

**TOWN OF ELSMERE
COUNCIL MEETING MINUTES
February 12, 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: A moment of silence was held to express condolences to the Casapulla and Olszewski families.

ROLL CALL:

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

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

PUBLIC COMMENT:

Mr. Chris Varney, 500 Baltimore Avenue, was wondering what the Town is going to be doing about the streets and the plowing. He was disappointed in how the Town handled this storm. He stated that he saw one, maybe two passes up and down the street, and then no additional passes. He then stated that he is not saying that it didn't happen, just reiterating that he did not see it. Mr. Varney understood that the icing was taking over and making it harder because he's an operator himself. He stated that it seemed like further efforts could have been made to continue, and it just didn't seem to be.

Mr. Kevin Naughton, 1210 Sycamore Avenue, wholeheartedly commended the Public Works Department for the job that they did during the snowstorm, under the circumstances. He believes the Public Works Department deserves a raise. He wanted to confirm that Chief Giles, Town Manager Martin and Code Enforcement Officer Facciolo received the letter that he sent. He stated numerous addresses on Sycamore Avenue that he believes are rentals. He is stating that every property has too many residents living in the house and has too many vehicles, some registered to different states. He is requesting a special meeting with the Chief of Police, Town Manager and Code Enforcement Department to discuss these matters.

Representatives from Whisman, Giordano & Associates will present the FY 2025 Audit Report.

Evan Petrin from Wisdom and Giordano Associates LLC presented the draft financial statements and governance letter for the Town of Elsmere for the fiscal years ending June 30, 2024, and 2025. He highlighted that the town received an unmodified opinion, which he described as the "gold standard" of audit results, indicating that the financial statements present fairly in all material respects. The town's total assets decreased by approximately \$345,000, primarily due to a reduction in cash. However, this was offset by a significant \$930,000 decrease in total liabilities, driven by the timing of accounts payable and the utilization of grant funding (refundable advances). On a government-wide level, the town reported a healthy net income of \$843,000, a major turnaround from the prior year's loss of \$324,000. The General Fund showed a net income of \$268,000, while the government as a whole (on a fund basis) remained consistent with the prior year at \$287,000. The town exceeded revenue projections by \$180,000 and kept expenditures \$90,000 under budget, resulting in a \$270,000 positive variance against the original balanced budget. He confirmed there were no significant findings, no disagreements with management, and no uncorrected misstatements. The report included extensive disclosures regarding the CMPFPP and TEP pension plans. He noted that while these figures are integrated into the town's report, they are audited by a separate firm and influenced by actuarial valuations. He then praised the cooperation of the Finance Director and Town Manager, noting that the audit was completed efficiently and in full compliance with ethical and independence standards. He requested the execution of a Management Representation Letter by the Mayor and Town Manager to finalize the audit. He concluded by congratulating the town on a "clean bill of health" and recommending an acknowledgment of the finance department's work in achieving these results.

Town Manager Steven Martin stated that he would like to give an acknowledgment to the finance director for taking this over to the finish line and having a clean audit.

Consideration of a request by the Department of Elections to use Town Hall as a polling place for the 2026 State Primary and General Elections

Town Manager Steven Martin explained that the Department of Elections is requesting permission to use town hall as a polling place for the state primary election on September 15th, 2026, and the general election on November 3rd, 2026. They will be operating from 6 a.m. to approximately 10 p.m. He stated the Department of Elections is also requesting permission to install temporary signage around the exterior of the town hall. After some discussion regarding the amount of polling places in the area, the Mayor and Council decided to leave town hall open on September 15, 2026, for the state primary election and close town hall on November 3, 2026, for the general election. No action was taken on this agenda item.

Consideration of reallocating funds for the previously authorized purchase of two new 2026 Chevrolet Police Tahoe's.

Mayor Personti stated that the Finance Director and Town Manager were asked to come up with the specifics based on the suggestions made by Mayor and Council at last month's Council meeting which were provided on paper prior to the meeting. No questions were asked regarding this matter.

ACTION: A motion was made by Councilman Reinbold to approve moving \$58,250 from the long-term planning line item account description future project allocation to the purchase of the new Police Tahoe's. The motion was seconded by Councilwoman McDaniel.

VOTE: 7-0

All in Favor

Motion Carried

Discussion regarding a possible resolution authorizing elected officials to speak during public meetings and hearings before Town boards, commissions, and committees outside of the time-limited public comment period of 3 minutes.

Town Manager Steven Martin stated that he wanted to table this agenda item for the time being.

Consideration of extending the Town's Trash, Recyclables and Yard Waste Collection Contract with Republic Services for a period of 3 years.

Town Manager Steven Martin reported that he spoke with Republic Services regarding the town's trash collection contract. He stated that they only proposed a 4% increase for each of the upcoming three years (2026, 2027, and 2028). To provide context, Mr. Martin compared this proposal to the previous three-year renewal, which saw a significant 15% increase in the first year, followed by 3.5% increases in years two and three. He stated his belief that the new 4% annual rate was reasonable and would not significantly impact the town's bottom line. Mr. Martin highlighted the potential operational difficulties and "acclimation issues" that could arise from switching to a new trash company should the town go out to bid. Consequently, he formally recommended that the town maintain its partnership and renew the contract with Republic Services.

Mayor Personti asked Mr. Martin if the town was required to put out an RFP this year and his response was no, there's no requirement.

Councilwoman Jensen questioned whether, given the challenges the town had faced over the past year, an understanding had been reached with the provider regarding expectations for improved performance.

Town Manager Steven Martin clarified that he meets with Republic Services monthly to address ongoing issues. He noted that, with the assistance of the Town Solicitor, a formal letter regarding contract violations was issued to the company. Since that intervention, performance has improved. While acknowledging that no waste management service is perfect, Mr. Martin emphasized that the company has been responsive and diligent in correcting errors when they occur.

Town Solicitor James McMackin stated that because it will be a renewal of the contract, he should review it prior to approval and Mayor Personti agreed.

Finance Director Valarie Strzempa noted that several parties expressed a desire to continue their service agreements, specifically those managing large apartment complexes with high collection volumes. She explained that these private agreements would further reduce the town's overall financial responsibility under the annual contract. Furthermore, she confirmed that these specific agreements would also be subject to the same 4% annual increase proposed for the rest of the town.

ACTION: A motion was made by Councilwoman Jensen to approve extending the town's trash, recyclable and yard waste collection contract with Republic Services for a period of three years contingent upon the town solicitors review and approval. The motion was seconded by Councilwoman McDaniel and Councilman Reinbold.

VOTE: 7-0

All in Favor

Motion Carried

DEPARTMENTAL REPORTS:

Code Enforcement

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

- Councilman Reinbold inquired about the criteria for the citations discussed earlier, asking if there was a defined framework or set of guidelines that could be outlined to inform residents of what specific conditions would or would not result in a citation.
- Town Manager Steven Martin replied that the town did not have a specific set of criteria published for the public, as the primary goal was to adhere to existing town codes. However, he emphasized that enforcement would be handled on a case-by-case basis. He noted that for residents who contacted his office, he explained that if ice was too thick to physically remove, they should at least demonstrate an effort by applying salt. In such instances, the town would then re-evaluate the condition of the sidewalk after an additional two days before taking further action.
- Mayor Personti stated she appreciated that the town was working with residents in this manner because it was an unusually tough storm. She specifically noted that she watched the Public Works Department drive by her house and clear the snow with the plow but then the wind blew all the snow right back into the street.

Finance Department

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

- The finance director noted that the month of January was the town's highest month to date in transfer tax collection. She stated that the department got a commercial property sold. She then informed the mayor and council that the department received our second installment, final installment, for the year of our MSA street aid funds, which is helpful with the salt bill we just received.

Public Safety

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

- Chief Giles provided an update on the implementation of ForceMetrics, a data aggregation tool designed to streamline police intelligence. She explained that while the department already had access to various data points, ForceMetrics significantly improved efficiency by consolidating that information into a single, visual interface. Chief described how the software uses visual cues, such as varying line thicknesses, to represent the frequency of interactions (e.g., multiple stops with the same individual), allowing officers to identify patterns instantly. She credited the software with helping the department develop suspects more quickly. Chief noted that the developers provided the software to the department at no cost. Following a contract signing and specialized training, the tool was successfully integrated into active investigations. This led to the execution of three search warrants (two in residences and one in a vehicle), resulting in the apprehension of two suspects and the

recovery of one firearm. She mentioned that the program was recently presented to the state chiefs of police. While currently free, she noted that the department would explore grant opportunities should a subscription fee be required in the future to maintain the service.

- Chief Giles also stated that she sent out an email with the formal flyer and invitation to the dedication of the resilience room in memory of Lt. Gregg Shelton for next month, March 15th.

Public Works

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

- Mayor Personti emphasized that she wanted to commend the Public Works Department because this was a tough storm. There were then numerous comments and memories brought up about previous storms and the difficulties of plowing, especially with only three employees of the public works department.
- Councilman Ellison reiterated that the department did a great job during the last snow event. He also suggested that the town reviews best practices for snow removal, noting that many residents possess professional plowing experience and have managed similar conditions over the past decade. He recommended that the Town Manager solicit feedback from these residents to improve future operations.
- Public Works Supervisor Anthony DiSanto identified specific logistical challenges that hindered effective plowing, such as the need for better outreach, such as "knocking on doors," to encourage residents to move their vehicles. Challenges involving retirees or residents who do not drive daily, leading to cars remaining on the street for extended periods. He noted that irregular car placement (e.g., vehicles parked 100 feet apart) creates obstacles that prevent plow drivers from clearing the streets effectively.
- Town Manager Steven Martin stated that he thinks the biggest issue is the equipment that the department has currently, specifically stating that it hindered the department from taking care of the snowstorm properly which led to hiring a contractor to help with snow removal. He stated that next year he is planning on purchasing a tractor that can handle some of the curbs and newer plows for the trucks that are heavier and larger to accommodate the increasing snowfall amounts.
- Councilman Ellison proposed an alternative parking strategy to facilitate more effective snow removal. He suggested that the town could direct residents to park their vehicles in the Vilone Park parking lot during major storms. By clearing the streets of parked cars, Public Works would be able to plow closer to the curb and clear the roads more thoroughly. He emphasized that the town should begin brainstorming and vet various ideas now to ensure a better response should another significant weather event occur during the season.
- Public Works Supervisor Anthony DiSanto recommended the use of brine systems (saltwater solutions) for proactive road preparation, noting that DelDOT currently utilizes this method. Additionally, he suggested repurposing existing equipment, such as outfitting the Gator utility vehicle with a plow. He noted that such off-road vehicles and small tractors would be ideal for clearing sidewalks and other narrow infrastructure areas that larger plows cannot reach.
- Town Manager Steven Martin reiterated that he commends the public works department and the other staff as they were working long hours during the storm and tried to accommodate all residents' requests and/or complaints.
- Mayor Personti recalled a presentation given approximately 10 years ago by a charter school student who had developed a specialized mapping system. She noted that the student—

possessing a "scientific or engineering" mindset—had designed a structure to optimize the efficiency of town services, such as plowing and garbage collection routes. She expressed that she had been very impressed by the project at the time and wondered if any record of that system still existed. She observed that, aside from Finance Director Valarie Strzempa and Assistant to the Town Manager Scott Allen, few current staff members were present a decade ago to remember the presentation. She concluded by inquiring whether the town currently utilizes a similar systematic approach for its operations.

- The Town Manager explained that the current system involved dividing the town into North Side and South Side sections. During the storm, staff used a large-scale map to track progress, marking off each street as it was plowed based on real-time radio updates from the crews. He noted that despite records showing many streets were plowed four or five times by the end of the shift, the intensity and speed of the snowfall meant that the efforts were largely ineffective in keeping the roads clear.

Town Manager

Town Manager Steven Martin gave a brief overview of the Town Manager's Report, which is attached to these minutes:

- The Town Manager Steven Martin announced that the stormwater project at Taylor Road and Silverbrook Drive was successfully completed ahead of schedule and came in \$55,000 under budget, resulting in significant savings for the town.
- Town Manager Steven Martin reported that Patty Blevins Walkway's construction is scheduled to begin in approximately three weeks, contingent upon the remaining snow being cleared.
- Town Manager Steven Martin reported that renovations to the Town Hall bathrooms have been completed. Mr. Martin confirmed that hot water and heating were now fully operational in all facilities, bringing the building into compliance with Health Department mandates. He specifically thanked Tina and the Ferris team for their hard work on these repairs.
- Town Manager Steven Martin reported that although the primary consultant for the comprehensive plan had left, the town remained in contact with the supervisor, and a meeting was scheduled for the following week to resume and finalize the plan.
- Town Manager Steven Martin reported that the current Edmunds server (the town's financial reporting system) had reached its end-of-life. He recommended transitioning to Edmunds' cloud-based server rather than purchasing hardware. This shift would ensure continuous backups and regular updates at an estimated cost of \$5,500 per year, which would be added as a recurring item in the new budget.
- Mayor Personti inquired about what the cost is for the current servers. Finance Director Valarie Strzempa stated that currently it is through Cloudscale365 and it's a monthly charge for servers. So, it is around about \$120 per server, I believe, and that's with physical equipment that they used.
- Mayor Personti inquired about how many servers we need. Finance Director Valarie Strzempa stated there is only one server. She emphasized that by eliminating the need for physical on-site equipment, the town would avoid future hardware upgrade costs and maintenance cycles. She explained that moving to the cloud would allow the town to deal directly with the accounting software provider for repairs. This would eliminate the need for her to act as a "middleman" between herself and the software vendor. She noted that the software provider would handle all system updates and backups proactively. This shifted the administrative burden away from town staff. A significant advantage highlighted was the elimination of manual system upgrades, which previously required "kicking everyone out of

the system" to perform. The cloud-based model would ensure the town always utilizes the most current version of the software with minimal disruption.

