term Planning balance is approximately \$1.3 million, with \$230,000 of that tied to the prior-year salary allocation.

Mayor Personti reminded Council that the Town has intentionally taken a cautious and conservative approach to Long-Term Planning funds. The purpose of these funds is to allow them to grow over time so they can be used gradually for needs such as street projects, infrastructure, and other capital expenses. While the balance may appear large, the funds were structured this way to help ensure long-term financial stability and sustainability for the Town.

Finance Director Valarie Strzempa explained that any potential savings would be evaluated separately from Public Safety line items.

Mayor Personti questioned the analysis which showed multiple line-item transfers and asked if these had been completed already.

Finance Director Valarie Strzempa confirmed that the transfers were detailed on the analysis and show the adjustments necessary to properly align the department's budget. She stated that \$50,900 in transfers were required to balance the department's budget before any additional decisions could be made. Any remaining amount reflected potential savings available to the Police Department.

Finance Director Valarie Strzempa further explained that any savings were contingent upon hiring outcomes and possible merit increases. For illustrative purposes, she included a \$70,000 estimate in the analysis to show the impact of hiring on salary, payroll taxes, and pension costs. She noted that hiring a certified officer would result in higher salary and associated costs, which were outlined in the analysis and showed the projected effect on the department's year-end budget.

Council discussed options for funding the purchase of the 2 police vehicles without fully depleting any single funding source. Several funding scenarios were considered, including use of Public Safety's budget availability, the General Fund, and multiple Long-Term Planning line items.

Chief Giles clarified that looking at the projections, the analysis is based on the department receiving all funds, which is not going to happen this year.

Finance Director Valarie Strzempa explained that the projected \$130,626 year-end availability shown in the analysis was based on expense projections and was subject to reduction due to required line-item transfers totaling \$50,900, leaving approximately \$79,000 potentially available. She cautioned that any available amount was contingent upon hiring timelines, payroll costs, and merit increases, and noted that revenue collections were below straight-line projections and historically flatten later in the fiscal year. She further explained that while Public Safety's budget savings could potentially contribute toward a vehicle purchase, they would not fully cover the cost of a vehicle and would require the department to remain within its remaining budgeted expenses. She noted that

hiring a new officer could significantly reduce available funds and showed the fiscal impact of hiring at different points in the year.

Chief Giles stated that while two vehicles are needed, the department could proceed with one vehicle if necessary for the time being, however, that vehicle cost would likely increase.

Council discussed spreading the cost across multiple funding sources to minimize the impact on any one account, including partial use of the General Fund, Public Safety budget availability, and Long-Term Planning funds.

Council ultimately reached consensus to authorize the Police Chief to purchase two police vehicles, not to exceed \$130,000, with the specific funding allocations to be finalized and ratified at a subsequent meeting. A motion was made, seconded, and approved by Council.

**ACTION:** A motion was made by Councilman Ellison to authorize the Police Chief to purchase two 2026 Chevrolet Tahoe's for an amount not to exceed \$130,000.00 and that the Town Administration would bring back to the Mayor and Council the proposed motions at the February Council meeting with regard to line-item transfers. The motion was seconded by Councilwoman McDaniel.

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

## **DEPARTMENTAL REPORTS:**

### Code Enforcement

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

- Code Officer Nicole Facciolo reported on several large permits currently underway in Town, such as a residential renovation with a total job value of \$139,000, which generated \$3,497.50 in permit fees.
- Wawa is undertaking a \$220,000 full-store remodel, which generated \$5,290 in permit fees. The business is expected to close temporarily beginning January 12<sup>th</sup>, though the duration of the closure is uncertain.
- M&T Bank completed an \$85,000 roof replacement project, resulting in \$2,125 in permit fees.
- Code Officer Nicole Facciolo also reported that (in addition to Town Hall being closed on January 19<sup>th</sup> for Martin Luther King Jr. Day) she will be out of the office from January 20<sup>th</sup> through January 27<sup>th</sup>.
- Mayor Personti asked for clarification on the emergency abatement that was performed at 100 Forrest Avenue.
- Code Officer Nicole Facciolo explained that construction work was being performed without the appropriate permits and that the extent of the work exceeded the permits that had been issued. The issue was initially identified by Public Works, who notified the Code Department. Upon inspection by the Code Department, the interior of the structure was found to be gutted, with flooring removed down to the floor joists, which had been replaced. A large pile of construction debris was found in the rear yard. A window had been intentionally left open to allow debris to be discarded from the structure, leaving the building unsecured.

After advising the Town Manager, an emergency abatement was authorized, and Public Works boarded up the structure to address the safety concern. The homeowner has since applied for the appropriate permits, and the Code Department is working with them to bring the project into compliance.

### 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 provided clarification regarding red light camera revenue in response to a prior question from Councilwoman Jensen at last month's meeting. It was reported that the Town received \$27,493.73 during Fiscal Years 2014–2015 and an additional \$14,032.97 in August 2016 and a small additional payment, approximately \$110, was received in a more recent year.
- Chief Giles announced plans for a dedication and memorial in honor of Lieutenant Shelton, tentatively scheduled for Sunday, March 15<sup>th</sup>. The event is still in the planning stages and is expected to be held at the firehouse, where light refreshments may be provided. The Chief explained that the purpose of the event is to dedicate the newly completed revitalization room in Lieutenant Shelton's honor and to support the healing process, especially following recent events with Trooper Snook. The memorial is intended to provide an opportunity for Lieutenant Shelton's family, colleagues, and the community to come together in remembrance. Additional details will be shared as planning continues.
- Chief Giles asked if she would be included in this evening's executive session?
- Mayor Personti replied that the session is just for Mayor, Council and the Town Solicitor.
- Chief Giles then stated she would like to bring to attention the training agreement from a former officer who owes \$14,000.
- Town Solicitor Jim McMackin replied that the former officer's attorney has been non-responsive because he doesn't represent him with regard to that debt. However, he will confer with the Mayor and report back at the next Council meeting.
- Chief Giles then asked for the public record, why she is not invited to the executive session? Being as though she has been employed here for 15 years and attended every executive session except for this one, the last one. She would like to know if she is the topic being discussed, and if so, what exactly she has done to cause that.
- Town Solicitor Jim McMackin stated that it is a presumption that the discussion is regarding any one person, and FOIA specifically states that observers cannot attend unless they are speaking as to the actual topic that is being discussed.
- Chief Giles replied that she has attended every other executive session in the last 14 ½ years and asked why this changed suddenly.
- Town Solicitor Jim McMackin replied that we are complying with the law, and he does not have an explanation as to why the law was not adhered to previously.
- Chief Giles clarified that Town Solicitor McMackin has been here for quite a few years now and she believes that she has a right to defend herself if she is the topic of the executive session is, especially with the recent emails and things she has been accused of.

- Town Solicitor Jim McMackin then stated that in his legal opinion, that is not correct.
- Councilman Ellison asked if there was any update regarding the car jacking mentioned in the last two police reports.
- Chief Giles stated that unfortunately, this is an ongoing County-wide issue.
- Councilwoman McDaniel asked if the department was aware of a vehicle doing burnouts or doughnuts at the intersection of Kirkwood Hwy and Rt. 100?
- Chief Giles replied that yes, they are aware and have it on video but was unable to read the tag on the vehicle.

### Public Works

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

- Councilman Ellison reiterated that the department did a great job during the last snow event.

### 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 a contract for work at Vilone Park and Vilone Road has been fully executed with Guardian Environmental Services.
- Within the Taylor Rd and Silverbrook Stormwater Project, \$52,000 in cost savings were identified. Town Manager Steven Martin proposed reallocating those funds to additional work at Vilone Park, subject to coordination with the engineers to determine eligible stormwater-related improvements.
- Town Manager Steven Martin stated that the Town's \$2.5 million congressional spending application remains under consideration.
- Regarding street projects, the Town Manager Steven Martin stated that available MSA funds are nearly expended, and additional street work will be deferred until the next fiscal year. Remaining funds are being used for street lighting, salt, and other operational needs.
- Councilman Ellison stated that Vilone Road should be made a priority for the next street project due to its rapid deterioration.
- Town Hall renovation equipment is scheduled for delivery, with installation beginning the following week.
- The Maple Park redesign is nearly complete, with remaining work, including lining, landscaping, and basketball courts to resume when weather permits.
- The Maple Park surveillance camera is fully operational. Training on the use of the camera has been requested.
- Chief Giles stated there may need to be an adjustment to the camera angle due to a recent police incident in the area that was not clearly visible due to the current angle.
- Town Manager Steven Martin reported progress on the Comprehensive Plan, stating that a productive meeting was held and maps and historical materials are displayed for review.
- Town Manager Steven Martin stated he met with Council 81 regarding a personnel matter.
- Town Manager Steven Martin attended a presentation related to Crown Castle's underground fiberoptic project.
- Town Manager Steven Martin stated he has coordinated a site meeting on January 13<sup>th</sup> with the New Castle County on the shared drainage ditch issue on Olga Rd.

- Participated in cybersecurity planning for the Town's website.
- Attended the annual MS4 meeting.
- Registered for the Delaware Main Street Program.
- New park signage has been received.
- A previously secured PNC grant for the Holiday Parade will be applied to next year's parade.
- DelDOT provided updates on plans for Kirkwood Highway at the last Planning Commission meeting.
- The Town has posted vacancies for the Administrative Assistant, Public Works Maintenance Worker, and Tax Clerk positions.
- Town Manager Steven Martin advised that Max Walton will hold a training session for all committees to attend, which will be on January 28<sup>th</sup> at 6:00 p.m. in Council Chambers.
- Councilwoman Jensen asked about the meeting with Council 81 regarding a personnel matter being as though a CBA has not been finalized.
- Town Manager Steven Martin replied that although a CBA has not been finalized, they still have representation.
- Town Manager Steven Martin announced that Administrative Assistant to the Town Manager, Scott Allen has been selected as Clerk of the Year, with the award to be presented in Dover at the League of Local Governments meeting on January 22<sup>nd</sup>.
- Mayor Personti asked if the Town Manager could find out if the new stormwater drainage pipes installation occurring at Chestnut Run will have any impacts on the Town.
- Councilwoman Jensen noted that a Boy Scout was present in the audience to observe the meeting as part of a project. Council welcomed him and thanked him for his interest.

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

Councilman Ellison stated his concerns regarding increased door-to-door solicitations within the Town. Councilman Ellison suggested that the Town proactively inform residents about what solicitation activities are permitted and how residents can protect themselves, such as using signage or opting into the Town's "Do Not Solicit" list. He also recommended that the Town use social media platforms, such as Facebook, as the primary method of outreach.

Councilman Ellison also expressed concerns about public safety at recent Town meetings, since some meetings have become heated given the current climate. He suggested having an on-duty police officer present during meetings, possibly seated in the back of the room, for the duration of the meeting.

Mayor Personti stated that at the Planning Commission where the Comprehensive Plan was discussed, the zoning maps were a topic as well. It was noted that adjustments are being made to clarify the proposed mixed-use areas along the Kirkwood Highway corridor and a few other areas, such as the Corpus Christi property, Walnut Avenue, and part of New Rd. However, any final zoning or map changes will be presented to Council for review and approval.

Additionally, Mayor Personti stated there has been progress toward implementing historic district or overlay of some sort in the Comprehensive Plan. Those discussions have begun with the Town Manager and Planning Commission. The Town will consult with State and County historic preservation offices, with the initial step being the identification of potentially historic properties, including Town Hall.

A discussion was held regarding the next steps toward identifying historically significant properties within Town limits. It was clarified that the proposed effort would be a local historic overlay or designation, not a national designation.

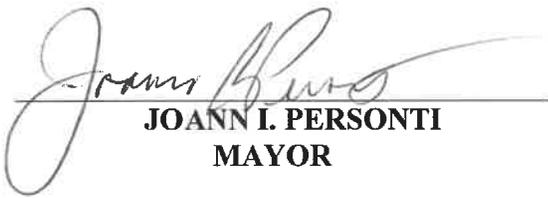
**Executive Session and Adjournment:**

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

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

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

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

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

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



**Code Enforcement Department**  
**Monthly Report**  
**December 2025**  
**AMENDED**

**Citations:**

Issued: 80                      Corrected: 45                      Fines Issued: 3                      Pending: 32

**Council Districts:**

1st District	14
2nd District	14
3rd District	17
4th District	6
5th District	27
6th District	2

**Issued this calendar year: 753**

**Permit Fees:**

Town Fees issued:	\$	13,311.24
BIU Billed:	\$	8,093.00
Town Revenue:	\$	5,218.24

BIU Billed CYTD:	\$	32,472.50
Town Revenue CYTD:	\$	19,931.19

**Current Nuisance Properties:**

- 1036 Dover Avenue
- 1330 Maple Avenue – 2<sup>nd</sup> or Subsequent Occurrence

**Vacant Properties**

**We currently have the following number of registered vacant properties on file:**

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

- 100 Forrest Avenue – Securing an unsafe structure **\*EMERGENCY\***

**Pre-Rental Inspections Performed**

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

1st District	0
2nd District	0
3rd District	0
4th District	3
5th District	3
6th District	2
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Total	8

**Petitions Heard**

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

- None.

**Permits Processed**

1st District	2
2nd District	4
3rd District	3
4th District	1
5th District	5
6th District	4
<b>Total</b>	<b>19</b>

**Business Licenses Processed**

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

<b>IN TOWN</b>	<b>TYPE</b>	<b>OUT OF TOWN</b>	<b>TYPE</b>
GFP Hadco 4 LLC (14 Hadco Road)	Warehouse	Squared Renovations LLC	General Contractor
Modern Products USA Inc. (105 Colonial Avenue)	Warehouse	Moe's GC LLC	General Contractor
Sammy's Auto LLC (240 B & O Lane)	Automotive Wholesale Dealer	N/A	N/A
Krienen-Griffith Operations (1400 Kirkwood Highway)	Funeral Services	N/A	N/A
Dawn Moore Insurance Agency	Insurance/Financial Services	N/A	N/A

**Total: 2 Out of Town, 5 In Town**

**Rental Licenses Processed**

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

<b>PROPERTY ADDRESS</b>	<b>TYPE</b>
906 Kirkwood Highway	Residential – New Owner, Existing Tenant
43 A & B Elsmere Boulevard (2 separate licenses)	Residential – New Owner, Existing Tenants
35 A & B Elsmere Boulevard (2 separate licenses)	Residential – New Owner, Existing Tenants
240 B & O Lane	Commercial
8 Poplar Avenue	Residential

**Total: 7 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>
3	0

**Notable Projects**

Adam Basement installed a drain system near the atrium at Town Hall on December 29, 2025, to help with the flooding issue.

The Town’s Taylor Road and Silverbrook Drive Stormwater Project is underway. Please see the Town Manager’s report for further information, if there are any.

Town Hall Bathroom’s Renovations will be starting soon. Please see the Town Manager’s report for further information, if there are any.

**Departmental Update:**

Code Enforcement Officer Nicole Facciolo attended a webinar on December 3, 2025, through the American Association of Code Enforcement (AACE) for Code Enforcement Situational Awareness: Navigating Political Influences and Enforcement Pressures.

The Code Enforcement Department assisted with the Town’s Tree Lighting event on December 5, 2025.

Submitted By: Nicole Facciolo Date: 01/02/2026

Re-Submitted By: Nicole Facciolo Date: 01/08/2026

## 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
12/4/2025	105-4 Sanders Road	Apartment	5
12/18/2025	8 Poplar Avenue	Residential	5
12/158/25	1509-4 Maple Avenue	Apartment	5
12/19/2025	123 Bungalow Avenue	Residential	4
12/22/2025	205 Dumont Road	Residential	1
12/22/2025	1403-1 Maple Avenue	Apartment	4
12/29/2025	1308 Maple Avenue	Residential	4
12/31/2025	506-2 Junction Street	Apartment	6

## Permits Processed

Property Location	Permit Type	Issue Date	Council District
9 Colonial Avenue	Mechanical	12/1/2025	5
124 N Dupont Road	Building	12/1/2025	1
708 Baltimore Avenue	Building	12/2/2025	2
708 Baltimore Avenue	Building	12/2/2025	2
1308 Maple Avenue	Building	12/3/2025	4
1220 Dover Avenue	Building	12/4/2025	3
1100 Dover Avenue	Building	12/4/2025	3
107 Linden Avenue	Building	12/4/2025	3
7 Alvil Road	Building	12/9/2025	6
8 Richard Avenue	Building	12/10/2025	6
23 Olga Road	Building	12/10/2025	6
700 Baltimore Avenue	Mechanical	12/11/2025	2
106 Washington Avenue	Mechanical	12/17/2025	5
1018 S Grant Avenue	Building	12/18/2025	1
930 Kirkwood Highway	Building	12/22/2025	2
106 Alvil Road	Mechanical	12/23/2025	6
100 Forrest Avenue	Building	12/23/2025	5
11 Poplar Avenue (Town Hall)	Building	12/29/2025	5
100 Forrest Avenue	Building	12/30/2025	5

## December 2025 Monthly Citation Report

Violation ID	Property Location	Ordinance ID	Ordinance Description	Violation Date	Officer
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
V2600380	135 BUNGALOW AVE	CH 145	Repeat Public Nuisance Property	12/4/2025	N. Facciolo
V2600381	217 LINDEN AVE	CH 145	Repeat Public Nuisance Property	12/4/2025	N. Facciolo
V2600382	210 FILBERT AV	IPMC12-308.1	Garbage / rubbish	12/5/2025	M.Bowers
V2600383	140 FILBERT AV	IPMC12-308.1	Garbage / rubbish	12/5/2025	M.Bowers
V2600384	133 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	12/9/2025	M.Bowers
V2600385	106 MAPLE AVE	225-8-U	Parking Surfaces	12/9/2025	M.Bowers
V2600386	280 FILBERT AVE	IPMC12-308.1	Garbage / rubbish	12/10/2025	M.Bowers
V2600387	1336 MAPLE AVE	IPMC12-302.7	Accessory structure	12/10/2025	M.Bowers
V2600388	204 WESTERN AVE	IPMC12-308.1	Garbage / rubbish	12/10/2025	M.Bowers
V2600389	2 HALL AVE	IPMC12-308.1	Garbage / rubbish	12/11/2025	M.Bowers
V2600390	40 ELSMERE BL	IPMC12-308.1	Garbage / rubbish	12/11/2025	M.Bowers
V2600391	40 ELSMERE BL	IPMC12-304.13	Window / skylight / door frame	12/11/2025	M.Bowers
V2600392	36 ELSMERE BLVD	IPMC12-308.1	Garbage / rubbish	12/11/2025	M.Bowers
V2600394	202 FILBERT AVE	IPMC12-304.14	Screen for window	12/12/2025	M.Bowers
V2600395	202 FILBERT AVE	IPMC12-304.13	Window / skylight / door frame	12/12/2025	M.Bowers
V2600396	202 FILBERT AVE	IPMC12-304.10	Stairways, decks, porches & balconies	12/12/2025	M.Bowers
V2600397	208 FILBERT AV	COD71-8A	Animal Waste: public sidewalks, parkland, private property, not belonging to the owner of the animal	12/12/2025	M.Bowers
V2600398	1335 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	12/12/2025	M.Bowers
V2600399	1315 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	12/12/2025	M.Bowers
V2600400	1319 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	12/12/2025	M.Bowers
V2600401	201 BIRCH AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600402	1014 BALTIMORE AV	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600403	1016 BALTIMORE AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600404	1006 BALTIMORE AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600405	1034 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600406	1036 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600407	1028 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600408	1026 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600409	1022 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600410	1024 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600411	1014 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600412	1010 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600413	1008 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600414	1006 DOVER AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600415	1328 MAPLE AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600416	1330 MAPLE AVE	COD192-1	Removal of Snow & Ice	12/15/2025	M.Bowers
V2600417	2127 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600418	2125 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600419	2131 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600420	2129 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers

V2600421	2133 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600422	2135 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600423	2116 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600424	2118 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600425	2120 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600426	2122 SENECA RD	COD192-1	Removal of Snow & Ice	12/16/2025	M.Bowers
V2600427	105 BEECH AVE	IPMC12-308.1	Garbage / rubbish	12/18/2025	M.Bowers
V2600428	1325 MAPLE AVE	IPMC12-308.1	Garbage / rubbish	12/18/2025	M.Bowers
V2600429	100 FORREST AV	IPMC12-108.1.1	Unsafe structures	12/29/2025	N. FACCILOLO
V2600430	262 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	12/29/2025	M.Bowers
V2600431	215 LINDEN AVE	IPMC12-308.1	Garbage / rubbish	12/29/2025	M.Bowers
V2600432	1202 DOVER AVE	IPMC12-308.1	Garbage / rubbish	12/29/2025	M.Bowers
V2600433	100 FORREST AV	60-7	Failure to obtain a permit or license	12/29/2025	N. FACCILOLO
V2600434	100 FORREST AV	PC320-5	Waste Water Disposal	12/29/2025	N. FACCILOLO
V2600435	100 FORREST AV	IPMC12-302.1	Sanitation of property	12/29/2025	N. FACCILOLO
V2600436	100 FORREST AV	IPMC12-302.7	Accessory structure	12/29/2025	N. FACCILOLO
V2600437	4 VILONE RD	60-7	Failure to obtain a permit or license	12/29/2025	M.Bowers
V2600438	100 FORREST AV	IPMC12-304.1	General exterior structure	12/29/2025	N. FACCILOLO
V2600439	100 FORREST AV	IPMC12-301.2	Responsibility - Safe conditions of the structure and/or exterior of the property	12/29/2025	N. FACCILOLO
V2600440	100 FORREST AV	IPMC12-304.10	Stairways, decks, porches & balconies	12/29/2025	N. FACCILOLO
V2600441	100 FORREST AV	IPMC12-304.11	Chimneys and towers	12/29/2025	N. FACCILOLO
V2600442	100 FORREST AV	IPMC12-304.13	Window / skylight / door frame	12/29/2025	N. FACCILOLO
V2600443	100 FORREST AV	IPMC12-304.15	Exterior doors	12/29/2025	N. FACCILOLO
V2600444	100 FORREST AV	IPMC12-304.16	Basement hatchways	12/29/2025	N. FACCILOLO
V2600445	100 FORREST AV	IPMC12-305.1	General interior structure	12/29/2025	N. FACCILOLO
V2600446	100 FORREST AV	IPMC12-305.3	Interior surfaces	12/29/2025	N. FACCILOLO
V2600447	100 FORREST AV	IPMC12-305.4	Interior stairways and walking surfaces	12/29/2025	N. FACCILOLO
V2600448	100 FORREST AV	IPMC12-305.6	Interior doors	12/29/2025	N. FACCILOLO
V2600449	100 FORREST AV	IPMC12-308.1	Garbage / rubbish	12/29/2025	N. FACCILOLO
V2600450	100 FORREST AV	IPMC12-308.2	Disposal of rubbish	12/29/2025	N. FACCILOLO
V2600451	100 FORREST AV	IPMC12-504.1	Plumbing fixtures	12/29/2025	N. FACCILOLO
V2600452	100 FORREST AV	IPMC12-602.2	Heating facilities - Residential occupancies	12/29/2025	N. FACCILOLO
V2600453	100 FORREST AV	IPMC12-604.3	Electrical system hazards	12/29/2025	N. FACCILOLO
V2600454	100 FORREST AV	IPMC12-605.1	Electrical equipment / wiring / appliances	12/29/2025	N. FACCILOLO
V2600455	100 FORREST AV	IPMC12-106.3	Failure to comply	12/29/2025	N. FACCILOLO
V2600456	100 FORREST AV	IPMC12-704.2	Smoke detectors / alarms	12/29/2025	N. FACCILOLO
V2600457	100 FORREST AV	IPMC12-603.7	Carbon monoxide detector	12/29/2025	N. FACCILOLO
V2600458	286 FILBERT AVE	IPMC12-304.7	Roof / Gutters / Downspouts	12/30/2025	M.Bowers
V2600459	313 SOUTHERN RD	IPMC12-308.1	Garbage / rubbish	12/30/2025	M.Bowers
V2600460	3 OAKAV	IPMC12-308.1	Garbage / rubbish	12/30/2025	M.Bowers



## TOWN OF ELSMERE

### DEPARTMENT OF FINANCE

#### MONTHLY REPORT – DECEMBER 31, 2025

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- Continued collection of current and delinquent taxes
  - FY 2025-2026 Tax Bills were mailed on 7/24/25; due by 9/30/25
  - 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: \$79,352.95
    - Note: This is skewed high this month due to utility parcel assessment value updates implemented by NCC. This resulted in the Town sending a supplemental billing to utility parcel owners.
  - 1% Penalty Applied to delinquent tax accounts on the 1<sup>st</sup> of the month. Total penalties and interest received during the month: \$438.47
  - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
    - 5 active and current payment plans at 12/31/25
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
  - Collected \$24,409.50 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/no further updates at 12/31/25.
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$1,200.00

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

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- Grant Management
  - EIDE/SALLE Grant Administration / Receipt of Funds / Transfer / Amendment for Use
  - Walk-through with Impact Life (lease terms 12/31/25) RE: Items purchased by the Towns (COSSUP) Grant; continued inventory communication with Impact Life
  - OHS funds receipt issue/incorrect account deposit, coordinated with multiple state departments to correct this issue which has resulted in additional work on our behalf.
  - DelDot Fiscal comparison/confirmation for CTF Funds / CTF Funds analysis and Closure prep
  - Engineering Costs evaluated for Street Program
- Pension/Retirement Plan Management, Contribution recording, plan updates as necessary.
  - SOD CMPFPP Employer Contribution Rate established for FY27 (17.26%) this is unlikely to change and anticipated to finalize in July 2026.
  - Contribution Transfer Reporting

- 12/12/25 the SOD Funds for active officers' contribution to the original police pension fund received and transferred directly and successfully to First State Trust 12/12/25; FST confirmed receipt of the funds.
  - 12/16/25 TOE budgeted Long Term Planning contribution to the Original Police Pension plan was processed and confirmed receipt with First State Trust. (You will see this recorded on the monthly reports in the Long Term Planning Department).
  - This concludes all contributions to the original police pension plan for calendar year 2025. The Pension Committee has been made aware via E-Mail.
- 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
  - Influx of calls due to the revised NCC bill mailing / updated NCC FAQ placed at office window for residents
  - Monthly Assessment reporting from NCC reviewed. There are presently no changes.
- FY 2024-2025 Audit, currently in progress, the actuarial and covered wages were requested this month. The Auditors report finalizing the draft financials; therefore, the audit is near completion.
- Certified Deeds for the Sale/Transfer of properties prior to submission to the Recorder.
- Payroll adjustments and merit increase correspondence with our payroll provider.
- Unclaimed Funds correspondence, this was invalid.
- Occupational Employment/Wage Statistics Report completed (BLS Report), Census reporting
- The department continues to implement electronic record keeping.
- The Account Clerk continues to monitor contract invoicing and all purchases to ensure best cost practices are used for the Towns Administrative Departments. The Town was able to return unused food items from the Tree Lighting which credited approximately \$180.00 back to the event.
- Comcast Franchise Agreement Review/Renewal with the Town Manager
- Cash Flow Forecasting performed as necessary, in addition to FYE projections
- Multiple meetings with M&T Bank and PNC Bank to discuss account features, rates and relationship meetings for total future migration to PNC Bank.
- Job Description Review/Updates for the Tax Clerk II position. The position has been posted; to start interviewing January 2026.