- Town Manager Steven Martin reiterated that he feels the town must come up to the current times. He elaborated on the critical need to modernize the town's IT infrastructure, describing the conditions of the current server room as substandard. He reminded the Council of previous technical issues involving the firewall and website that had been highlighted by IT professionals, stressing the importance of meeting contemporary security and operational standards. He detailed several specific inefficiencies that the transition to a cloud-based system would resolve. He noted that under the existing system, the Finance Director often had to wait for third-party support (Cloudscale365) to perform updates. The new system would allow her to manage these tasks directly. He explained that the current setup required staff to use a VPN to work remotely. If the VPN failed, work ceased entirely. The new system would allow the Finance department to operate securely from any location without those connectivity hurdles. While clarifying that the transition was an administrative decision rather than one requiring a formal Council vote, he emphasized his desire to keep the Council informed. He noted that while the cloud-based service would be a new recurring budget item, the increased efficiency and "cyber-modernization" justified the cost.
- Councilwoman Jensen questioned if the town is planning to make the switch next budget year or before? Town Manager Steven Martin stated possibly before because right now we cannot update the system. Finance Director Valarie Strzempa clarified that with the current system, if she hits a roadblock in updates, she has to pay Edmunds more money to have them upgrade our system just for them to be able to help fix the issue. She described a recent critical challenge regarding the issuance of 1099 forms. She explained that the town was required to file these documents electronically, but the aging server created a significant hurdle in meeting the deadline. She noted that failure to file the 34 forms on time would have resulted in fines of approximately \$65 per document, potentially subjecting the town to a total penalty of \$2,500. Although she was eventually able to complete the task with assistance from Edmunds, she emphasized that her proactive efforts were nearly unsuccessful by the outdated technology. She concluded by stating that the town was caught in a cycle where they could not upgrade the necessary software because the physical server itself was too obsolete to support it.
- Councilwoman Jensen asked if the finance director knew where she was going to find the money to pay for the cloud-based switch. Finance Director Valarie Strzempa stated she knew exactly where. She stated that the town had savings on our audit and with having a vacancy in the tax clerk position.
- Chief Giles highlighted that the police department's technological infrastructure was already benefiting from a transition to cloud-based systems, largely funded by the state. She noted that the state was currently covering the costs for backing up their body-worn camera footage and was also funding the implementation of new in-car camera technology. She explained that this state support significantly alleviated the town's financial burden, as these high-cost services were provided at no expense to the local budget. The Chief concluded that by utilizing state-funded technology for public safety, the town avoided "double-paying" for storage and updates, making the modernization of town-side administrative servers a more manageable and isolated expense.
- Town Manager Steven Martin informed the mayor and council of his intent to attend a meeting in Dover on February 28th at 9:00 AM regarding the Downtown Development District (DDD) designation. Drawing on his successful experience with Wilmington's DDD, which he described as one of the state's most unique and effective districts—he expressed his goal to establish a similar designation for the Town of Elsmere, specifically targeting the Kirkwood Highway corridor. He outlined several key benefits of the program, including

stimulating job creation and providing opportunities for commercial improvements, strengthening neighborhoods and improving housing opportunities for long-term residents and harnessing the attraction of vibrant downtowns to draw in talented individuals and innovative small businesses. Town Manager Steven Martin thanked the mayor for bringing the opportunity to his attention. He noted that while previous inquiries into the program had been unsuccessful, the effort had been revitalized under the leadership of the new Governor, Matt Meyer. He concluded by stating his hope that this initiative would serve as a catalyst for growth and modernization along Kirkwood Highway.

- An inquiry was raised by Councilwoman Jensen regarding the recent training session for the Planning Commission, Board of Adjustment, and participating Council members. While the session was deemed successful, she suggested that future training should be more specifically "attuned" to the unique issues and procedures currently facing Elsmere's boards. She proposed a future discussion on developing refreshers that cover specific local procedures, benefiting both new members and long-standing volunteers. Town Manager Steven Martin clarified that the trainer, Max, had not charged the town for the session. Furthermore, he noted that Max expressed a willingness to provide additional, specialized training as his schedule permitted. A suggestion was made by Councilwoman Jensen to explore making these training sessions mandatory. Town Solicitor James McMackin noted that there would be no legal consequences for non-compliance given that the members are unpaid volunteers, it was agreed that using the term "mandatory" might encourage higher attendance and ensure all members receive necessary updates.
- Councilman Ellison questioned the Town Manager regarding the timeline for the three-to-five-year street program, specifically inquiring about the application deadlines for the Reinvestment Fund and the Community Transportation Fund (CTF). The Town Manager clarified that while the application period opened in February with a final deadline falling around May 13th, he intended to submit the town's application by the end of February. He noted that he already had a clear plan in place and was prepared to move forward well ahead of the official deadline.
- Councilman Ellison inquired whether the Vilone Village Stormwater Project was still scheduled to begin on May 4th. He emphasized the importance of proactive communication, noting that with only two council meetings remaining before the start date, the town needed to inform residents about what to expect and the anticipated duration of the work. He expressed concern that the construction would be a "shock" to the neighborhood, especially since it would span the entire summer. However, he noted that residents would ultimately appreciate the results once Richard Avenue was paved. The Mayor and Town Manager noted that both the contractors and Public Works staff typically place physical notices on residents' doors immediately before construction begins. Councilman Ellison suggested going beyond door hangers by utilizing the town newsletter and social media. He argued that consistent updates on social media platforms would help manage expectations and prevent "headaches" for both the residents and town administration.
- Councilman Henry inquired about the Chestnut Run Stormwater Project and its potential impact on the town. The Town Manager reported that, following a request from the mayor, he had consulted with engineers to determine if the project would increase local flooding risks. The Town Manager stated that the engineers confirmed they were installing an underground baffle system designed to slow the flow of water. He noted that the project would have a positive impact because it would prevent additional storm runoff from entering the creek. The discussion also touched on the Barley Mill project. Town Manager Steven Martin stated that the large retention pond installed at that site appeared to have greatly mitigated previous runoff concerns in that area as well.

STATEMENTS BY THE MAYOR AND COUNCIL:

Councilwoman McDaniel opened her remarks by expressing sincere gratitude to the town staff, acknowledging the significant challenges they had faced over the past month and praising their efforts to maintain operations. She then asked for an update on the progress of the Historic Designation initiative.

The Town Manager reported that a meeting with state officials was expected to take place the following Wednesday. He explained that the timeline had been delayed because a key state representative had stepped down, requiring the town to wait for a replacement to be assigned to the project.

Councilwoman McDaniel stated the Town Manager Steven Martin, Assistant to the Town Manager Scott Allen, and I had already met to identify specific houses within each district to be included in the designation. Once the meeting with the state is finalized, the town intended to notify the affected homeowners. Councilwoman McDaniel inquired whether specific addresses should be listed in the town's Comprehensive Plan.

The Town Manager indicated that he planned to consult with the project consultant on this. He expressed a strong desire to individually recognize every historic house in town, as well as landmark buildings like Town Hall.

The Town Manager, Councilwoman McDaniel and Mayor Personti clarified that this designation was honorary rather than regulatory. They confirmed that the designation would not impose any financial burdens or restrictive requirements on homeowners regarding specific building materials or repair methods. The goal was strictly to recognize and preserve the historical identity of Elsmere without negatively impacting residents' property rights.

Councilman Holloway wanted to thank public works for their efforts from the past storm and that they did a good job.

Councilman Henry stated he will not be present for next month's council meeting.

Councilman Ellison stated that he just wanted to applaud the young lady that stood up here for public comment and wrote us that email the day prior to this meeting. He was impressed that she had the courage to get up there and tell us that we need to do better.

Mayor Personti stated that she just wanted to say thank you to everyone, our public works, our police officers who worked during this phenomenal storm and everything else that everyone does in the town for us.

Executive Session and Adjournment:

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


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

VOTE: 7-0

All in Favor

Motion carried

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



JOANN I. PERSONTI
MAYOR



JANE MCDANIEL
SECRETARY



Code Enforcement Department
Monthly Report
February 2026

Citations:

Issued: 40 Corrected: 26 Fines Issued: 7 Pending: 7

Council Districts:

1st District	18
2nd District	5
3rd District	1
4th District	5
5th District	3
6th District	8

Issued this calendar year: 82

Permit Fees:

Town Fees issued:	\$	5,246.93
BIU Billed:	\$	2,977.90
Town Revenue:	\$	2,269.03

BIU Billed CYTD:	\$	4,512.90
Town Revenue CYTD:	\$	1,074.03

Current Nuisance Properties:

- 412 New Road – 2nd or Subsequent Offense
- 2125 Seneca Road
- 2129 Seneca Road
- 2131 Seneca Road

Vacant Properties

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

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

- 1000 S Grant Avenue – Junk/debris

Pre-Rental Inspections Performed

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

1st District	2
2nd District	1
3rd District	1
4th District	0
5th District	5
6th District	1
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Total	10

Petitions Heard

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

- 26-08: 29 Beech Ave – Appeal granted by BOA
- 26-09: 103 N. Colonial Ave – Special Exception Use approved by PC & BOA

Permits Processed

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

Business Licenses Processed

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

IN TOWN	TYPE	OUT OF TOWN	TYPE
Jurassic Bark LLC – 103 N. Colonial Ave	Pet Grooming	Delaware Exteriors LLC	General Contractor
N/A	N/A	KW Solar Solutions Inc.	Solar Installation Contractor
N/A	N/A	3Kings Realty Investment Group	General Contractor
N/A	N/A	Shibly Studio LLC	Architecture
N/A	N/A	Free Spirit Services	Plumbing Contractor

Total: 5 Out of Town, 1 In Town

Rental Licenses Processed

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

PROPERTY ADDRESS	TYPE
327 Olga Road	Residential

Total: 1 Rental Licenses Processed

Vacant Property Log

Property Address	Council District	Tax Parcel	Property Type	Notes
106 1/2 Washington Ave	5	1900-100-013	Residential	
403 S. Cleveland Ave	6	1900-200-100	Residential	
36 Elsmere Blvd	1	1900-200-196	Residential	
100 Forrest Ave	5	1900-400-106	Residential	

Pre-Rental Inspections Performed

Date Performed	Property Address	Type of Rental	Council District
2/5/2026	1030 S Grant Avenue	Residential	1
2/5/2026	114-2 Northern Avenue	Residential	2
2/12/2026	1101 Matti Avenue	Residential	5
2/17/2026	1406-2 Cypress Avenue	Apartment	5
2/19/2026	14 Rigdon Road	Residential	6
2/19/2026	105 Brier Avenue	Apartment	1
2/24/2026	14-2 Ruth Road	Apartment	5
2/24/2026	12-2 Ruth Road	Apartment	5
2/24/2026	106-E1 Chestnut Avenue	Apartment	5
2/26/2026	257 Birch Avenue	Residential	3

Permits Processed

Property Location	Permit Type	Issue Date	Council District
914 Baltimore Ave	Building	2/3/2026	2
14 Rigdon Rd	Building	2/3/2026	6
247 Linden Ave	Mechanical	2/3/2026	3
106 Alvil Rd	Electrical	2/3/2026	6
300 Silverbrook Dr	Building	2/4/2026	1
110 Western Ave	Building	2/4/2026	2
1302 Sycamore Ave	Plumbing	2/10/2026	4
1101 Edison Ave	Mechanical	2/10/2026	5
1101 Matti Ave	Building	2/10/2026	5
6 Spruce Ave	Plumbing	2/10/2026	5
288 Filbert Ave	Building	2/17/2026	2
153 Olga Rd	Building	2/19/2026	6
143 Birch Ave	Plumbing	2/20/2026	3
241 Linden Ave	Building	2/24/2026	3
206 Olga Rd	Building	2/24/2026	6
206 Dumont Rd	Mechanical	2/26/2026	1
202 Western Ave	Electrical	2/26/2026	2

February 2026 Monthly Citation Report

Violation Id	Property Location	Ordinance Id 1	Ordinance 1 Descript	Violation Date	Complaint Name
V2600504	22 ELSMERE BLVD	CH 145	Repeat Public Nuisance Property	2/2/2026	N. Facciolo
V2600505	130 BIRCH AV	IPMC12-308.1	Garbage / rubbish	2/3/2026	M.BOWERS
V2600506	1206 SPRUCE AVE	IPMC12-304.7	Roof / Gutters / Downspouts	2/5/2026	M.Bowers
V2600507	33 BRIER AVE	182-2	Rental Licenses Required.	2/9/2026	M.Bowers
V2600508	222 BIRCH AVE	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600509	1322 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600510	1322 CYPRESS AVE	IPMC12-304.13	Window / skylight / door frame	2/11/2026	M.Bowers
V2600511	1330 CYPRESS AVE	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600512	36 BEECH AVE	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600513	20 ELSMERE BLVD	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600514	130 BIRCH AV	IPMC12-308.1	Garbage / rubbish	2/11/2026	M.Bowers
V2600515	1349 SYCAMORE AVE	IPMC12-304.7	Roof / Gutters / Downspouts	2/17/2026	R. Crumb
V2600516	1345 SYCAMORE AV	IPMC12-304.14	Screen for window	2/17/2026	R.Crumb
V2600517	503 NEW RD	IPMC12-308.1	Garbage / rubbish	2/17/2026	R.Crumb
V2600518	233 LINDEN AVE	IPMC12-304.14	Screen for window	2/17/2026	R.Crumb
V2600519	510 KIRKWOOD HWY	131-6	131-6 UNLAWFUL BUSINESSES	2/18/2026	M.Bowers
V2600520	119 N DUPONT RD	IPMC12-308.1	Garbage / rubbish	2/19/2026	R.Crumb
V2600521	10 GAMBLE AVE	IPMC12-304.7	Roof / Gutters / Downspouts	2/19/2026	R. Crumb
V2600522	412 NEW RD	IPMC12-308.1	Garbage / rubbish	2/19/2026	R.Crumb
V2600524	510 KIRKWOOD HWY	IPMC12-302.3	Sidewalks and driveways	2/20/2026	R.Crumb
V2600525	2131 SENECA RD	COD192-1	Removal of Snow & Ice	2/24/2026	R. Crumb
V2600526	2133 SENECA RD	COD192-1	Removal of Snow & Ice	2/24/2026	R. Crumb
V2600527	2123 SENECA RD	COD192-1	Removal of Snow & Ice	2/24/2026	R.Crumb
V2600528	2125 SENECA RD	COD192-1	Removal of Snow & Ice	2/24/2026	R.Crumb
V2600529	2114 SENECA RD	IPMC12-308.1	Garbage / rubbish	2/25/2026	R.Crumb
V2600530	2114 SENECA RD	225-8Q-4	225-8(Q)#4: Parking or storing of inoperable or dismantled vehicles or parts, is prohibited.	2/25/2026	R.Crumb
V2600531	117 ALVIL RD	IPMC12-308.1	Garbage / rubbish	2/25/2026	R.Crumb
V2600532	117 ALVIL RD	COD79-1	Open burning prohibited	2/25/2026	R.Crumb
V2600533	2118 SENECA RD	IPMC12-304.7	Roof / Gutters / Downspouts	2/25/2026	R.Crumb
V2600534	2129 SENECA RD	COD192-1	Removal of Snow & Ice	2/25/2026	R.Crumb
V2600535	2106 SENECA RD	COD127-4	Dumping of yard waste and refuse.	2/26/2026	M.Bowers
V2600536	2106 SENECA RD	IPMC12-308.1	Garbage / rubbish	2/26/2026	M.Bowers
V2600537	2104 SENECA RD	IPMC12-308.1	Garbage / rubbish	2/26/2026	M.Bowers
V2600538	2100 SENECA RD	IPMC12-308.1	Garbage / rubbish	2/26/2026	R.Crumb
V2600539	28 SANDERS RD	225-8-U	Parking Surfaces	2/26/2026	R.Crumb
V2600540	113 N DUPONT RD	60-7	Failure to obtain a permit or license	2/27/2026	R.Crumb
V2600541	113 N DUPONT RD	IPMC12-308.1	Garbage / rubbish	2/27/2026	R.Crumb



TOWN OF ELSMERE

DEPARTMENT OF FINANCE

MONTHLY REPORT – FEBRUARY 2026

- Continued collection of 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 were posted 10/17/25 this allowed a 17-day grace period after the tax deadline of 9/30/25; Delinquent Certified Tax Bills were mailed on 1/15/26; at 2/28/26 58 properties remain delinquent, of these 3 properties are 2-year delinquent and will be escalated to our Attorney.
 - Total taxes (including delinquent tax & tax liens) received during the month: \$11,586.01
 - 1% Penalty Applied to delinquent tax accounts on the 1st of the month. Total penalties and interest received during the month: \$910.18
 - Facilitated payment plan requests/agreements in conjunction with the Town Managers approval.
 - 4 active and current payment plans at 2/28/26
- Continued certifying all Town of Elsmere Deeds prior to submission to the Recorder.
 - Collected \$26,325.00 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 (5/9/25); Superior Court requested more information (10/9/25); Jim processed a response letter (11/2025), awaiting response/no further updates at (2/28/26).
- HERA Registry (Abandoned Property Revitalization) revenue received during the month: \$0.00

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

- Grant Management
 - Account set-up/Closing/Balancing
 - DelDOT CTF Funds Reimbursement Request processed
- Pension/Retirement Plan Management, Contribution recording, SOD officer registration, plan updates as necessary.
- Voluntary Assessment Center
 - The Finance Department continues to provide staff training
 - Chargeback processing
- Facilitated necessary Edmunds (Accounting) Software Updates, Correspondence regarding future server migration, User Maintenance, Tax billing system issue corrected
- Payroll Processing
- Departmental FOIA Requests
- DE Taxpayer Portal E-Filed 1099's with the IRS and State
- Contract meetings with the Town Manager/Administration

- Meeting with Apartment complexes and e-mail follow-up to discuss the upcoming trash contract renewal.
- Completed interviews for the department open Tax Clerk position; offer made and accepted. Our new employee will start 3/2/26.
- Met with the Auditors to discuss the FY 2025 Audit, Audit presented at the February Council Meeting, the management letter was accepted and the audit for FY 2025 has been finalized.
- New Employee Paperwork processed, Code Enforcement Officer
- Managed Oil Heat Issue/Repair for the PW Shop
- PNC Card Management / Fuelman Card Management
- Account Clerk is coordinating ongoing IT departmental changes and necessary updates.
- Finance Director attended meeting t/d CBA
- COI processed as requested
- Line-Item Transfers made as mentioned at the 2/12/26 Council meeting
- Office of Emergency Management Communications/Cost estimates for possible Presidential Relief for the 2/22/26 Storm event.

Submitted By: Valarie Strzempa, Finance Director

Date: 02/28/2026

ARRA COUNCIL REPORT AT FEBRUARY 28, 2026

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

Account ID	Expenses	BUDGET	CASH EXPENDED	OVER / (UNDER) BUDGET
07-05-10-1000-0000	Grant Management Expenses	7,546.04	7,546.04	0.00
07-05-10-1000-0001	Premium Pay	190,671.67	190,671.67	0.00
07-05-10-1000-0002	ARRA 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 (DiamondTex)	5,480.00	5,480.00	0.00
07-05-10-1000-0012	Stormwater Planning Projects Wilone Village, Wilone 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	442,926.94	(478,362.87)
07-05-10-1000-0014	Street Maintenance (2024 Street Program)	221,026.24	221,367.90	341.66
07-05-10-2070-0000	Bank-Service Fees	0-00	7,395.48	7,395.48
07-05-10-2270-0000	Legal-Service Fees	0-00	0-00	0-00
	Total ARPA Budget/Expenditures	\$ 2,915,964.41	\$ 2,399,274.22	\$ (516,690.19)

ARRA FUND BALANCE (Total Grant Revenue less Expenses) **\$ 516,690.19**
Available Fund Balance - Considering \$7,335.48 Expense Adjustment for Bank Fee Reimb **\$ 524,025.67**

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

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

FUTURE ADJUSTMENT *GENERAL FUND WILL NEED TO REIMBURSE BANKING EXPENSES* BEFORE GRANT CLOSURE			
<i>There is no set budget for this so it does not affect our obligated funds already established with the US Treasury Reporting</i>			
07-05-10-2070-0000	ARRA BANK SERVICE FEES	0.00	7,335.48

NOTE Street Maintenance (2024 Street Program) - Adjustment Pending - Deldot CTF Grant to cover

February 2026 Council Finance Report

FINANCIAL REPORT AT FEBRUARY 28, 2026

REVENUE	BUDGET		CASH RECEIVED	OVER/(UNDER) BUDGET	
Administration	157,286.00		109,880.71	(47,405.29)	69.86%
Finance	3,845,491.14		3,425,803.26	(419,687.88)	89.09%
Public Safety	339,500.00		131,885.46	(207,614.54)	38.85%
Code Enforcement	428,650.00		371,809.66	(56,840.34)	86.74%
Public Works	11,600.00		8,004.22	(3,595.78)	69.00%
Parks & Recreation	6,100.00		50,966.98	44,866.98	835.52%
Voluntary Assessment Center	150,000.00		51,025.77	(98,974.23)	34.02%
Reimbursable Expenses	93,738.00		48,026.22	(45,711.78)	51.23%
Total General Fund	5,032,365.14		4,197,402.28	(834,962.86)	83.41%
EXPENSE	BUDGET		CASH EXPENDED	(OVER)/UNDER BUDGET	
Administration	536,810.57		443,786.64	93,023.93	82.67%
Finance	390,316.14		250,372.60	139,943.54	64.15%
Council Operations	16,880.00		10,262.41	6,617.59	60.80%
Public Safety	1,858,005.00		1,208,789.91	649,215.09	65.06%
Code Enforcement	318,226.95		204,202.70	114,024.25	64.17%
Public Works	476,900.23		326,203.81	150,696.42	68.40%
Sanitation	855,996.00		570,530.48	285,465.52	66.65%
Parks & Recreation	99,877.00		111,215.35	(11,338.35)	111.35%
Voluntary Assessment Center	105,149.00		23,007.02	82,141.98	21.88%
Reimbursable Expenses	22,000.00		6,945.20	15,054.80	0.00%
Long Term Planning Current Year	329,204.25		94,000.00	235,204.25	28.55%
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		154,984.00	1,192,046.10	11.51%
NPDES	23,000.00		12,232.30	10,767.70	53.184%
Total General Fund	5,032,365.14		3,261,548.42	1,770,816.72	64.81%
Total All Expenditures**	6,303,190.99		3,457,087.72	2,846,103.27	54.85%
STRAIGHT LINE =	66.6667%		Contingency Total	247,592.12	

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

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

February 2026 Council Finance Report

REVENUE		Adopted		Amended		YTD Cash		STRAIGHT LINE = 56.67%		Variance Explanation			
Account Id	Description	Adopted	Amended	YTD Cash	Over/(Under) Budget	% Realized	YTD Cash	Over/(Under) Budget	% Realized	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
01-04-20-0110-0000	VAC Fines (Voluntary Assessment)	225,000.00	Amended	69,981.80	(155,018.20)	31.10							
01-04-20-0016-0000	Other Courts CCP	2,000.00	Amended	170.00	(1,830.00)	8.50							
01-04-20-0017-0000	Accident Reports	8,000.00	Amended	3,780.00	(4,220.00)	47.25							
01-04-20-0026-0000	Police Pension Passthru Receipts	80,000.00	Amended	46,538.66	(33,461.34)	58.17							
01-04-20-0110-0000	Other Income- Public Safety	1,500.00	Amended	50.00	(1,450.00)	3.33							
01-04-20-0110-0001	Other Income- Seized Property Sales	-	Amended	-	-	-							
01-04-20-0110-0002	Other Income- Towing	16,000.00	Amended	7,500.00	(8,500.00)	46.88							
01-04-20-0110-0003	Other Income- Grant Passthrough	-	Amended	-	-	-							
01-04-20-0130-0000	Extra-Duty Surcharge	-	Amended	116.00	(884.00)	11.60							
01-04-20-0130-0001	Extra-duty admin surcharge	1,000.00	Amended	65.00	(935.00)	6.50							
01-04-20-0130-0002	Extra Duty - Vehicle Surcharge *New 9/2025	-	Amended	184.00	(184.00)	18.40							
01-04-20-0130-0005	Extra-duty Pension Surcharge	1,000.00	Amended	3,500.00	(2,500.00)	70.00							
01-04-20-8511-0000	Gain on Sale of Fixed Assets	5,000.00	Amended	131,885.46	(126,885.46)	38.85							
	Public Safety Total	339,500.00	Amended	131,885.46	(207,614.54)	38.85							
01-04-25-0000-0001	VAC - Administrative Fees	75,000.00	Adopted	25,509.47	(49,490.53)	34.01							Trending lower than budget and historic
01-04-25-0000-0002	VAC - State of Delaware Fees	75,000.00	Adopted	25,516.30	(49,483.70)	34.02							Trending lower than budget and historic
01-04-25-0110-0000	VAC - Other Income	-	Adopted	-	-	-							Non-Budget
	VAC Total	150,000.00	Adopted	51,025.77	(98,974.23)	34.02							
01-04-30-0020-0000	Permit Fees	61,500.00	Adopted	57,025.57	(4,474.43)	92.72							
01-04-30-0020-0001	Permit Penalty Fines	-	Adopted	-	-	-							
01-04-30-0021-0000	Code Violations (Total)	31,500.00	Adopted	10,509.09	(20,990.91)	33.36							
01-04-30-0021-0001	Code Violations - Citation Invoiced	-	Adopted	4,000.00	(4,000.00)	-							
01-04-30-0021-0003	Code Violations - Nuisance Fines Issued	-	Adopted	6,459.09	(6,459.09)	-							
01-04-30-0060-0000	Board of Adjustment	1,000.00	Adopted	250.00	(750.00)	25.00							
01-04-30-0065-0000	Vacant Property Registration Fee	500.00	Adopted	500.00	(500.00)	0.00							
01-04-30-0070-0000	Business Licenses	74,000.00	Adopted	62,100.00	(11,900.00)	83.92							
01-04-30-0070-0001	Business Licenses - Penalties	2,000.00	Adopted	225.00	(1,775.00)	11.25							
01-04-30-0075-0000	Rental Licenses	255,000.00	Adopted	240,200.00	(14,800.00)	94.20							
01-04-30-0075-0001	Rental Licenses - Penalties	2,500.00	Adopted	1,300.00	(1,200.00)	52.00							
01-04-30-0077-0000	Signage Receipt Account	100.00	Adopted	-	(100.00)	0.00							
01-04-30-0080-0000	Home Occupation Lic/Permit	300.00	Adopted	150.00	(150.00)	50.00							
01-04-30-0110-0000	Other Income - Code Enforcement	100.00	Adopted	-	(100.00)	0.00							
01-04-30-0110-0030	Zoning Verification Fees	150.00	Adopted	50.00	(100.00)	33.33							
	Code Enforcement Total	428,650.00	Adopted	371,809.66	(56,840.34)	86.74							
01-04-40-0110-0000	Other Income - Public Works	100.00	Adopted	-	(100.00)	0.00							
01-04-40-0110-0001	Other Income - Property Abatements	1,000.00	Adopted	1,809.22	809.22	180.92							
01-04-40-0110-0002	Other Income - Recycling	-	Adopted	195.00	195.00	195.00							Scrap Metal
01-04-40-8511-0000	Gain of Sale of Fixed Assets	10,500.00	Adopted	6,000.00	(4,500.00)	57.14							
	Public Works Total	11,600.00	Adopted	8,004.22	(3,595.78)	69.00							