Submitted By: Valarie Strzempa, Finance Director

Date: 12/31/25

**COUNCIL REPORT AT DECEMBER 31, 2025**

<b>REVENUE</b>	<b>BUDGET</b>	<b>CASH RECEIVED</b>	<b>OVER/(UNDER) BUDGET</b>	
Administration	157,286.00	81,485.70	(75,800.30)	51.81%
Finance	3,845,491.14	3,320,003.91	(525,487.23)	86.33%
Public Safety	339,500.00	115,367.84	(224,132.16)	33.98%
Code Enforcement	428,650.00	351,464.10	(77,185.90)	81.99%
Public Works	11,600.00	6,542.77	(5,057.23)	56.40%
Parks & Recreation	6,100.00	50,925.00	44,825.00	834.84%
Voluntary Assessment Center	150,000.00	41,083.01	(108,916.99)	27.39%
Reimbursable Expenses	93,738.00	34,916.38	(58,821.62)	37.25%
<b>Total General Fund</b>	<b>5,032,365.14</b>	<b>4,001,788.71</b>	<b>(1,030,576.43)</b>	<b>79.52%</b>
<b>EXPENSE</b>	<b>BUDGET</b>	<b>CASH EXPENDED</b>	<b>(OVER)/UNDER BUDGET</b>	
Administration	536,810.57	292,248.51	244,562.06	54.44%
Finance	390,316.14	199,112.34	191,203.80	51.01%
Council Operations	16,880.00	8,121.96	8,758.04	48.12%
Public Safety	1,858,005.00	941,471.64	916,533.36	50.67%
Code Enforcement	318,226.95	155,701.56	162,525.39	48.93%
Public Works	476,900.23	249,647.45	227,252.78	52.35%
Sanitation	855,996.00	427,897.86	428,098.14	49.99%
Parks & Recreation	99,877.00	108,624.81	(8,747.81)	108.76%
Voluntary Assessment Center	105,149.00	11,914.59	93,234.41	11.33%
Reimbursable Expenses	22,000.00	3,595.20	18,404.80	0.00%
Long Term Planning Current Year	329,204.25	35,750.00	293,454.25	10.86%
Long Term Planning Prior Year*	1,017,825.85	60,984.00	956,841.85	5.99%
Long Term Planning Total	1,347,030.10	96,734.00	1,250,296.10	7.18%
NPDES	23,000.00	5,757.70	17,242.30	25.033%
<b>Total General Fund</b>	<b>5,032,365.14</b>	<b>2,439,843.62</b>	<b>2,592,521.52</b>	<b>48.483%</b>
<b>Total All Expenditures**</b>	<b>6,303,190.99</b>	<b>2,564,162.32</b>	<b>3,739,028.67</b>	<b>40.68%</b>
<b>STRAIGHT LINE =</b>	<b>50.00000%</b>	<b>Contingency Total</b>	<b>247,613.71</b>	

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

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

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REVENUE				STRAIGHT LINE =		50.00%	
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	33,486.67	(23,919.33)	58.33		
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	5,200.00	(2,000.00)	72.22		
01-04-10-8511-0000	Gain on Sale of Fixed Assets	-	-	-	-		
	<b>Administration Total</b>	<b>157,286.00</b>	<b>81,485.70</b>	<b>(75,800.30)</b>	<b>51.81</b>		
<b>Account Id</b>	<b>Description</b>	<b>Adopted/Amended</b>	<b>YTD Cash</b>	<b>Over/(Under) Budget</b>	<b>% Realized</b>	<b>Variance Explanation</b>	
01-04-11-0001-0000	Real Estate Taxes	3,283,391.14	3,079,799.42	(203,591.72)	93.80	*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	16,944.84	(53,055.16)	24.21		
01-04-11-0001-STLP	Special Tax Assessment-Prior Years	-	-	-	-		
01-04-11-0010-0000	Taxes - Penalties & Interest	20,000.00	10,876.97	(9,123.03)	54.38		
01-04-11-0011-0000	Interest Income	60,000.00	25,362.26	(34,637.74)	42.27		
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	173,767.82	(166,232.18)	51.11		
01-04-11-0110-0000	Other Income - Finance	100.00	0.02	(99.98)	0.02		
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>3,320,003.91</b>	<b>(525,487.23)</b>	<b>86.33</b>		

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REVENUE Account Id	Description	Adopted		YTD Cash	STRAIGHT LINE =		Variance Explanation
		Adopted	Adopted		Over/(Under) Budget	% Realized	
<b>Account Id</b>	<b>Description</b>	<b>Adopted</b>	<b>Adopted</b>	<b>YTD Cash</b>	<b>Over/(Under) Budget</b>	<b>% Realized</b>	<b>Variance Explanation</b>
01-04-20-0015-0000	VAC Fines (Voluntary Assessment)	225,000.00	225,000.00	56,664.18	(168,335.82)	25.18	Variance Explanation
01-04-20-0016-0000	Other Courts CCP	2,000.00	2,000.00	170.00	(1,830.00)	8.50	
01-04-20-0017-0000	Accident Reports	8,000.00	8,000.00	2,525.00	(5,475.00)	31.56	
01-04-20-0026-0000	Police Pension Passthru Receipts	80,000.00	80,000.00	46,538.66	(33,461.34)	58.17	
01-04-20-0110-0000	Other Income- Public Safety	1,500.00	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	16,000.00	5,750.00	(10,250.00)	35.94	
01-04-20-0110-0003	Other Income- Grant Passthrough	-	-	-	-	-	
01-04-20-0130-0000	Extra-Duty Surcharge	1,000.00	1,000.00	51.00	(949.00)	5.10	
01-04-20-0130-0001	Extra-duty admin surcharge	-	-	-	-	-	
01-04-20-0130-0002	Extra Duty - Vehicle Surcharge *New 9/2025	1,000.00	1,000.00	119.00	(881.00)	11.90	
01-04-20-0130-0005	Extra-duty Pension Surcharge	5,000.00	5,000.00	3,500.00	(1,500.00)	70.00	
01-04-20-8511-0000	Gain on Sale of Fixed Assets	339,500.00	339,500.00	115,367.84	(224,132.16)	33.98	
	<b>Public Safety Total</b>						

Account Id	Description	Adopted		YTD Cash	STRAIGHT LINE =		Variance Explanation
		Adopted	Adopted		Over/(Under) Budget	% Realized	
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	75,000.00	20,623.71	(54,376.29)	27.50	
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	75,000.00	20,459.30	(54,540.70)	27.28	
01-04-25-0110-0000	VAC - Other Income	-	-	-	-	Non-Budget	
	<b>VAC Total</b>						

Account Id	Description	Adopted		YTD Cash	STRAIGHT LINE =		Variance Explanation
		Adopted	Adopted		Over/(Under) Budget	% Realized	
01-04-30-0020-0000	Permit Fees	61,500.00	61,500.00	44,955.01	(16,544.99)	73.10	
01-04-30-0020-0001	Permit Penalty Fines	-	-	-	-	-	
01-04-30-0021-0000	Code Violations (Total)	31,500.00	31,500.00	9,909.09	(21,590.91)	31.46	
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	-	3,400.00	-	-	
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	-	6,459.09	-	-	
01-04-30-0060-0000	Board of Adjustment	1,000.00	1,000.00	200.00	(800.00)	20.00	
01-04-30-0065-0000	Vacant Property Registration Fee	500.00	500.00	-	(500.00)	0.00	
01-04-30-0070-0000	Business Licenses	74,000.00	74,000.00	57,950.00	(16,050.00)	78.31	
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	2,000.00	150.00	(1,850.00)	7.50	
01-04-30-0075-0000	Rental Licenses	255,000.00	255,000.00	237,150.00	(17,850.00)	93.00	
01-04-30-0075-0001	Rental Licenses - Penalties	2,500.00	2,500.00	1,000.00	(1,500.00)	40.00	
01-04-30-0077-0000	Signage Receipt Account	100.00	100.00	-	(100.00)	0.00	
01-04-30-0080-0000	Home Occupation Lic/Permit	300.00	300.00	100.00	(200.00)	33.33	
01-04-30-0110-0000	Other Income - Code Enforcement	100.00	100.00	-	(100.00)	0.00	
01-04-30-0110-0030	Zoning Verification Fees	150.00	150.00	50.00	(100.00)	33.33	
	<b>Code Enforcement Total</b>						

Account Id	Description	Adopted		YTD Cash	STRAIGHT LINE =		Variance Explanation
		Adopted	Adopted		Over/(Under) Budget	% Realized	
01-04-40-0110-0000	Other Income - Public Works	100.00	100.00	-	(100.00)	0.00	
01-04-40-0110-0001	Other Income - Property Abateaments	1,000.00	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	10,500.00	6,000.00	(4,500.00)	57.14	
	<b>Public Works Total</b>						