February 2026 Council Finance Report

REVENUE Account Id	Description	Adopted	Amended	YTD Cash	STRAIGHT LINE =		Variance Explanation
					Over/(Under) Budget	% Realized	
	Description	Adopted	Amended	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
Account Id	Description	Adopted	Amended	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
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	-	41.98	(58.02)	41.98	
	Parks/Recreation Total	6,100.00		50,966.98	44,866.98	835.52	
Account Id	Description	Adopted	Amended	YTD Cash	Over/(Under) Budget	% Realized	Variance Explanation
01-04-70-0130-CODE	Reimbursable - Code Engineering Costs	2,235.00	-	1,720.00	(515.00)	76.96	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	-	4,856.26	(20,143.74)	19.43	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-0136-0000	Reimbursable - Leasee Utilities (Impact)	6,000.00	-	4,500.00	(1,500.00)	75.00	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	-	2,145.00	(5,855.00)	26.81	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	-	4,568.70	(2,972.30)	60.47	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2070-0002	Reimbursable - Manchester Republic Costs	7,541.00	-	4,568.70	(2,972.30)	60.47	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	-	12,918.54	(6,687.46)	65.89	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2070-0004	Reimbursable - Parklynn Republic Costs	17,215.00	-	11,347.02	(5,867.98)	65.91	Reimbursable to the exact expense. At times this can cross FY's.
01-04-70-2330-0001	Reimbursable - Landfill Fees	100.00	-	-	(100.00)	0.00	Reimbursable to the exact expense. At times this can cross FY's.
	Reimbursable Expenses (Revenue)	93,736.00		48,026.22	(45,709.78)	51.23	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
Administration Department						
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	
01-05-10-0110-0001	General Fund Commitment	0.00	-	45,000.00	0	*EPD Vehicle Purchase G/F 2/12/26 Council Mtg
01-05-10-1000-0000	Salary	217,147.57	-	139,612.50	64.29	
01-05-10-1001-0000	Overtime	1,000.00	-	728.85	72.89	
01-05-10-1010-0000	Payroll Taxes	21,715.00	-	11,060.70	50.94	
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	One-time expense, No further activity through FYE
01-05-10-1030-0000	Payroll Expenses	4,000.00	-	2,544.00	63.60	
01-05-10-1075-0000	Pension Expenses	-	-	-	-	
01-05-10-1075-0001	Pension Expenses - Employee Plan	0.00	-	-	-	
01-05-10-1075-0002	Pension Expenses - Secondary Police Plan	0.00	-	-	-	
01-05-10-1075-0003	Pension Expenses - Original Police Plan	0.00	-	-	-	
01-05-10-2060-0000	Contributions	5,000.00	-	-	-	
01-05-10-2070-0000	Contracted Professional Services	33,559.00	-	27,142.46	80.88	
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	-	2,135.00	-	
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	-	400.00	-	
01-05-10-2070-0005	CPS Comprehensive Plan Update	12,500.00	-	6,427.09	-	
01-05-10-2070-0006	CPS HVAC Maintenance Contract	3,500.00	-	5,094.00	-	
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	-	6,604.00	-	
01-05-10-2070-0011	CPS Telephone System Maintenance	250.00	-	-	-	
01-05-10-2070-0012	CPS Isolved - Timekeeper Software	2,070.00	-	1,207.50	-	
01-05-10-2070-0013	CPS Drinking Water Town Hall	250.00	-	190.73	-	
01-05-10-2070-0014	CPS Comcast Cable TV	564.00	-	403.14	-	
01-05-10-2071-0000	Computer Operation	21,670.00	-	18,110.98	83.58	
01-05-10-2071-0001	IT Contracts	11,670.00	-	6,225.52	-	
01-05-10-2071-0002	IT Software	7,600.00	-	8,219.83	-	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	-	2,864.99	-	
01-05-10-2071-0005	IT Internet Costs	1,300.00	-	800.64	-	
01-05-10-2081-0000	Discretionary Funds	2,500.00	-	3,352.80	134.11	Recommend Line Item Transfer for Budget

February 2026 Council Finance Report

EXPENSE		Adopted Budget		Amended Budget		STRAIGHT LINE =		66.67%	
Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Variance Explanation / Notes			
01-05-10-2100-0000	Dues/Subscriptions/Meetings	5,200.00	-	5,516.40	106.08				
01-05-10-2100-0001	Dues Expense	4,200.00	-	4,780.00		Recommend Line Item Transfer for Budget - DLLG Dues Increase			
01-05-10-2100-0002	Meeting Expense	500.00	-	464.15					
01-05-10-2100-0003	Subscription Expenses	500.00	-	272.25					
01-05-10-2120-0000	Electricity/Gas	42,284.00	-	29,224.62	69.12				
01-05-10-2120-0001	Delmarva-5500-6161-537-Gas-(11 Poplar)	2,320.00	-	1,369.50					
01-05-10-2120-0002	Delmarva-5500-0543-573-Brier-(non-MSA)	2,690.00	-	1,740.80					
01-05-10-2120-0005	Delmarva-5500-6161-941-Electric(19 pop)	16,651.00	-	11,366.99					
01-05-10-2120-0008	Delmarva-5500-6161-131-HVAC Supply acct	20,623.00	-	14,747.33					
01-05-10-2122-0000	Emergency Operations	0.00	-	-					
01-05-10-2124-0000	Water/Sewer	4,450.00	-	2,999.22	67.40				
01-05-10-2124-0001	Water - Town Hall	2,350.00	-	1,515.79					
01-05-10-2124-0002	Sewer - Town Hall	2,100.00	-	1,483.43					
01-05-10-2160-0000	Insurance - Business	33,460.00	-	29,538.54	88.28				
01-05-10-2161-0000	Insurance - Auto	0.00	-	-					
01-05-10-2170-0000	Insurance - Health/Dental/Vision/Life	77,697.00	-	47,248.97	60.81				
01-05-10-2170-0001	Insurance - Health	77,697.00	-	47,113.10					
01-05-10-2170-0002	Insurance - Dental	0.00	-	9.38					
01-05-10-2170-0003	Insurance - Vision	0.00	-	7.86					
01-05-10-2170-0004	Insurance - AFLAC	0.00	-	-					
01-05-10-2170-0005	Insurance - Colonial Life	0.00	-	118.63					
01-05-10-2180-0000	Insurance - Life/Disability	4,169.00	-	1,631.95	39.14				
01-05-10-2181-0000	Workers Compensation	1,125.00	-	1,252.84	111.36	Billed more than the anticipated expense given by Insurer			
01-05-10-2266-0000	Legal/Published Notices	2,000.00	-	299.62	14.98				
01-05-10-2270-0000	Legal Expenses	24,000.00	-	26,959.50	112.33				
01-05-10-2270-0001	Legal - Code Issues	0.00	-	72.00					
01-05-10-2270-0002	Legal - Litigation	0.00	-	-					
01-05-10-2270-0003	Legal - Police Issues	0.00	-	8,887.50		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	-	18,000.00					
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	-	450.18	300.12	Recommend Line Item Transfer for Budget - Increase in postage usage compared to historical value			
01-05-10-2290-0000	Maintenance/Building	11,500.00	-	26,033.04	226.37				
01-05-10-2290-0001	Bldg - General Repairs	7,500.00	-	23,952.09		Basement Repairs - 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					
01-05-10-2370-0000	Telephone	2,150.00	-	1,365.73	63.52				
01-05-10-2370-0001	Telephone - Cell Phone Expenses	550.00	-	307.71					
01-05-10-2370-0002	Telephone - Landline Expenses	1,600.00	-	1,058.02					
01-05-10-2390-0000	Training	1,400.00	-	875.00	62.50				