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<b>REVENUE</b>		<b>STRAIGHT LINE = 50.00%</b>				
Account Id	Description	Adopted	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
<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>
01-04-47-0136-0000	Other Income - Events/Doncaster/Parks	-	-	-	-	
01-04-47-0136-0001	Other Income - Doncaster	5,000.00	5,000.00	-	100.00	Funds Rec'd 9/5/25
01-04-47-0136-0002	Other Income - Donations	1,000.00	1,000.00	-	100.00	
01-04-47-0136-0003	Other Income - Fall Festival	-	-	-	-	
01-04-47-0136-0004	Other Income - Vandalism Restitution	-	-	-	-	
01-04-47-0136-0005	Other Income - Park Management	-	44,925.00	44,925.00		* Insurance Claim Reimbursement less deductible
01-04-47-0136-0006	Other Income - Town Events	100.00	-	(100.00)	0.00	
	<b>Parish/Recreation Total</b>	<b>6,100.00</b>	<b>50,925.00</b>	<b>44,825.00</b>	<b>834.84</b>	
<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>
01-04-70-0130-CODE	Reimbursable- Code Engineering Costs	2,235.00	-	2,235.00	0.00	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0134-0000	Reimbursable- Purchased Gasoline	-	-	-	-	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0135-0000	Reimbursable- Sheriff Sale Legal Fees	25,000.00	4,858.26	7,399.14	19.43	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0136-0000	Reimbursable- Lessee Utilities (Impact)	6,000.00	3,000.00	(3,000.00)	50.00	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0137-0000	Reimbursable- EPD Training Agreement	500.00	600.00	100.00	120.00	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0142-0000	Reimbursable- Extra Duty	8,000.00	1,105.00	(6,895.00)	13.81	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2070-0001	Reimbursable- Green Brier Republic Costs	7,541.00	3,682.68	(3,858.32)	48.84	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2070-0002	Reimbursable- Manchester Republic Costs	7,541.00	3,682.68	(3,858.32)	48.84	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	9,574.92	(10,031.08)	48.84	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2070-0004	Reimbursable- Parklynn Republic Costs	17,215.00	8,412.84	(8,802.16)	48.87	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.
	<b>Reimbursable Expenses (Revenue)</b>	<b>93,738.00</b>	<b>34,916.38</b>	<b>(26,810.74)</b>	<b>37.25</b>	

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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	109,402.92	50.38	
01-05-10-1001-0000	Overtime	1,000.00	166.71	16.67	
01-05-10-1010-0000	Payroll Taxes	21,715.00	8,356.24	38.48	
01-05-10-1015-0000	Employee Incentive Program	0.00	-	-	
01-05-10-1025-0000	Employee Longevity Benefit	4,434.00	4,433.36	99.99	
01-05-10-1030-0000	Payroll Expenses	4,000.00	1,640.00	41.00	
<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>11,457.88</b>	<b>34.14</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	1,790.00		
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	300.00		
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	862.50		
01-05-10-2070-0013	CPS Drinking Water Town Hall	250.00	161.28		
01-05-10-2070-0014	CPS Comcast Cable TV	564.00	293.10		
<b>01-05-10-2071-0000</b>	<b>Computer Operation</b>	<b>21,670.00</b>	<b>12,704.52</b>	<b>58.63</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	600.48		
01-05-10-2081-0000	Discretionary Funds	2,500.00	1,147.15	45.89	

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EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>01-05-10-2100-0000</b>	<b>Dues/Subscriptions/Meetings</b>	<b>5,200.00</b>	<b>5,396.40</b>	<b>103.78</b>	
01-05-10-2100-0001	Dues Expense	4,200.00	4,780.00		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>19,158.05</b>	<b>45.31</b>	
01-05-10-2120-0001	Delmarva-5500-6161-537-Gas-(11 Poplar)	2,320.00	1,019.97		
01-05-10-2120-0002	Delmarva-5500-0543-573-Brier-(non-MSA)	2,690.00	1,305.60		
01-05-10-2120-0005	Delmarva-5500-6161-941-Electric(19 pop)	16,651.00	7,715.01		
01-05-10-2120-0008	Delmarva-5500-6161-131-HVAC supply acct	20,623.00	9,117.47		
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>2,092.49</b>	<b>47.02</b>	
01-05-10-2124-0001	Water - Town Hall	2,350.00	1,099.25		
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>38,608.19</b>	<b>49.69</b>	
01-05-10-2170-0001	Insurance - Health	77,697.00	38,979.99		
01-05-10-2170-0002	Insurance - Dental	0.00	(234.66)		
01-05-10-2170-0003	Insurance - Vision	0.00	0.06		
01-05-10-2170-0004	Insurance - AFLAC	0.00	-		
01-05-10-2170-0005	Insurance - Colonial Life	0.00	(137.20)		
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	1,028.45	24.67	
01-05-10-2181-0000	Workers Compensation	1,125.84	1,252.84	111.36	
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>20,775.00</b>	<b>86.56</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	8,775.00		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	430.38	286.92	
<b>01-05-10-2290-0000</b>	<b>Maintenance/Building</b>	<b>11,500.00</b>	<b>12,481.04</b>	<b>108.53</b>	
01-05-10-2290-0001	Bldg - General Repairs	7,500.00	10,400.09		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>1,021.73</b>	<b>47.52</b>	
01-05-10-2370-0001	Telephone - Cell Phone Expenses	550.00	232.77		
01-05-10-2370-0002	Telephone - Landline Expenses	1,600.00	788.96		
01-05-10-2390-0000	Training	1,400.00	875.00	62.50	

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EXPENSE Account Id	Description	STRAIGHT LINE =			Variance Explanation / Notes
		Adopted Budget	Expended Curr	50.00% % Realized	
<b>01-05-10-3140-0000</b>	<b>Vehicle Services</b>	<b>500.00</b>	<b>272.97</b>	<b>54.59</b>	
01-05-10-3140-0001	Town Manager Gas Account	500.00	272.97		
01-05-10-3330-0000	Materials/Supplies	2,000.00	5,080.45	254.02	
01-05-10-3340-0000	Miscellaneous	500.00	1,390.00	278.00	Recommend Line Item Transfer; Hometown Hero Banner, Veterans
01-05-10-3350-0000	Office Supplies	3,500.00	2,203.20	62.95	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	
01-05-10-8250-0000	Lease/Office Equipment	2,700.00	1,303.44	48.28	Code Red Notification Service Contract Increase
<b>Administration Department Total</b>		<b>536,810.57</b>	<b>292,248.51</b>	<b>54.44</b>	

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EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>Finance Department</b>					
01-05-11-0005-0000	Refunds of Overpayment	2,500.00	12,543.50	501.74	Recommend Line Item Transfer / Increase in tax overpayment refund due to re-assessment
01-05-11-1000-0000	Salary	183,131.14	77,924.18	42.55	
01-05-11-1001-0000	Overtime	1,000.00	296.26	29.63	
01-05-11-1010-0000	Payroll Taxes	18,313.00	6,078.82	33.19	
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>14,783.22</b>	<b>36.96</b>	
01-05-11-1050-0001	Banking Services - General Checking	40,000.00	10,263.26		
01-05-11-1050-0002	Banking Services - General MM	0.00	1,192.31		
01-05-11-1050-0003	Banking Services - Contingency	0.00	210.00		
01-05-11-1050-0004	Banking Services - Contingency MM	0.00	2,271.67		
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	300.00		
01-05-11-1050-0007	Banking Services - Misc	0.00	-		
01-05-11-1050-0008	Banking Services - Long Term Planning	0.00	487.50		
01-05-11-2050-0000	Audit	55,000.00	32,043.90	58.26	
<b>01-05-11-2071-0000</b>	<b>Computer Operations</b>	<b>17,350.00</b>	<b>11,166.97</b>	<b>64.36</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	600.48		
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	188.61	23.58	
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>16,804.99</b>	<b>49.11</b>	
01-05-11-2170-0001	Insurance - Health	34,216.00	17,034.23		
01-05-11-2170-0002	Insurance - Dental	0.00	(203.16)		
01-05-11-2170-0003	Insurance - Vision	0.00	0.92		
01-05-11-2170-0004	Insurance - AFLAC	0.00	(26.08)		
01-05-11-2170-0005	Insurance - Colonial Life	0.00	(0.92)		
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	684.97	18.95	
01-05-11-2181-0000	Workers Compensation Insurance	975.00	1,044.03	107.08	
01-05-11-2280-0000	Postage	1,500.00	1,367.64	91.18	
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	773.38	53.34	
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	2,999.23	99.97	
<b>Finance Department Total</b>		<b>390,316.14</b>	<b>199,112.34</b>	<b>51.01</b>	

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
	<b>Council Department</b>				
01-05-15-1000-0000	Salary - Council	7,200.00	3,349.89	46.53	
01-05-15-1010-0000	Payroll Taxes	680.00	324.00	47.65	
<b>01-05-15-2071-0000</b>	<b>Computer Operations</b>	<b>4,850.00</b>	<b>4,030.40</b>	<b>83.10</b>	
01-05-15-2071-0001	iPads Expense	3,400.00	3,394.65		
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	227.77		
01-05-15-2500-0000	Council Reimbursements	250.00	-	-	
	<b>Council Department Total</b>	<b>16,880.00</b>	<b>8,121.96</b>	<b>48.12</b>	

December 2025 Council Finance Report

EXPENSE		Adopted Budget		STRAIGHT LINE =		50.00%		Variance Explanation / Notes
Account Id	Description	Adopted Budget	Expended Curr	% Realized				
<b>Public Safety Department</b>								
01-05-20-0025-0000	Police Pension Passthrough - payments	80,000.00	46,538.66	58.17				
01-05-20-1000-0000	Salary	1,002,253.00	450,725.10	44.97				
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	23,537.02	78.46				Recommend Line Transfer for Budget
01-05-20-1002-0000	Salary - Police Clerical	67,606.00	33,740.00	49.91				
01-05-20-1003-0000	Holiday	26,600.00	25,600.00	96.24				
01-05-20-1010-0000	Payroll Taxes	38,000.00	14,182.56	37.32				
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	48,650.18	34.37				
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	3,408.78	85.22				
01-05-20-2071-0001	IT internet Costs Cameras (Fios)* <b>New 11/2025</b>	0.00	614.71	No Budget				Recommend Line Transfer for Budget
01-05-20-2081-0000	Discretionary Fund	2,500.00	1,161.61	46.46				
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00	14,665.30	58.66				
01-05-20-2120-0000	Delmarva-5002-4177-235-LPR	700.00	172.49	24.64				
01-05-20-2120-0001	Delmarva- 5504-0852-042 101 Baltimore	0.00	525.22	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	35,239.92	65.41				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	75,136.86	46.32				
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	4,257.41	21.62				
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00	54,289.56	109.23				
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	8,004.58	51.64				
01-05-20-2310-0000	Maintenance/Repair	1,000.00	1,137.00	113.70				
<b>01-05-20-2320-0000</b>	<b>Maintenance -Vehicle</b>	<b>15,000.00</b>	<b>19,828.53</b>	<b>132.19</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	280.91					
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	10,119.57					
01-05-20-2320-3507	Vehicle Maintenance 35-07	0.00	1,804.47					
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	200.00					
01-05-20-2320-3510	Vehicle Maintenance 35-10	0.00	105.93					
01-05-20-2320-3511	Vehicle Maintenance 35-11	0.00	-					
01-05-20-2320-3512	Vehicle Maintenance 35-12	0.00	2,067.86					

December 2025 Council Finance Report

EXPENSE Account id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
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>6,657.10</b>	<b>50.91</b>	
01-05-20-2370-0001	Telephone - MDT expenses	10,000.00	5,061.31		
01-05-20-2370-2001	Telephone - Landline expenses	3,075.00	1,595.79		
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00	1,388.36	46.28	
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	11,662.21	38.87	
01-05-20-3141-0000	Firearms/Supplies	7,500.00	-	-	
01-05-20-3330-0000	Materials/Supplies	8,000.00	10,687.60	133.60	Recommend Line Transfer for Budget
01-05-20-3340-0000	Miscellaneous Purchases	500.00	-	-	
01-05-20-3350-0000	Office Supplies	3,500.00	970.83	27.74	
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	1,874.11	-	
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	1,303.44	33.42	
	<b>Public Safety Total</b>	<b>1,858,005.00</b>	<b>941,471.64</b>	<b>50.67</b>	

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			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	500.46	27.05	
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>11,914.59</b>	<b>11.33</b>	

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% 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	76,047.59	50.79	
01-05-30-1001-0000	Overtime	3,000.00	2,745.25	91.51	
01-05-30-1010-0000	Payroll Taxes	14,972.00	6,384.52	42.64	
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	12,750.01	36.43	BIU Inspection Services Costs
<b>01-05-30-2071-0000</b>	<b>Computer Operations</b>	<b>14,950.00</b>	<b>10,613.58</b>	<b>70.99</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	600.54		
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>15,044.26</b>	<b>28.71</b>	
01-05-30-2170-0001	Insurance - Health	52,407.00	15,060.01		
01-05-30-2170-0002	Insurance - Dental	0.00	46.10		
01-05-30-2170-0003	Insurance - Vision	0.00	(0.02)		
01-05-30-2170-0005	Insurance - Colonial Life	0.00	(61.83)		
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	903.80	27.44	
01-05-30-2181-0000	Insurance - Workers Compensation	2,187.00	2,436.07	111.39	
01-05-30-2280-0000	Postage	1,500.00	1,386.71	92.45	
<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>1,228.91</b>	<b>49.16</b>	
01-05-30-2370-0001	Telephone - Cell Phone Expenses	1,100.00	455.54		
01-05-30-2370-0002	Telephone - Landline Expenses	1,400.00	773.37		
01-05-30-2390-0000	Training	1,000.00	145.00	14.50	
01-05-30-3140-0000	Gas - Vehicles	1,000.00	459.03	45.90	
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	1,463.60	48.79	
01-05-30-3400-0000	Uniforms	1,000.00	715.93	71.59	
<b>Code Enforcement Total</b>		<b>318,226.95</b>	<b>155,701.56</b>	<b>48.93</b>	

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended	% Realized	
<b>Public Works Department</b>					
01-05-40-1000-0000	Salary	180,139.23	72,992.88	40.52	
01-05-40-1001-0000	Overtime	4,300.00	2,213.05	51.47	
01-05-40-1010-0000	Payroll Taxes	18,515.00	5,864.59	31.67	
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>720.00</b>	<b>77.67</b>	Annual Security Monitoring Fee; Pest Services
01-05-40-2070-0004	CPS General Services	927.00	720.00	77.67	
<b>01-05-40-2071-0000</b>	<b>Computer Operations</b>	<b>7,915.00</b>	<b>4,387.21</b>	<b>55.43</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	1,070.10		
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	32.25	16.13	
01-05-40-2120-0000	Electricity/Gas	2,150.00	934.64	43.47	
01-05-40-2121-0000	Heating Oil	7,600.00	1,540.88	20.27	
01-05-40-2122-0000	Emergency Operations	0.00	-	-	
01-05-40-2124-0000	Water/Sewer	850.00	467.20	54.96	
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>21,055.05</b>	<b>31.30</b>	
01-05-40-2170-0001	Insurance - Health	67,265.00	21,357.89		
01-05-40-2170-0002	Insurance - Dental	0.00	(255.52)		
01-05-40-2170-0003	Insurance - Vision	0.00	(30.16)		
01-05-40-2170-0004	Insurance - AFLAC	0.00	-		
01-05-40-2170-0005	Insurance - Colonial Life	0.00	(17.16)		
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	869.71	21.50	
01-05-40-2181-0000	Insurance - Workers Compensation	9,500.00	10,579.50	111.36	
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>15,427.25</b>	<b>185.87</b>	Recommend Line Transfer for Budget
01-05-40-2300-0001	Spreader Maintenance	3,000.00	8,483.49		
01-05-40-2300-0002	Plow Maintenance	1,700.00	-		
01-05-40-2300-0003	Loader Maintenance	2,000.00	4,511.81		
01-05-40-2300-0004	Mower Maintenance	1,000.00	1,876.00		
01-05-40-2300-0005	Miscellaneous Equipment Maintenance	600.00	555.95		
<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		

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>01-05-40-2370-0000</b>	<b>Telephone</b>	<b>1,040.00</b>	<b>1,148.53</b>	<b>110.44</b>	
01-05-40-2370-0001	Telephone - Cell Phones	550.00	911.08		
01-05-40-2370-0002	Telephone - Landlines	490.00	237.45		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	2,594.45	39.91	
01-05-40-3251-0000	Maintenance Streets	67,500.00	51,584.96	76.42	
<b>01-05-40-3330-0000</b>	<b>Materials/Supplies</b>	<b>7,000.00</b>	<b>843.17</b>	<b>12.05</b>	
01-05-40-3330-0001	M & S - PW Building	1,300.00	-		
01-05-40-3330-0002	M & S - Equipment	2,500.00	220.90		
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	426.40		
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	2.86	2.86	
01-05-40-3400-0000	Uniforms	3,200.00	614.74	19.21	
	<b>Public Works Total</b>	<b>486,127.23</b>	<b>249,647.45</b>	<b>51.35</b>	

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
<b>Sanitation Department</b>					
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Variance Explanation
01-05-43-2070-0000	SANITATION	855,796.00	427,897.86	50.00	
01-05-43-2230-0000	Landfill Fees	200.00	-	-	
	<b>Sanitation Total</b>	<b>855,996.00</b>	<b>427,897.86</b>	<b>49.99</b>	
<b>NPDES Compliance</b>					
Account Id	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

December 2025 Council Finance Report

EXPENSE		Adopted Budget		STRAIGHT LINE =		Variance Explanation / Notes	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	50.00%	Expended Curr	% Realized
<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>	<b>Variance Explanation</b>	
01-05-47-2070-0000	CPS - Landscape Maint for Town Parks	66,720.00	41,335.00	61.95			
<b>01-05-47-2115-0000</b>	<b>Public Events</b>	<b>23,332.00</b>	<b>14,021.25</b>	<b>60.09</b>			
<b>01-05-47-2115-1000</b>	<b>Clean-up Day - Total Expense</b>	<b>1,800.00</b>	<b>0.00</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>8.00</b>				
01-05-47-2115-4050	Best Decorated Home - Prize Expense	425.00	8.00				
<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>72.00</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	72.00				
<b>01-05-47-2115-7000</b>	<b>Holiday Tree Lighting - Total Expense</b>	<b>3,405.00</b>	<b>3,352.10</b>				

December 2025 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	STRAIGHT LINE =		Variance Explanation / Notes
			Expended Curr	% Realized	
01-05-47-2115-7010	Tree Lighting - Overtime - Admin Dept	375.00	286.41		
01-05-47-2115-7011	Tree Lighting - Overtime - Finance Dept	250.00	163.69		
01-05-47-2115-7020	Tree Lighting - Overtime - Police Dept	0.00	-		
01-05-47-2115-7030	Tree Lighting - Overtime - Code Dept	330.00	408.52		
01-05-47-2115-7040	Tree Lighting - Overtime - Public Works	450.00	477.96		
01-05-47-2115-7050	Tree Lighting - Event Expense	2,000.00	2,015.52		
<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>53,268.56</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	16.99		
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	202.00		
01-05-47-3252-0010	PM - Dog Park	750.00	202.00		
01-05-47-3252-0011	PM - Vilone Park	1,200.00	2,167.57		
01-05-47-3252-0012	PM - Fairgrounds Park	950.00	593.23		
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>108,624.81</b>	<b>74.13</b>	Skewed due to insurance claim