February 2026 Council Finance Report

EXPENSE		Adopted Budget	Amended Budget	STRAIGHT LINE = Expended Curr	% Realized	Variance Explanation / Notes
Account Id	Description					
01-05-10-3140-0000	Vehicle Services	500.00	-	321.38	64.28	
01-05-10-3140-0001	Town Manager Gas Account	500.00	-	321.38		
01-05-10-3330-0000	Materials/Supplies	2,000.00	-	6,165.11	308.26	
01-05-10-3340-0000	Miscellaneous	500.00	-	1,534.00	306.80	Recommend Line Item Transfer; Hometown Hero Banner, Veterans Bricks;
01-05-10-3350-0000	Office Supplies	3,500.00	-	2,279.61	65.13	Council Polo Shirts/Embroidery
01-05-10-4100-0000	Civil Remediations	1,000.00	-	-	-	
01-05-10-7046-0000	Homeland Security	6,000.00	-	6,367.36	106.12	Code Red Notification Service Contract Increase
01-05-10-8250-0000	Lease/Office Equipment	2,700.00	-	1,737.92	64.37	
Administration Department Total		536,810.37	0.00	443,786.64	82.67	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	\$ STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
Finance Department						
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	-	99,088.48	54.11	
01-05-11-1001-0000	Overtime	1,000.00	-	623.63	62.36	
01-05-11-1010-0000	Payroll Taxes	18,313.00	-	7,927.79	43.29	
01-05-11-1025-0000	Employee Longevity Benefit	3,067.00	-	3,066.68	99.99	One-time expense, No further activity through FYE
01-05-11-1050-0000	Banking Services	40,000.00	-	19,572.69	48.93	
01-05-11-1050-0001	Banking Services - General Checking	40,000.00	-	13,728.96		
01-05-11-1050-0002	Banking Services - General MIM	0.00	-	1,517.38		
01-05-11-1050-0003	Banking Services - Contingency	0.00	-	280.00		
01-05-11-1050-0004	Banking Services - Contingency MIM	0.00	-	2,836.63		
01-05-11-1050-0005	Banking Services - State Tx Holding	0.00	-	89.96		
01-05-11-1050-0006	Banking Services - Due To	0.00	-	400.00		
01-05-11-1050-0007	Banking Services - Misc	0.00	-	49.00		
01-05-11-1050-0008	Banking Services - Long Term Planning	0.00	-	670.76		
01-05-11-2050-0000	Audit	55,000.00	-	39,543.90	71.90	
01-05-11-2071-0000	Computer Operations	17,350.00	-	14,022.65	80.82	
01-05-11-2071-0001	IT Contracts	8,000.00	-	4,008.07		
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	-	1,400.00		
01-05-11-2100-0005	IT Internet Costs	1,250.00	-	800.64		
01-05-11-2100-0000	Dues/Subscriptions/Meetings	800.00	-	278.59	34.82	
01-05-11-2122-0000	Emergency Operations	0.00	-	-	-	
01-05-11-2160-0000	Insurance - Business	22,900.00	-	20,957.78	91.52	Billed more than the anticipated expense given by Insurer
01-05-11-2170-0000	Insurance - Health/Dental/Vision/Life	34,216.00	-	22,796.87	66.63	
01-05-11-2170-0001	Insurance - Health	34,216.00	-	22,764.03		
01-05-11-2170-0002	Insurance - Dental	0.00	-	(9.88)		
01-05-11-2170-0003	Insurance - Vision	0.00	-	4.48		
01-05-11-2170-0004	Insurance - AFLAC	0.00	-	(26.08)		
01-05-11-2170-0005	Insurance - Colonial Life	0.00	-	64.32		
01-05-11-2180-0000	Insurance - Life/Disability	3,614.00	-	1,111.29	30.75	
01-05-11-2181-0000	Workers Compensation Insurance	975.00	-	1,044.03	107.08	
01-05-11-2280-0000	Postage	1,500.00	-	2,138.44	142.56	
01-05-11-2370-0000	Telephone - Landline Expenses	1,450.00	-	1,035.12	71.39	
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	-	3,247.56	108.25	Increased per item postage costs for regular mail and certified mailing
Finance Department Total		390,316.14	0.00	250,372.60	64.15	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
Council Department						
01-05-15-1000-0000	Salary - Council	7,200.00	-	4,549.85	63.19	
01-05-15-1010-0000	Payroll Taxes	680.00	-	430.26	63.27	
01-05-15-2071-0000	Computer Operations	4,850.00	-	4,789.69	98.76	
01-05-15-2071-0001	iPads Expense	3,400.00		3,895.64		Increased expense due to new iPad transition; FY27 anticipating savings
01-05-15-2071-0002	IT Contracts	1,450.00		894.05		
01-05-15-2100-0000	Dues/Subscriptions/Meetings	400.00	-	-	-	
01-05-15-2110-0000	Election Expenses	500.00	-	189.90	37.98	
01-05-15-2160-0000	Insurance - Business (Bond)	2,500.00	-	-	-	
01-05-15-2370-0000	Telephone	500.00	-	302.71	60.54	
01-05-15-2370-0001	Mayor's Cell Phone	500.00		302.71		
01-05-15-2500-0000	Council Reimbursements	250.00	-	-	-	
Council Department Total		16,880.00	0.00	10,262.41	60.80	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
Public Safety Department						
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	951,353.00	595,262.81	62.57	Amended Line item at 1/8/26 Council Meeting - 50,900 (Fund Dept Exp Acct)
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	62,000.00	27,094.39	43.70	Amended Line item at 1/8/26 Council Meeting + 32,000 (PS Salary)
01-05-20-1002-0000	Salary - Police Clerical	67,606.00		44,140.00	65.29	
01-05-20-1003-0000	Holiday	26,600.00		25,600.00	96.24	One-time expense, No further activity through FYE
01-05-20-1010-0000	Payroll Taxes	38,000.00		19,985.63	52.59	
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		76,426.56	54.00	Amended Line item at 2/12/26 Council Meeting - 13,250 (Vehicle 35-05)
01-05-20-1025-0000	Employee Longevity Benefit	4,400.00		4,400.00	100.00	One-time expense, No further activity through FYE
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)	0.00	1,200.00	1,042.27	86.86	Amended Line item at 1/8/26 Council Meeting + 1,200 (PS Salary)
01-05-20-2081-0000	Discretionary Fund	2,500.00		1,426.57	57.06	
01-05-20-2100-0000	Dues/Subscriptions/Mtgs	25,000.00		15,041.56	60.17	
01-05-20-2120-0000	Delmarva-5002-4177-235-LPR	700.00		231.37	33.05	
01-05-20-2120-0001	Delmarva- 5504-0852-042 101 Baltimore	0.00	1,200.00	573.68	47.81	Amended Line item at 1/8/26 Council Meeting + 1,200 (PS Salary)
01-05-20-2122-0000	Emergency Operations	0.00		-	No Budget	
01-05-20-2160-0000	Insurance-Business	53,875.00		46,560.32	86.42	Quarterly Billing
01-05-20-2161-0000	Insurance-Vehicles	22,000.00		18,726.25	85.12	Quarterly Billing
01-05-20-2170-0000	Insurance - Health/Dental/Vision	162,230.00		100,957.15	62.23	
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		6,798.13	34.52	
01-05-20-2181-0000	Insurance - Workers Compensation	49,700.00		54,289.56	109.23	Billed more than the anticipated expense given by insurer
01-05-20-2280-0000	Postage	500.00		101.35	20.27	
01-05-20-2290-0000	Building Maintenance	6,000.00	20,500.00	19,980.41	97.47	Amended Line item at 1/8/26 Council Meeting + 14,500 (PS Salary)
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	Unexpected HVAC Repairs
01-05-20-2320-0000	Maintenance - Vehicle	15,000.00	35,250.00	34,804.23	98.74	Amended Line item at 1/8/26 Council Meeting + 7,000 (PS Salary)
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	13,250.00	13,250.00		Amended Line item at 2/12/26 Council Meeting + 13,250 (Pension Exp)
01-05-20-2320-3506	Vehicle Maintenance 35-06	0.00		10,162.05		
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		69.95		
01-05-20-2320-3512	Vehicle Maintenance 35-12	0.00		3,681.13		

February 2026 Council Finance Report

EXPENSE		Adopted Budget	Amended Budget	STRAIGHT LINE = Expended Curr	% Realized	Variance Explanation / Notes
Account Id	Description					
01-05-20-2331-0000	Medical Costs	2,500.00		1,968.00	78.72	
01-05-20-2350-0000	Seized Vehicle Expenses	0.00		-	No Budget	
01-05-20-2360-0000	Evidence Processing Cost	1,500.00		133.20	8.88	
01-05-20-2370-0000	Telephone	13,075.00	-	7,950.05	60.80	
01-05-20-2370-0001	Telephone - MDT expenses	10,000.00		5,891.57		
01-05-20-2370-2001	Telephone - Landline expenses	3,075.00		2,058.48		
01-05-20-2372-0000	Telephone - Cell phone expenses	3,000.00		1,575.71	52.52	
01-05-20-2390-0000	Training	6,500.00		6,249.79	96.15	
01-05-20-3140-0000	Gas/Oil Vehicles	30,000.00		16,150.24	53.83	
01-05-20-3141-0000	Firearms/Supplies	7,500.00		-	-	
01-05-20-3330-0000	Materials/Supplies	8,000.00	13,000.00	15,575.30	119.81	Amended Line item at 1/8/26 Council Meeting + 5,000 (PS Salary)
01-05-20-3340-0000	Miscellaneous Purchases	500.00		362.91	72.58	
01-05-20-3350-0000	Office Supplies	3,500.00		1,150.89	32.88	
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		2,060.34	-	
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		1,737.92	44.56	
	Public Safety Total	1,858,005.00	1,062,503.00	1,208,789.91	65.06	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE = Expended Curr	% Realized	Variance Explanation / Notes
Voluntary Assessment Center (VAC)						
01-05-25-0000-0001	VAC - Refund of Ticket Payment	-	-	-	-	
01-05-25-0000-0002	VAC - State of Delaware Fees	75,000.00	-	20,429.80	27.24	
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	-	1,563.94	44.68	
01-05-25-2160-0000	Insurance - Business	250.00	-	214.23	85.69	Billed more than the anticipated expense given by Insurer
01-05-25-2280-0000	VAC - Postage	1,850.00	-	773.41	41.81	
01-05-25-3340-0000	VAC - Miscellaneous	50.00	-	-	-	
01-05-25-3350-0000	VAC - Office Supplies	1,000.00	-	25.64	2.56	
	VAC Total	105,149.00		23,007.02	21.88	

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EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE = Expended Curr	% Realized	Variance Explanation / Notes
Code Enforcement Department						
01-05-30-0005-0000	Refunds of Fees and Charges	200.00	-	50.00	25.00	
01-05-30-1000-0000	SALARY	149,722.95	-	99,643.65	66.55	
01-05-30-1001-0000	Overtime	3,000.00	-	4,086.13	136.20	Recommend Line Item Transfer for Budget
01-05-30-1010-0000	Payroll Taxes	14,972.00	-	8,506.53	56.82	
01-05-30-1025-0000	Employee Longevity Benefit	3,109.00	-	3,108.35	99.98	One-time expense, No further activity through FYE
01-05-30-2070-0000	Contracted Professional Services	35,000.00	-	13,665.01	39.04	BIU Inspection Services Costs
01-05-30-2071-0000	Computer Operations	14,950.00	0.00	11,693.40	78.22	
01-05-30-2071-0001	IT Contracts	6,000.00	-	3,078.74		
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	-	800.72		
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	-	21,600.48	91.05	Quarterly Billing
01-05-30-2161-0000	Insurance - Auto	3,010.00	-	3,256.74	108.20	Quarterly Billing
01-05-30-2170-0000	Insurance - Health/Dental/Vision/Life	52,407.00	0.00	24,948.61	47.61	
01-05-30-2170-0001	Insurance - Health	52,407.00	-	24,787.58		
01-05-30-2170-0002	Insurance - Dental	0.00	-	74.26		
01-05-30-2170-0003	Insurance - Vision	0.00	-	6.02		
01-05-30-2170-0005	Insurance - Colonial Life	0.00	-	80.75		
01-05-30-2180-0000	Insurance - Life/Disability	3,294.00	-	1,502.28	45.61	
01-05-30-2181-0000	Insurance - Workers Compensation	2,187.00	-	2,436.07	111.39	Billed more than the anticipated expense given by insurer
01-05-30-2280-0000	Postage	1,500.00	-	1,452.42	96.83	Increased postage expense associated with licenses and delinquent licenses
01-05-30-2320-0000	Vehicle Maintenance	1,600.00	0.00	1,005.65	62.85	
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		
01-05-30-2370-0000	Telephone	2,500.00	0.00	1,640.53	65.62	
01-05-30-2370-0001	Telephone - Cell Phone Expenses	1,100.00	-	605.42		
01-05-30-2370-0002	Telephone - Landline Expenses	1,400.00	-	1,035.11		
01-05-30-2390-0000	Training	1,000.00	-	145.00	14.50	
01-05-30-3140-0000	Gas - Vehicles	1,000.00	-	695.98	69.60	
01-05-30-3330-0000	Materials/Supplies	500.00	-	81.97	16.39	
01-05-30-3340-0000	Miscellaneous	200.00	-	226.00	113.00	
01-05-30-3350-0000	Office Supplies	3,000.00	-	3,234.64	107.82	Custom printed license envelopes contributing to overspend
01-05-30-3400-0000	Uniforms	1,000.00	-	1,191.01	119.10	
Code Enforcement Total		318,226.95	0.00	204,202.70	64.17	

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EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
Public Works Department						
01-05-40-1000-0000	Salary	180,139.23	-	94,928.06	52.70	
01-05-40-1001-0000	Overtime	4,300.00	-	5,353.36	124.50	
01-05-40-1010-0000	Payroll Taxes	18,515.00	-	8,010.39	43.26	
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	One-time expense, No further activity through FYE
01-05-40-2070-0000	Contracted Professional Services	927.00	-	780.00	84.14	Annual Security Monitoring Fee; Pest Services; on track for FY
01-05-40-2070-0004	CPS General Services	927.00	-	780.00	84.14	
01-05-40-2071-0000	Computer Operations	7,915.00	0.00	5,331.45	67.36	
01-05-40-2071-0001	IT Contracts	4,415.00	-	2,081.39		
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	-	1,426.80		
01-05-40-2100-0000	Dues/Subscriptions/Meetings	200.00	-	32.25	16.13	
01-05-40-2120-0000	Electricity/Gas	2,150.00	-	1,378.27	64.11	
01-05-40-2121-0000	Heating Oil	7,600.00	-	6,328.36	83.27	
01-05-40-2122-0000	Emergency Operations	0.00	-	-	-	
01-05-40-2124-0000	Water/Sewer	850.00	-	651.98	76.70	
01-05-40-2160-0000	Insurance - Business	38,871.00	-	23,993.01	61.72	Quarterly Billing
01-05-40-2161-0000	Insurance - Auto	23,632.00	-	18,726.25	79.24	Quarterly Billing
01-05-40-2170-0000	Insurance - Health/Dental/Vision/Life	67,265.00	0.00	27,401.49	40.74	
01-05-40-2170-0001	Insurance - Health	67,265.00	-	27,480.39		
01-05-40-2170-0002	Insurance - Dental	0.00	-	(77.42)		
01-05-40-2170-0003	Insurance - Vision	0.00	-	(23.92)		
01-05-40-2170-0004	Insurance - AFLAC	0.00	-	-		
01-05-40-2170-0005	Insurance - Colonial Life	0.00	-	22.44		
01-05-40-2180-0000	Insurance - Life/Disability	4,046.00	-	1,453.13	35.92	
01-05-40-2181-0000	Insurance - Workers Compensation	9,500.00	-	10,579.50	111.36	Billed more than the anticipated expense given by Insurer
01-05-40-2290-0000	Maintenance - Building	1,000.00	-	7,698.25	769.83	
01-05-40-2300-0000	Maintenance - Equipment	8,300.00	0.00	19,453.28	234.38	Unexpected Repairs - Recommend Line Transfer for Budget
01-05-40-2300-0001	Spreader Maintenance	3,000.00	-	11,201.03		
01-05-40-2300-0002	Plow Maintenance	1,700.00	-	660.00		
01-05-40-2300-0003	Loader Maintenance	2,000.00	-	5,079.80		
01-05-40-2300-0004	Mower Maintenance	1,000.00	-	1,876.00		
01-05-40-2300-0005	Miscellaneous Equipment Maintenance	600.00	-	636.45		
01-05-40-2320-0000	Maintenance-Vehicle	10,000.00	0.00	13,097.20	130.97	Unexpected Repairs - Recommend Line Transfer for Budget
01-05-40-2320-0PW1	VM - PW/1 (F-250 Pick-up w/ Plow 2026)	0.00	-	-		
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	-	5,160.84		
01-05-40-2320-0PW5	VM - PW/5 (F-350 Pick-Up w/plow - 2012)	2,500.00	-	4,468.24		
01-05-40-2320-0PW6	VM - PW/6 (F-250 Pick-Up w/plow - 2022)	2,500.00	-	2,208.12		
01-05-40-2370-0000	Telephone	1,040.00	0.00	1,528.53	146.97	Recommend Line Transfer for Budget* Intention was to cancel cell phones for staff aside from the Supervisor; the plans have not been cancelled
01-05-40-2370-0001	Telephone - Cell Phones	550.00	-	1,210.84		
01-05-40-2370-0002	Telephone - Landlines	490.00	-	317.69		

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
01-05-40-2390-0000	Training	2,000.00	-	-	-	
01-05-40-3140-0000	Gas - Vehicles/Equipment	6,500.00	-	3,743.09	57.59	
01-05-40-3251-0000	Maintenance Streets	67,500.00	-	70,391.73	104.28	*Pending Grant Reimbursements; Finance Director Monitoring
01-05-40-3330-0000	Materials/Supplies	7,000.00	0.00	1,070.94	15.30	
01-05-40-3330-0001	M & S - PW Building	1,300.00		-		
01-05-40-3330-0002	M & S - Equipment	2,500.00		268.91		
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		542.48		
01-05-40-3330-0005	M & S - Abatements	0.00		63.68		
01-05-40-3340-0000	Miscellaneous	250.00	-	50.00	20.00	
01-05-40-3350-0000	Office Supplies	100.00	-	8.55	8.55	
01-05-40-3400-0000	Uniforms	3,200.00	-	614.74	19.21	
	Public Works Total	486,127.23	0.00	326,203.81	67.10	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	STRAIGHT LINE =	Variance Explanation / Notes
	Sanitation Department						
Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Variance Explanation	
01-05-43-2070-0000	SANITATION	855,796.00	-	570,530.48	66.67		
01-05-43-2230-0000	Landfill Fees	200.00	-	-	-		
	Sanitation Total	855,996.00		570,530.48	66.65		

	NPDES Compliance						
Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Variance Explanation	
01-05-45-2010-0000	NPDES Compliance	23,000.00	-	12,232.30	53.18	*Annual Stormwater License Fee, Sweeper Debris Weight, Oil Spill	

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget		Amended Budget		STRAIGHT LINE = 66.67% Expended Curr % Realized		Variance Explanation / Notes
		Adopted Budget	Amended Budget	Expended Curr	% Realized	Expended Curr	% Realized	
Parks and Recreation Department								
01-05-47-2070-0000	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Expended Curr	% Realized	Variance Explanation
01-05-47-2115-0000	CPS - Landscape Maint for Town Parks	66,720.00	-	41,335.00	61.95	41,335.00	61.95	
01-05-47-2115-1000	Public Events	23,332.00	0.00	15,636.61	67.02	15,636.61	67.02	
01-05-47-2115-1010	Clean-up Day - Total Expense	1,800.00	0.00	0.00	0.00	0.00	0.00	
01-05-47-2115-1010	Clean-up Day - Overtime - Admin Dept	475.00						
01-05-47-2115-1011	Clean-up Day - Overtime - Finance Dept	200.00						
01-05-47-2115-1020	Clean-up Day - Overtime - Police Dept	0.00						
01-05-47-2115-1030	Clean-up Day - Overtime - Code Dept	375.00						
01-05-47-2115-1040	Clean-up Day - Overtime - Public Wk Dept	500.00						
01-05-47-2115-1050	Clean-up Day - Event Expense	250.00						
01-05-47-2115-2000	Non-Budgeted Event - Total Expense	1,990.00	0.00	1,087.72		1,087.72		
01-05-47-2115-2010	Non-Budgeted Event - Overtime - Admin	125.00		356.12		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		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		523.67		Movie in the Park in July
01-05-47-2115-2050	Non-Budgeted Event - Event Expense	1,300.00		89.71		89.71		Impact Trunk-or-Treat
01-05-47-2115-3000	Easter Egg Hunt - Total Expense	2,128.00	0.00	1,400.00		1,400.00		
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 Dept	500.00						
01-05-47-2115-3050	Easter Egg Hunt - Event Expense	1,400.00		1,400.00		1,400.00		
01-05-47-2115-4000	Best Decorated House - Total Expense	425.00	0.00	208.00		208.00		
01-05-47-2115-4050	Best Decorated Home - Prize Expense	425.00		208.00		208.00		
01-05-47-2115-5000	Halloween Spooktacular - Total Expense	1,100.00	0.00	757.31		757.31		
01-05-47-2115-5010	Halloween Spooktacular-Overtime- Admin	150.00		106.16		106.16		
01-05-47-2115-5011	Halloween Spooktacular-Overtime- Finance	100.00		127.31		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		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		384.24		
01-05-47-2115-6000	Holiday Parade - Total Expense	2,200.00	0.00	72.00		72.00		
01-05-47-2115-6010	Holiday Parade - Overtime - Admin Dept	300.00						
01-05-47-2115-6011	Holiday Parade - Overtime - Finance Dept	0.00						
01-05-47-2115-6020	Holiday Parade - Overtime - Police Dept	0.00						
01-05-47-2115-6030	Holiday Parade - Overtime - Code Dept	250.00						
01-05-47-2115-6040	Holiday Parade - Overtime - Pub Wk Dept	850.00						
01-05-47-2115-6050	Holiday Parade - Event Expense	800.00		72.00		72.00		
01-05-47-2115-7000	Holiday Tree Lighting - Total Expense	3,405.00	0.00	3,367.46		3,367.46		
01-05-47-2115-7010	Tree Lighting - Overtime - Admin Dept	375.00		286.41		286.41		
01-05-47-2115-7011	Tree Lighting - Overtime - Finance Dept	250.00		163.69		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		408.52		
01-05-47-2115-7040	Tree Lighting - Overtime - Public Works	450.00		477.96		477.96		
01-05-47-2115-7050	Tree Lighting - Event Expense	2,000.00		2,030.88		2,030.88		

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget	Amended Budget	STRAIGHT LINE =		Variance Explanation / Notes
				Expended Curr	% Realized	
01-05-47-2115-8000	Town Yard Sale - Total Expense	200.00	0.00	0.00		
01-05-47-2115-8050	Town Yard Sale - Materials & Supplies	200.00		-		
01-05-47-2115-9000	Fall Festival - Total Expense	10,084.00	0.00	8,744.12		
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		
01-05-47-3252-0000	Park Management	9,825.00	0.00	54,243.74	552.10	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		1,202.28		
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		243.88		
01-05-47-3252-0010	PM - Dog Park	750.00		243.88		
01-05-47-3252-0011	PM - Vilone Park	1,200.00		2,248.51		
01-05-47-3252-0012	PM - Fairgrounds Park	950.00		843.16		
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)
	Parks and Recreation Total	146,541.00		111,215.35	75.89	Skewed due to insurance claim

February 2026 Council Finance Report

EXPENSE Account Id	Description	Adopted Budget		Amended Budget		STRAIGHT LINE =		Variance Explanation / Notes
		Adopted Budget	Amended Budget	Expended Curr	% Realized	Expended Curr	% Realized	
Reimbursable Expenses (Expense)								
Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Variance Explanation		
01-05-70-0130-0000	Reimbursable- Code Engineering Costs	1,000.00	-	4,030.00	403.00	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	-	1,040.00	17.33	Reimbursable to the exact revenue. At times this can cross FY's.		
	Reimbursable Expenses (Expense)	22,000.00		6,945.20	31.57			
Long Term Planning Department								
Account Id	Description	Adopted Budget	Amended Budget	Expended Curr	% Realized	Variance Explanation		
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	97,821.73	188,324.25	58,250.00	59.55	Amended Budget at 9/11/25 Council Meeting + 90,502.52 (RE Tax Rev) / 2/12/26 Council Meeting Approved Purchase EPD Tahoe		
01-05-80-0027-0071	Future Project Allocation-P/Y Carry Over	165,631.34	-	60,984.00	36.82	60,984.00 for new PW truck; app'd at 10/9/25 Mtg		
01-05-80-0027-0080	Salary Enhancement Allocation	-	-	-	-			
01-05-80-0027-0081	Salary Enhancement Allocation - P/Y Carry Over	230,000.00	-	-	-			
	Long Term Planning Total (includes P/Y Carry Over)	1,256,527.58		154,984.00	12.33			
	Current Year Budget Total (FY26)	238,701.73		94,000.00	39.38			
	Prior Year (Prior Budget(s) not current)	1,017,825.85		60,984.00	5.99			

TOWN OF ELSMERE TRANSFER TAX REPORT

February 1st, 2026, through February 28th, 2026

Date	Property Information	Purchase Price of Property	Amount of Tax or Reason for Exemption
2/4/26	Property: 4 Leech Ave Grantor(s): Margaret Medvid Grantee(s): Jocelyn Ann Medvid 3400 Janney Ave Brookhaven, PA 19015 Parcel # 1900400-549 The Matlusky Firm, LLC		Exempt under 30 Del. C §5401
2/6/26	Property: 6 Harvey Place Grantor(s): REN KAI & KONG YU Grantee(s): KRSK Properties LLC 6 Union School Way Garnet Valley, PA 19060 Parcel # 1900100-162 The Law Office of Joseph Meyer, LLC		Exempt under 30 Del. C §5401
2/10/26	Property: 269 Filbert Ave Grantor(s): HIGHLANDER REALTY LLC - SERI Grantee(s): William Holland & Kayla Holland 190 Haut-Brion Ave Newark, DE 19702 Parcel # 1900400-662 Cramer & DiMichele, P.A.		Exempt under 30 Del. C §5401
2/10/26	Property: 2112 Seneca Rd Grantor(s): Anthony & Deana Calvarese Grantee(s): 2112 Seneca Series, a series of 302 Realty Properties, LLC 2607 Ebright Road Wilmington, DE 19810 Parcel # 1900200-219 Cramer & DiMichele, P.A.	\$220,000.00	\$3,300.00

2/17/26	<p>Property: 700 Baltimore Ave Grantor(s): VIKINGS1 LLC Grantee(s): Scott Reutter 700 Baltimore Ave Wilmington, DE 19805</p> <p>Parcel # 1900500-144 Giordano & Gagne LLC</p>	\$350,000.00	\$5,250.00
2/17/26	<p>Property: 31 Tamarack Ave Grantor(s): EVANS JANELLE G TR Grantee(s): Randall S. Evans Jr 27 Tamarack Ave Wilmington, DE 19805</p> <p>Parcel # 1900400-292 The Levinson Firm LLC</p>		Exempt under 30 Del. C §5401
2/17/26	<p>Property: 31 Tamarack Ave Grantor(s): Randall S. Evans Jr Grantee(s): Randall S. Evans Jr & Janelle 27 Tamarack Ave Wilmington, DE 19805</p> <p>Parcel # 1900400-292 The Levinson Firm LLC</p>		Exempt under 30 Del. C §5401
2/17/26	<p>Property: 398 Junction St Grantor(s): JONES ROBERT J & MORROBEL VIOLETA Grantee(s): Andrew Charlton 398 Junction St Wilmington, DE 19805</p> <p>Parcel # 1900500-020 Ward & Taylor LLC</p>	\$295,000.00	\$4,425.00
2/18/26	<p>Property: 33 Elsmere Blvd Grantor(s): Anthony Manerchia & Jeffrey Stapen Grantee(s): AJ Lawson, LLC 344 Mourning Dove Drive Newark, DE 19711</p> <p>Parcel # 1900200-150 MacElree Harvey, LTD</p>		Exempt under 30 Del. C §5401

2/24/26	Property: 153 Olga Rd Grantor(s): VAV Perfect Properties LLC Grantee(s): Wilfredo Alicea Diaz 908 Amosland Rd Prospect Park, PA 19076 Parcel # 1900100-080 Brian Frederick Funk P.A.	\$345,000.00	\$5,175.00
2/25/26	Property: 1010 Dover Ave Grantor(s): Karen Summa Grantee(s): Ariz Rivera-Santiago 143 Mitscher Road Dover, DE 19901 Parcel # 1900800-330 Brian Frederick Funk P.A.	\$260,000.00	\$3,900.00
2/25/26	Property: 1302 Sycamore Ave Grantor(s): WILLIAMS GLADSTONE A Grantee(s): Eric Austin 14 South Bancroft Pkwy Wilmington, DE 19805 Parcel # 1900800-073 The Law Office of Joseph Meyer LLC	\$285,000.00	\$4,275.00
2/25/26	Property: 3 Rigdon Rd Grantor(s): Park Place Enterprises LLC Grantee(s): Seal Enterprise LLC 3800 Valley Brook Drive Wilmington, DE 19808 Parcel # 1900100-221 The Law Office of Joseph Meyer LLC		Exempt under 30 Del. C §5401
TOTAL			\$26,325.00

ELSMERE POLICE DEPARTMENT
Monthly Report
March 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.