December 2025 Council Finance Report

EXPENSE		Adopted Budget		STRAIGHT LINE =		50.00%		Variance Explanation / Notes	
Account Id	Description	Adopted Budget	Expended Curr	% Realized	Expended Curr	% Realized			
<b>Reimbursable Expenses (Expense)</b>									
<b>Account Id</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Expended Curr</b>	<b>% Realized</b>	<b>Variance Explanation</b>				
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	1,000.00	1,720.00	172.00	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	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>3,595.20</b>	<b>16.34</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>Variance Explanation</b>				
01-05-80-0027-0010	Original Police Pension Plan Allocation	35,750.00	35,750.00	100.00	*Annual LTP Cont to Original Police Pension Processed 12/16/25				
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	60,984.00	36.82	* Amended Budget at 9/11/25 Council Meeting				
01-05-80-0027-0080	Salary Enhancement Allocation	-	-	-	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>96,734.00</b>	<b>7.18</b>					
	<b>Current Year Budget Total (FY26)</b>	<b>329,204.25</b>	<b>35,750.00</b>	<b>10.86</b>					
	<b>Prior Year (Prior Budget(s) not current)</b>	<b>1,017,825.85</b>	<b>60,984.00</b>	<b>5.99</b>					

**ARPA COUNCIL REPORT AT DECEMBER 31, 2025**

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

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00
07-05-10-1000-0002	ARPA Public Works Fogging Expense (Sterilizing Town Hall)	10,954.96	10,954.96	0.00
07-05-10-1000-0003	Needy Family	75,000.00	75,000.00	0.00
07-05-10-1000-0004	EPD Part Time Clinician	50,811.50	50,811.50	0.00
07-05-10-1000-0005	Mobile Food Bank	24,235.00	24,235.00	0.00
07-05-10-1000-0006	EPD Extra Duty COVID 19 Events	12,090.00	12,090.00	0.00
07-05-10-1000-0007	Stormwater Study Engineering Fees	70,427.65	70,427.65	0.00
07-05-10-1000-0008	Town Hall Sterilization Supplies (Haltosil)	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 Vitone Village, Vitone Park & Dogwood Hollow	278,392.45	232,387.99	(46,004.46)
07-05-10-1000-0013	Stormwater Projects (Taylor Tract at Silverbrook Drive, Taylor Rd, and Southern Road Drainage Improvements)	921,289.81	184,976.94	(736,312.87)
07-05-10-1000-0014	Street Maintenance (2024 Street Program)	221,026.24	182,873.16	(38,153.08)
<del>07-05-10-2070-0000</del>	<del>Bank Service Fees</del>	<del>0.00</del>	<del>7,001.44</del>	<del>7,001.44</del>
<del>07-05-10-2270-0000</del>	<del>Legal Services</del>	<del>0.00</del>	<del>0.00</del>	<del>0.00</del>
	<b>Total ARPA Budget/Expenditures</b>	<b>\$ 2,915,964.41</b>	<b>\$ 2,102,575.44</b>	<b>\$ (813,388.97)</b>

<b>ARPA FUND BALANCE (Total Grant Revenue less Expenses at 10/31/25)</b>	<b>\$ 813,388.97</b>
Available Fund Balance - Considering \$7,089.11 Expense Adjustment for Bank Fee Reimb	\$ 820,470.41

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

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

FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE		
There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting		
07-05-10-2070-0000	ARPA BANK SERVICE FEES	7,081.44

**TOWN OF ELSMERE TRANSFER TAX REPORT**

December 1<sup>st</sup>, 2025 through December 31<sup>st</sup>, 2025

<b>Date</b>	<b>Property Information</b>	<b>Purchase Price of Property</b>	<b>Amount of Tax or Reason for Exemption</b>
12/8/25	Property: 209 Taylor Road Grantor(s): Anthony J Perregrion, Donna Price, Michael Perregrino, Joseph Perregrino, Angelo Perregrino, Gladys Collins by and through her attorney-in-fact, Angelo Perregrino Grantee(s): Brian Hilerio Pesante 209 Taylor Road Elsmere, DE 19805  Parcel # 1900500-312 Giordano & Gagne LLC	\$250,000.00	\$3,750.00
12/10/25	Property: 2104 SENECA RD Grantor(s): COLLIER RANDY Grantee(s): Brittany Young 2104 Seneca Rd Elsmere, DE 19805  Parcel # 1900200-223 Ward & Taylor LLC	\$230,000.00	\$3,450.00
12/12/25	Property: 206 Olga Road Grantor(s): Theodore Barrett Grantee(s): Mr. G's Home Improvements LLC 206 Keller Beyer Road New Castle, DE 19720  Parcel # 1900100-188 Brockstedt Mandalas Federico LLC	\$207,500.00	\$3,112.50
12/19/25	Property: 110 Olga Road Grantor(s): Raymond A Firmani Trust Supplement AL needs trust for the benefit of Richard Alan Firmani, Under an Agreement dated 8/9/23, as amended 5/11/24, by Joann Personti its successor trustee Grantee(s): Sidney Marie Varney 500 Baltimore Ave Wilmington, DE 19805  Parcel # 1900100-135 Brian Frederick Funk P.A.	\$290,000.00	\$4350.00

12/22/25	Property: 12 Harvey Place Grantor(s): Adriene Talabisco, Successor Trustee of the Anne E Talabisco Trust, UAD 5/2/25 Grantee(s): John H Read, VII 12 Harvey Place Elsmere, DE 19805  Parcel # 1900100-159 Cramer & DiMichele PA	\$309,900.00	<b>\$4,648.50</b>
12/22/25	Property: 320 Olga Rd Grantor(s): Jaimey L Rouse Grantee(s): Daniela Villa, Omar Arellano-Garcia & Lucero M Villa-Flores 320 Olga Road Elsmere, DE 19805  Parcel # 1900100-115 Brian Frederick Funk P.A.	\$339,900.00	<b>\$5,098.50</b>
<b>TOTAL</b>			<b>\$24,409.50</b>

**ELSMERE POLICE DEPARTMENT**  
**Monthly Report**  
**January 2026**

**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.

**Promotion of Philip Young to Lieutenant**

**December 8, 2025:**

On Monday, December 8, 2025, Chief Giles promoted Sgt. Philip Young to the rank of lieutenant. Lt. Young is a 17-year veteran of the Elsmere Bureau of Police. Lt. Young started his career with the New Castle County Police in January 2022. Lt. Young will bring a wealth of experience to the administrative staff and the department looks forward to his new ideas and valued support.



## Elsmere Bureau of Police Hiring Flyer

December 31, 2025:



The flyer features a background of the American flag. On the left, the text "ELSMERE BUREAU OF POLICE" is written in yellow. On the right is the Elsmere Delaware Police badge, which includes the motto "POLICE TO PROTECT & TO SERVE" and "ELSMERE DELAWARE". The word "HIRING" is written in large yellow letters across the center, with "is now" in smaller yellow text above it. A QR code is located on the left side of the dark blue bottom section. Below the QR code is the text "Town of Elsmere is an equal opportunity employer". A list of benefits is on the right, and the deadline and contact information are at the bottom.

**ELSMERE BUREAU OF POLICE**

**POLICE**  
TO PROTECT & TO SERVE  
ELSMERE DELAWARE

is now  
**HIRING**

- Certified & COPT Officers  
\$72,100-\$83,607.93 pending experience

- Non-Certified \$70,000 (As of 07/26 will increase to \$72,000)

- Collective Bargaining w/FOP Lodge #1

- Excellent Health Care Benefits

- State of Delaware County Municipal Police and Fire Pension Plan

- Vacation & Sick Leave

- Take home vehicle when on shift

- Grant & Special Duty Overtime/Holiday Pay

**Town of Elsmere is an equal opportunity employer**

**Deadline for applications is Friday, February 6th. Any questions regarding contact Det. John Mitchell**  
**john.mitchell@cj.state.de.us**

**Meetings:**

- December 1, 2025: Holiday Parade Mtg. – Chief Giles
- December 2, 2025: Grant #3192 Monitoring Mtg, - Chief Giles, Valarie Strzempa & Bridget Walters (CJC)
- December 11, 2025: Council Mtg.– Chief Giles, EPD Officers & FOP President (Brian McCanney)
- December 16, 2025: SLEAF Mtg. – Chief Giles
- December 31, 2025: Needy Family Mtg. – Chief Giles & Sgt. Smith

**Trainings/Events:**

- December 8, 2025: Sgt. Philip Young Promoted to Lieutenant
- December 29, 2025: TASER Re-Certification – Chief Giles & M/Cpl. Giles

**Revenue Results:**

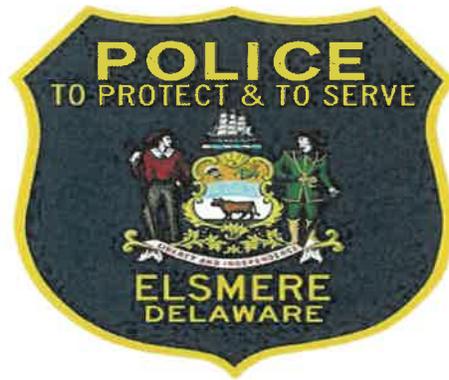
VAC JP Court 20 Revenue Received (December 2025) = **\$Pending**