Shooting Investigation

January 28, 2026:

On January 29, 2026, at 6:34 P.M., Elsmere Police responded to the 600 block of Colonial Avenue for shots fired. Upon arrival, officers located a crime scene in the parking lot consisting of a shell casing and an occupied vehicle being struck by gunfire. This case was assigned to Detective John Mitchell. Through investigative measures, one suspect was identified as 19-year-old male Aviaire Evans. The other suspect is a 17-year-old male whose name is being withheld due to being a juvenile.

Both suspects were taken into custody with the assistance of the New Castle County Police Department Special Weapons and Tactics Team. Multiple search warrants were executed which resulted in locating evidence related to the crimes.

Aviaire Evans was charged with following charges: Possession of a Firearm During Commission of a Felony, Reckless Endangering First Degree Creates a Substantial Risk of Death to Another, Wearing a disguise during the commission of a felony, Conspiracy Second Degree, Criminal Mischief over \$1,000 recklessly damage property and discharging firearms within town limits. Aviaire Evans was committed to the Howard R. Young Correctional Facility for failing to post \$105,005 cash bail.

Fire Cracker Incident

February 4, 2026:

On February 4, 2026 at approximately 9:15 pm, a suspect driving a black SUV travelled SB on Locust Avenue and threw a firecracker in the area of 200 block. Officers were able to obtain a video of the incident. This is still under investigation.

Meetings:

- February 3, 2026: Planning Commission Mtg. – M/Cpl. Davis
- February 10, 2026: DACP Mtg. – Chief Giles
- February 12, 2026: Council Mtg. – Chief Giles
- February 17, 2026: DACP – Board of Directors Mtg. – Chief Giles
- February 21-23, 2026: Daily Weather Briefings – Chief Giles
- February 24, 2026: BOA Mtg. – M/Cpl. Sowden
- February 25, 2026: Needy Family Mtg. – Chief Giles & Sgt. Smith
- February 25, 2026: New Castle County Police Chief's Mtg. – Chief Giles

Trainings/Events:

- February 5, 2026: Problem-Oriented Policing Techniques – Ptlm. Bush
- February 18, 2026: Impact of Abuse Training – Chief Giles & Ptlm. Bush

Revenue Results:

VAC JP Court 20 Revenue Received (February 2026) = **\$2,215.75**

VAC – Elsmere Revenue (February 2026) = **\$7,033.36**

VAC Administration Revenue Received YTD (February 2026) = **\$1,820.10**

Total VAC Revenue as of February 2026 = **\$80,314.95**

Tow Revenue (Received February 2026) = **\$750.00**



Elsmere Bureau of Police

Monthly Report

February 2026

Nature of Violation	
Radar/Lidar summons	45
Traffic enforcement (non-speed)	46
Traffic Warnings	21
Seatbelt Violations	6
Parking Violations	5
Cell Phone Violations	0
DUI's	0
Criminal Arrests	20
Wanted Persons	1
Crime Prevention Checks	2
Community Contacts	0
Total Statistics	146

Voluntary Assessment Violations: 88

Mandatory Appearance Violations: 14

Daily Activity Report February 2026

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
1	ACCIDENTS	2/10/2026	1:25 PM	BRIER AVE
1	ACCIDENTS	2/11/2026	7:25 AM	DUPONT RD @ NEW RD
1	ALARMS	2/1/2026	10:49 AM	HADCO RD
1	ALARMS	2/1/2026	9:12 AM	HADCO RD
1	ALARMS	2/6/2026	6:00 PM	HADCO RD
1	ALARMS	2/7/2026	2:45 PM	HADCO RD
1	ALARMS	2/9/2026	11:03 PM	S DUPONT RD
1	ALARMS	2/10/2026	12:45 AM	OLD DUPONT RD
1	ALARMS	2/23/2026	11:40 PM	WESTERN AVE
1	ASSAULTS	2/12/2026	2:20 PM	VILLAGE CT
1	ASST FIRE BOARD	2/12/2026	11:00 PM	TAYLOR RD
1	BURGLARIES	2/4/2026	6:11 AM	COMMERCIAL DR
1	CHECK ON THE WELFARE	2/4/2026	12:08 PM	NEW RD
1	DISABLE VEHICLES	2/5/2026	1:11 AM	COLONIAL AVE
1	DISABLE VEHICLES	2/9/2026	12:36 PM	RODMAN RD
1	DOMESTIC DISPUTES	2/12/2026	3:30 PM	TAYLOR RD
1	DOMESTIC DISPUTES	2/27/2026	11:20 PM	OSBORNE RD
1	FRAUD & CONSPIRACY	2/11/2026	1:40 PM	DUMONT RD
1	FRAUD & CONSPIRACY	2/12/2026	1:00 PM	DUMONT RD
1	FRAUD & CONSPIRACY	2/17/2026	2:20 PM	SENECA RD
1	FRAUD & CONSPIRACY	2/27/2026	12:00 PM	TAYLOR RD
1	INJURED/SICK PERSON	2/6/2026	8:36 PM	BELMONT AVE
1	LOUD RADIO/PARTY	2/13/2026	11:39 PM	BRIER AVE
1	LOUD RADIO/PARTY	2/14/2026	1:16 AM	BRIER AVE
1	LOUD RADIO/PARTY	2/19/2026	7:49 PM	GRANT AVE
1	LOUD RADIO/PARTY	2/28/2026	11:00 PM	SENECA RD
1	MISC INVEST	2/18/2026	6:36 PM	GRANT AVE
1	PARKING COMPLAINTS	2/5/2026	9:57 AM	RODMAN RD
1	PARKING COMPLAINTS	2/9/2026	5:40 PM	GRANT AVE @ RODMAN RD
1	PREVENT BREACH OF PEACE	2/14/2026	8:48 AM	TAYLOR RD
1	PROPERTY CHECKS	2/9/2026	11:14 PM	COMMERCIAL DR
1	PROPERTY CHECKS	2/19/2026	9:34 PM	ELSMERE BLVD
1	PROPERTY CHECKS	2/25/2026	9:15 PM	GRANT AVE
1	PUBLIC RELATIONS	2/12/2026	6:00 PM	B&O LN

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
1	SUICIDE/OVERDOSE	2/6/2026	4:20 PM	NEW RD
1	SUSPICIOUS PERSON/VEHICLES	2/23/2026	8:16 PM	BRIER AVE
1	THEFTS	2/13/2026	9:35 PM	RODMAN RD
1	TRAFFIC SERVICE	2/21/2026	7:30 PM	S DUPONT RD
2	ACCIDENTS	2/1/2026	10:54 AM	KIRKWOOD HWY @ S DUPO
2	ACCIDENTS	2/10/2026	2:00 PM	KIRKWOOD HWY
2	ACCIDENTS	2/24/2026	5:27 PM	KIRKWOOD HWY @ S DUPO
2	ALARMS	2/18/2026	7:55 AM	BALTIMORE AVE
2	ANIMAL COMPLAINTS	2/23/2026	11:01 PM	WESTERN AVE @ KIRKWOOD
2	CIVIL	2/16/2026	10:15 AM	KIRKWOOD HWY
2	DISORDERLY CONDUCT	2/13/2026	6:59 AM	DOVER AVE
2	DOMESTIC DISPUTES	2/6/2026	11:35 PM	KIRKWOOD HWY
2	DOMESTIC DISPUTES	2/17/2026	11:50 AM	DOVER AVE
2	DOMESTIC DISPUTES	2/23/2026	10:44 PM	BIRCH AVE
2	HARASSMENTS	2/28/2026	9:32 PM	NEW RD
2	MISC INVEST	2/7/2026	11:15 AM	BIRCH AVE
2	PARKING COMPLAINTS	2/9/2026	5:02 PM	LEECH AVE @ NEW RD
2	PARKING COMPLAINTS	2/10/2026	5:18 PM	FILBERT AVE @ DOVER AVE
2	PARKING COMPLAINTS	2/14/2026	11:08 PM	FILBERT AVE @ DOVER AVE
2	PARKING COMPLAINTS	2/25/2026	9:50 PM	BALTIMORE AVE
2	PARKING COMPLAINTS	2/26/2026	5:00 PM	DOVER AVE
2	PROPERTY CHECKS	2/10/2026	5:02 PM	FILBERT AVE @ DOVER AVE
2	PROPERTY CHECKS	2/11/2026	10:40 AM	KIRKWOOD HWY @ OHIO A
2	PUBLIC RELATIONS	2/18/2026	10:08 AM	DOVER AVE
2	PUBLIC RELATIONS	2/21/2026	2:20 PM	BIRCH AVE
2	PUBLIC RELATIONS	2/22/2026	8:30 PM	OHIO AVE
2	PUBLIC RELATIONS	2/27/2026	12:50 AM	WESTERN AVE
3	ACCIDENTS	2/19/2026	10:15 AM	KIRKWOOD HWY @ LINDEN
3	CHECK ON THE WELFARE	2/4/2026	4:31 PM	BIRCH AVE
3	CHECK ON THE WELFARE	2/9/2026	7:27 AM	MAPLE AVE
3	CHECK ON THE WELFARE	2/18/2026	2:27 PM	BIRCH AVE
3	CRIMINAL MISCHIEF	2/10/2026	10:03 AM	SYCAMORE AVE
3	DISORDERLY CONDUCT	2/13/2026	2:48 PM	BIRCH AVE
3	DISORDERLY CONDUCT	2/27/2026	6:12 PM	BIRCH AVE
3	DOMESTIC DISPUTES	2/21/2026	5:09 PM	LOCUST AVE
3	FRAUD & CONSPIRACY	2/19/2026	10:10 AM	KIRKWOOD HWY

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
3	MISC INVEST	2/4/2026	9:35 PM	LOCUST AVE
3	PARKING COMPLAINTS	2/6/2026	7:50 PM	BIRCH AVE
3	PARKING COMPLAINTS	2/9/2026	7:30 PM	BIRCH AVE
3	PARKING COMPLAINTS	2/18/2026	8:52 AM	TAMARACK AVE
3	THEFTS	2/27/2026	2:43 PM	KIRKWOOD HWY
3	TRANSPORT	2/5/2026	5:02 PM	MAPLE AVE
4	ACCIDENTS	2/9/2026	8:20 PM	KIRKWOOD HWY @ TAMAR
4	ALARMS	2/17/2026	6:00 AM	KIRKWOOD HWY
4	ASSIST OTHER AGENCY	2/6/2026	8:00 PM	CAROLYN DR
4	CHECK ON THE WELFARE	2/17/2026	1:50 PM	MAPLE AVE
4	CHECK ON THE WELFARE	2/20/2026	6:00 AM	MAPLE AVE
4	DISORDERLY CONDUCT	2/11/2026	1:50 PM	MAPLE AVE
4	DOMESTIC DISPUTES	2/24/2026	3:31 PM	MAPLE AVE
4	PARKING COMPLAINTS	2/5/2026	5:48 AM	MAPLE AVE
4	PREVENT BREACH OF PEACE	2/4/2026	9:52 AM	MAPLE AVE
4	PREVENT BREACH OF PEACE	2/25/2026	1:50 AM	MAPLE AVE
4	PROPERTY CHECKS	2/21/2026	6:17 PM	MAPLE AVE
4	PUBLIC RELATIONS	2/3/2026	7:20 PM	MAPLE AVE
4	PUBLIC RELATIONS	2/11/2026	7:05 AM	BUNGALOW AVE
4	SUSPICIOUS PERSON/VEHICLES	2/28/2026	7:04 PM	BUNGALOW AVE
4	TRANSPORT	2/24/2026	4:13 PM	BUNGALOW AVE
5	ACCIDENTS	2/5/2026	10:16 AM	KIRKWOOD HWY
5	ACCIDENTS	2/10/2026	2:35 PM	SANDERS RD @ RUTH RD
5	ACCIDENTS	2/16/2026	1:00 PM	KIRKWOOD HWY
5	ASSIST OTHER AGENCY	2/15/2026	1:02 PM	FOREST AVE
5	ASST FIRE BOARD	2/24/2026	5:38 PM	PARKLYN CT
5	CHECK ON THE WELFARE	2/3/2026	2:00 AM	MAPLE AVE
5	CHECK ON THE WELFARE	2/3/2026	5:10 PM	MAPLE AVE
5	CHECK ON THE WELFARE	2/24/2026	5:15 PM	KIRKWOOD HWY
5	CHECK ON THE WELFARE	2/28/2026	10:15 PM	MAPLE AVE
5	CIVIL	2/20/2026	2:40 PM	CYPRESS AVE
5	DISORDERLY CONDUCT	2/2/2026	5:00 PM	SANDERS RD
5	DISORDERLY CONDUCT	2/16/2026	2:10 PM	KIRKWOOD HWY
5	DISORDERLY CONDUCT	2/16/2026	12:20 PM	KIRKWOOD HWY
5	DOMESTIC DISPUTES	2/9/2026	8:06 PM	PARKLYN CT
5	DOMESTIC DISPUTES	2/24/2026	8:36 AM	CYPRESS AVE