VAC – Elsmere Revenue (December 2025) = **\$6,406.45**

VAC Administration Revenue Received YTD (December 2025) = **\$1,707.48**

Total VAC Revenue as of December 2025 = **\$61,897.71**

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



Elsmere Bureau of Police

Monthly Report

December 2025

Nature of Violation	
Radar/Lidar summons	<b>32</b>
Traffic enforcement (non-speed)	<b>28</b>
Traffic Warnings	<b>12</b>
Seatbelt Violations	<b>1</b>
Parking Violations	<b>2</b>
Cell Phone Violations	<b>4</b>
DUI's	<b>0</b>
Criminal Arrests	<b>15</b>
Wanted Persons	<b>3</b>
Crime Prevention Checks	<b>2</b>
Community Contacts	<b>0</b>
<b>Total Statistics</b>	<b>99</b>

Voluntary Assessment Violations: 56

Mandatory Appearance Violations: 5

EPD Service Calls  
December 2025

Nature of Complaints	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Dist. 6	TOTALS	Out of Dist.
911 Hang-ups	0	1	0	0	0	0	1	
Accidents	4	4	1	1	1	2	13	
Alarms	4	2	1	1	4	1	13	
Alcohol Violations	0	0	0	0	0	0	0	
Animal Complaint(s)	0	0	0	0	0	0	0	
Assaults	0	0	0	0	0	0	0	
Assist Other Agency	0	0	0	3	0	0	3	21
Assist Fire Board	1	3	0	0	1	3	8	
Burglaries	0	0	0	0	0	0	0	
Check On the Welfare	1	1	0	0	2	2	6	
Civil	0	0	0	0	0	0	0	
Criminal Contempt	0	0	0	0	0	0	0	
Criminal Mischief	0	0	0	1	1	0	2	
Death Investigation	0	0	0	0	0	0	0	
Disabled Vehicles	0	1	0	0	2	0	3	
Disorderly Conduct	1	1	0	1	0	4	7	
Domestic Disputes	2	0	2	4	2	1	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	0	0	0	0	0	
Found Property	0	0	0	0	0	0	0	
Fraud & Conspiracy	0	0	1	0	0	1	2	
Fugitive Apprehensions	0	0	0	0	0	0	0	
Graffiti	0	0	0	0	0	0	0	
Harassments	0	0	0	0	0	0	0	
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	6	0	0	0	2	0	8	
Menacing	0	0	0	0	0	0	0	
Mental Person(s)	0	0	0	0	0	0	0	
Misc. investigations	1	0	1	1	0	0	3	
Missing Person(s)	0	0	0	0	0	0	0	
Neighbor Dispute	0	0	0	0	0	0	0	
Noise Complaint	0	0	0	0	0	0	0	
Offensive Touching	1	0	0	0	0	0	1	
Open Door/Window	0	0	0	0	0	0	0	
Overdose	0	0	0	0	0	0	0	
Parking Complaints	2	1	1	0	0	2	6	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	2	1	1	1	4	1	10	
Property Checks	5	5	2	2	2	2	18	
Public Relations	3	4	1	3	2	0	13	
Reckless Endangering	0	0	0	0	0	0	0	
Resisting Arrest	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	
Sex Crimes	0	0	0	0	0	0	0	
Stolen M.V./Unauth Use	0	0	0	0	0	0	0	
Suicide/Overdose	0	0	0	0	0	0	0	
Suspicious Person/Vehicle	2	2	0	1	0	3	8	
Terroristic Threatening	0	0	0	0	0	0	0	
Thefts	1	0	1	1	1	8	12	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	0	0	0	0	0	0	0	
Transports	2	0	0	0	0	0	2	
Trespassing	0	1	0	0	2	1	4	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
<b>TOTALS</b>	<b>38</b>	<b>27</b>	<b>12</b>	<b>20</b>	<b>26</b>	<b>31</b>	<b>154</b>	<b>21</b>



**Public Works Department**  
**Monthly Report**  
**December 2025**

**Roadways:**

We are addressing all roadway issues as quickly as possible.

- Potholes/Sinkholes on the following streets:
  - Potholes: Bunaglow Avenue, Carolyn Avenue, Chestnut Avenue
- Replace/Remove/Installed Signs as requested:
  - Removals: 215 Birch Avenue Handicapped sign, “Deaf Child” sign on Kirkwood Highway.
  - Replaced/Installed: 1011 Dover Avenue Handicapped sign, 203 Filbert Avenue deeded parking sign
- Street Curbs Painted:
  - n/a

**NPDES:**

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

- Hadco Road (2x)
- Colonial Avenue (2x)
- Rodman Road
- AF Alley

**Building Maintenance:**

The following repairs were completed:

- N/A

**Parks:**

- Downed tree at Bark Park cut and removed.
- Dead tree at Bark Park that needs to be removed on small dog side.

**Abatements:**

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

- 100 Forrest Avenue - Emergency Abatement

**Events:**

- Holiday parade meeting with Chief and Steve regarding parade.
- Holiday Tree Lighting

**Training:**

- N/A

**General:**

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

- New Hometown Hero banner installed for Lt. Shelton.
- Decorated Town Hall for Christmas and Holiday events.
- Vehicles (PW4, PW5, and PW6) Salt Spreaders have all been serviced, installed and are in working order.
- Salted K Street, Library, Town Hall stairs, and all of EPD pre and post winter storm event on 12/14/2025.
- Snow shoveled Spruce Avenue walkway all the way around to Poplar Avenue.
- Best Decorated House signs are out to selected locations and 306 Silverbrook is this year's winner as deemed by Mayor Personti.
- All of Public Works vehicle fleet were serviced and are operational.
- Barricade Trailer (Parade trailer) tires have been serviced.
- New battery for Gator installed and tested.
- Police stickers/decals removed from old Police motorcycle in preparation for sale.
- Delivered new recycle receptables to 1240 Sycamore avenue and 313 Osborne road

Submitted By: *Anthony DiSanto*

Date: December 31, 2025



## **Town Manager's Monthly Report December 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. Guardian Environmental Services and I met for one of our weekly meetings and discussed an issue with two additional utilities lines at the site and how best to work around issue. They plan to install the new cast iron sewer line approximately 4 ft below the water line to avoid compromising the water lateral to the homes.
- I spoke to Lisa Blunt Rochester's assistant about our \$2.5 million-dollar Congressional Direct Spending application. He conveyed to me that they are hoping to have more CDS projects signed into law at the end of January, when either a budget bill or Continuing Resolution is passed. So, we are still in a holding pattern. He mentioned that he will keep us posted.

### **Street Projects:**

After evaluating the balance in the MSA fund, we feel it is prudent that we hold off on any additional spending until the start of the new fiscal year. I will be speaking with Councilman Ellison regarding his request for street repairs in his district. Also, we are researching additional funding opportunities for the street project.

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

Met with Ferris Home Improvements about Town Hall Bathroom renovations project. All equipment and materials are in and construction will commence the week of January 12<sup>th</sup>. The project should take approximately 30 days to complete.

### **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. These remaining items are weather permitting and will be completed once we are above the freezing mark.
- **The surveillance camera at 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 delivered in roughly four to six weeks. The lights are programmable and can be turned on and off remotely. We are waiting for the lights to be delivered to the vendor.

### **Comprehensive Plan:**

Our next meeting is January 6<sup>th</sup>. Representatives from DelDOT will be speaking about plans for Kirkwood Highway and fielding questions. The Future Land Use Map has been revised to remove the homes on New Road from the mix use.

### **Basement Rental:**

Negotiations are continuing and we are close to an agreement. Some of the issues are the modifications that the tenant would like to do. Such as, replacing the carpet in the recreation area, and approvals from the Fire Marshall and the Board of Health. Based upon the number of activities the tenant plans to hold, I am proposing a \$7,000.00/month rent and \$750.00/month for utilities. We hope to have all issues ironed out within two weeks.

### **Meetings:**

- Met with a representative from Council 81 about a personnel matter related to the use of vacation and sick time.
- The Finance Director and I sat in on a presentation given by Crown Castle about their underground fiber wiring projects.
- Had follow-up meeting with the County regarding the drainage ditch issue on Olga Rd. A meeting has been scheduled for January 13<sup>th</sup> at the location to determine next step to remedy the erosion issue.
- The Finance Director and I had a relationship meeting with PNC Bank's relationship management team. We discussed new products, fraud issues and ways to earn and save on fees.
- Participated in a new firewall protection meeting for our website, hosted by Red Shield. Funding for this initiative is provided by DTI and DEMA.
- Attended NPDES-MS4 annual meeting.
- Attended the 4<sup>th</sup> quarter Pension Meeting.

### **Other Items:**

- Registered the Town for the "Delaware on Main Street" program. This was one of the goals of Comprehensive Plan.
- Reviewed and executed our Franchise Agreement with Comcast. We added some additional fees that would yield the Town additional revenue.
- Ordered new signs for the Town Parks.
- Secured a \$1,000.00 grant from PNC Bank for the Holiday Parade.
- Spoke to DelDOT representatives about attending the next Planning Commission meeting and fielding questions about upcoming projects and some of our concern about Kirkwood Highway.
- Posted the Administrative Assistant, Public Works, and Tax Clerk positions. We are looking forward to having these positions filled by late January.

Submitted By: Steven Martin

Date: January 2, 2026