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
5	DOMESTIC DISPUTES	2/28/2026	9:44 PM	MAPLE AVE
5	HARASSMENTS	2/10/2026	7:05 PM	CYPRESS AVE
5	OPEN DOORS/WINDOWS	2/17/2026	4:10 PM	SPRUCE AVE
5	PREVENT BREACH OF PEACE	2/22/2026	12:45 AM	CHESTNUT AVE
5	PROPERTY CHECKS	2/1/2026	10:06 PM	CHESTNUT AVE
5	PROPERTY CHECKS	2/4/2026	3:56 PM	RUTH RD @ CHESTNUT AVE
5	PROPERTY CHECKS	2/4/2026	12:10 PM	KIRKWOOD HWY @ POPLAR
5	PROPERTY CHECKS	2/5/2026	9:41 AM	SANDERS RD
5	PROPERTY CHECKS	2/12/2026	6:30 PM	KIRKWOOD HWY @ POPLAR
5	PUBLIC RELATIONS	2/2/2026	8:40 PM	OLGA RD
5	PUBLIC RELATIONS	2/4/2026	9:10 PM	SYCAMORE AVE
5	STOLEN M.V./UNAUTH USE	2/17/2026	9:30 AM	BEECH AVE
5	SUSPICIOUS PERSON/VEHICLES	2/4/2026	5:09 AM	KIRKWOOD HWY
5	SUSPICIOUS PERSON/VEHICLES	2/10/2026	9:53 AM	CHESTNUT AVE
5	THEFTS	2/4/2026	5:53 PM	CYPRESS AVE
5	TRAFFIC SERVICE	2/11/2026	5:51 PM	KIRKWOOD HWY @ BEECH A
5	TRESPASSING	2/9/2026	10:01 PM	FOREST AVE
5	TRESPASSING	2/10/2026	7:13 PM	KIRKWOOD HWY
5	TRESPASSING	2/28/2026	3:47 PM	SANDERS RD
6	ACCIDENTS	2/15/2026	6:21 PM	NEW RD
6	PROPERTY CHECKS	2/7/2026	5:25 PM	NEW RD
6	PROPERTY CHECKS	2/18/2026	2:40 PM	RICHARD AVE @ JUNCTION S
6	PUBLIC RELATIONS	2/10/2026	1:17 PM	SANDERS RD
6	THEFTS	2/14/2026	3:45 PM	NEW RD
6	TRESPASSING	2/13/2026	5:24 PM	NEW RD
6	TRESPASSING	2/28/2026	1:58 PM	NEW RD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/3/2026	3:30 PM	SPRUCE AVE
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/4/2026	11:42 PM	W 3RD ST @ N BANCROFT P
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/5/2026	11:59 PM	SCARBOROUGH PARK DR
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/7/2026	4:45 PM	MARYLAND AVE
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/8/2026	11:05 PM	S WOODWARD/LINKWOOD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/10/2026	7:51 AM	CENTRE RD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/13/2026	9:40 PM	MARSHALL AVE
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/20/2026	7:25 AM	ROTHWELL DR
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/21/2026	6:34 PM	KIRKWOOD HWY
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/25/2026	5:30 PM	S DUPONT RD

DISTRICT	NATURE OF COMPLAINT	DATE	TIME	STREET NAME
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/26/2026	10:45 PM	MONTGOMERY RD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/26/2026	9:50 PM	KIAMENSKI RD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/26/2026	8:40 PM	MARYLAND AVE @ RACE ST
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/27/2026	8:35 PM	EUREKA ST @ BELMONT AVE
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/27/2026	1:00 AM	BARTLESON RD
OUTSIDE ELSMERE	ASSIST OTHER AGENCY	2/28/2026	1:14 AM	MANSION RD
OUTSIDE ELSMERE	ASST FIRE BOARD	2/14/2026	5:20 PM	N DUPONT RD
OUTSIDE ELSMERE	FUGITIVES APPREHENSIONS	2/28/2026	12:08 AM	S LINCOLN ST @ SYCAMORE

EPD Service Calls
February 2026

Nature of Complaints	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Dist. 6	TOTALS	Out of Dist.
911 Hang-ups	0	0	0	0	0	0	0	
Accidents	2	3	1	1	3	1	11	
Alarms	7	1	0	1	0	0	9	
Alcohol Violations	0	0	0	0	0	0	0	
Animal Complaint(s)	0	1	0	0	0	0	1	
Assaults	1	0	0	0	0	0	1	
Assist Other Agency	0	0	0	1	1	0	2	18
Assist Fire Board	1	0	0	0	1	0	2	
Burglaries	1	0	0	0	0	0	1	
Check On the Welfare	1	0	3	2	4	0	10	
Civil	0	1	0	0	1	0	2	
Criminal Contempt	0	0	0	0	0	0	0	
Criminal Mischief	0	0	1	0	0	0	1	
Death Investigation	0	0	0	0	0	0	0	
Disabled Vehicles	2	0	0	0	0	0	2	
Disorderly Conduct	0	1	2	1	3	0	7	
Domestic Disputes	2	3	1	1	3	0	10	
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	4	0	1	0	0	0	5	
Fugitive Apprehensions	0	0	0	0	0	0	0	
Graffiti	0	0	0	0	0	0	0	
Harassments	0	1	0	0	1	0	2	
Homicide	0	0	0	0	0	0	0	
Injured/Sick Person	1	0	0	0	0	0	1	
Loitering	0	0	0	0	0	0	0	
Loud Radio/Party	4	0	0	0	0	0	4	
Menacing	0	0	0	0	0	0	0	
Mental Person(s)	0	0	0	0	0	0	0	
Misc. investigations	1	1	1	0	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	0	0	0	0	0	0	0	
Open Door/Window	0	0	0	0	1	0	1	
Overdose	0	0	0	0	0	0	0	
Parking Complaints	2	5	3	1	0	0	11	
PFA Service	0	0	0	0	0	0	0	
Prevent Breach of Peace	1	0	0	2	1	0	4	
Property Checks	3	2	0	1	5	2	13	
Public Relations	1	4	0	2	2	1	10	
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	1	0	1	
Suicide/Overdose	1	0	0	0	0	0	1	
Suspicious Person/Vehicle	1	0	0	1	2	0	4	
Terroristic Threatening	0	0	0	0	0	0	0	
Thefts	1	0	1	0	1	1	4	
Town Code Violation(s)	0	0	0	0	0	0	0	
Traffic Service	1	0	0	0	1	0	2	
Transports	0	0	1	1	0	0	2	
Trespassing	0	0	0	0	3	2	5	
Warrant Attempt	0	0	0	0	0	0	0	
Weapon Violations	0	0	0	0	0	0	0	
TOTALS	38	23	15	15	34	7	132	18



Public Works Department
Monthly Report
February 2026

Roadways:

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

- Potholes/Sinkholes on the following streets:

These potholes are a result of extensive plowing after consecutive snowstorms:

- Bungalow Ave
- Carolyn Dr
- Alvil/Rigdon Rd's
- Vilone Rd
- Richard Ave
- Olga Rd
- Western Ave
- Dover Ave
- Baltimore Ave
- Maple & Cypress Ave's
- Sanders Rd
- E St and I St
- Chestnut Ave
- Ruth Rd
- Leech Ave
- Ohio Ave

- Replace/Remove/Installed Signs as requested:

- Hometown Heroes signs were damaged/lost in the last 2 snowstorms: John Simpson, Frank Vavala, and Raymond Firmani. (1 of 3 has been replaced and the other 2 have been ordered.)

NPDES:

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

- Street Sweeping has not happened due to extreme weather conditions and snowstorms.

Building Maintenance:

- The following repairs were completed:
 - Demolition of wall paneling in recreation room in preparation for new tenants.
 - Dishwasher and Cooktop removed in kitchen area.

- New countertop installed in kitchen area.
- Exit signs hung in recreation room
- Bathroom pre-inspection walkthrough with Tina from Ferris.
- Adam Basement came out and pulled the humidifier and relocated the de-humidifier.
- Basement boiler room area under the stairs was cleaned out and removed old partitions per Fire Marshal's request.
- 6 doors removed in kitchen area to be replaced with metal fire doors.
- Shelving unit removed in both rooms off of recreation room.
- Painted hallway area in EPD for Resilience Room.
- Recreation room is fully drywalled.
- Found a bad ballast in Sgt. Smith's office.

Parks:

Nothing to report.

Abatements:

- The following abatements were completed as requested by the Code Department.
 - 1000 S. Grant Avenue

Events:

- N/A

Training:

- N/A

General:

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

- Shoveling of Town sidewalks, New Road bridge, Maple Avenue sidewalk, intersection of Poplar and Spruce Ave's, Baltz walkthrough, and Taylor bridge.
- Hentkowski came to Public Works to service the HVAC system and change an oil filter.
- Initiated emergency snowstorm response, plowing snow and salting the entire Town as directed by the Emergency Operations Center.
- Picked up supplies for Resilience Room. (Trim, paint, signs.)
- Meeting with mechanic to service snow equipment and Kubota.
- Interviewed applicants for Public Works.
- Priced subway tiles at the Tile Market for kitchen wall tile repairs.

Submitted By: *Anthony DiSanto*

Date: March 5th, 2026.



Town Manager's Monthly Report February 2026

Stormwater Project:

- The Taylor and Silverbrook project is close to completion. We had a construction progress meeting on site, and the remaining task is to repair the road. Warm weather is quickly approaching, and the Asphalt Plants should be opening soon. The contractor informed us that he hopes to address the repaving by late March.
- During the construction meeting, we also discussed the Patty Belvins Walking Path & Tamarack Ave Drainage Project. The contractor informed us that they will begin work in the latter part of March. Also, we requested a preconstruction meeting and timelines prior to starting construction.
- Vilone Village Stormwater Project is slated to begin between late May or late June depending on the completion of the Patty Belvins Walking Path project.
- I still haven't heard anything from the Senator's Office other than an invitation to apply for the 2027 CDF funds.

Street Projects:

- Evaluation is being done for the next three to four street repairs in the Town. We are open to suggestions from Council. The application for the Reinvestment Fund is due by May 1st, but we want to have our application completed by April 1st.

Town Hall Bathroom Renovation:

- Bathroom renovations are complete and fully operational. Public Works will be painting selective bathrooms in the upcoming weeks.

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. We met about cars having the ability to drive into the parking lot and the basketball court and we decided to strategically add some large landscaping rock to partition off the court from the parking lot.
- **The surveillance camera at Maple Park** – Training on how to use the camera system is scheduled for this month.
- **ORPT Grant application** – Sun in One has the lights in inventory. Now that weather is improving, we will proceed with the installation of the Solar Lights.

Comprehensive Plan:

- The next meeting for the updates to the Comprehensive Plan is Thursday March 19th at 6:00pm. The new consultant from Mead & Hunt will be providing the draft of the updated Comprehensive Plan. Also in attendance will be Samantha Bulkilvish from the Delaware Office of State Planning Coordination.
- We had a meeting with Delaware Division of Historical and Cultural Affairs about incorporating some future historical plans for the Town. To date:
 1. The future land use map has been updated. The next step is for the Planning Commission to approve the final map.
 2. Edits have been made to the existing plan to incorporate the requested edits, accomplishments including removing all references to the Land Bank and the transportation improvements we discussed at the last meeting with DelDOT.

Downtown Development District:

- The mandatory meeting for the DDD was rescheduled for March 12th in Dover.

Basement Rental:

- The lease is signed and all the necessary documents have been provided. The renovations are 75% complete and the church services are expected to start in a couple of weeks. Once the basement is completed, I will invite Council for a tour.

Meetings:

- Reviewed CGI (the company that produced the website video) contract with the staff and started planning for a new video.
- Met with the Apartments regarding trash cost sharing.
- Held interviews for both the Tax Clerk and Public Works open positions.
- Met with DTI about grant opportunities related to Cyber Security and converting to a .gov domain.
- Councilwoman McDaniel, Nicole and I met with our new Comcast representative and discussed how they can improve customer service for the Town.
- The Chief and I sat in on a security presentation by Verkada Security.

Other Items:

- Contracted with Paoli Services to assist with removing the ice throughout the town. This was a very expensive endeavor costing the Town approximately \$23,000.00.
- Opened the Command Center due to the excessive snowfall. Select staff worked from 6:00pm February 22nd to 9:30am on the 23rd.
- Completed the Newsletter and we are waiting for production to begin. I'd like to thank Councilwomen Jensen and McDaniel for all their help.
- Issued a Cease and Desist to Puffster. They removed the smokable Hemp from their store, and we permitted them to reopen. EPD along with the Delaware Alcohol and Tobacco Enforcement will be making periodic controlled buys to ensure compliance.
- Attended the February League meeting where I met Senator Coons Deputy State Director for Outreach who I shared the stagnate process with our CDF grant. Also, I touched base with County Executive Marcus Henry who said that he has to pay Elsmere a visit.
- Spoke with the owner of GFP Cement who shared that they have plans to perform major upgrades to their building to the tune of approximately \$10 Million.

Submitted By: Steven Martin

Date: March 6, 2026