The Town of Fenwick Island

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REGULAR MEETING OF THE TOWN COUNCIL
January 22, 2016, at 3:30 p.m.
Town Hall

AGENDA

Flag Salute and Call to Order

1. President's Report
2. For Discussion and Possible Action:
   a. Seismic Testing (presentation) — Matt Heim, Assateague Coastal Trust
   b. Seismic Testing Resolution (proposed) — Mayor Gene Langan
   c. Town Website (redesign) — Town Manager Burke
   d. Holiday Pole Lights (year-round marketing) — Town Manager Burke
   e. Voter Information Newsletter Notification — Council Member Lee
3. Approval of Minutes from December 11, 2015 Regular Council Meeting
4. Treasurer's Report
5. Town Manager's Report
6. Department Reports: Building, Public Works, Beach Patrol and Police
7. Committee Reports: Charter and Ordinance, Beach, Environmental, Technology, Business Development, Ad hoc Parks and Recreation, and Ad hoc Election
   Charter and Ordinance Readings - Council Member Weistling
   a. Proposed Second Reading of Motel / Hotel Moratorium
   b. Proposed First Reading – Chapter 160-8A(9) – Fences
8. Old Business
9. New Business
10. Public Participation
11. Upcoming Events and Meetings

a. January	25	9:30 a.m.	Ad Hoc Election Committee Meeting
b. February	9	2:30 p.m.	Planning Commission Meeting
c. February	18	2:00 p.m.	Business Development Committee Meeting
d. February	26	3:30 p.m.	Regular Council Meeting

12. Adjournment

This Agenda is subject to change to include additional items, including Executive Sessions or the deletion of items as in accordance with provisions within Title 29, Chapter 100 Freedom of Information Act. Persons with disabilities requiring special accommodations please contact Town Hall 72 hours in advance. Video conferencing will not be conducted.

Posted: January 15, 2016

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the December 11, 2015, Regular Council Meeting

Call to Order and Flag Salute at 2:30 p.m. by Mayor Langan

Council in Attendance: *Gene Langan, Diane Tingle, Bill Weistling, Gardner Bunting, Roy Williams, Richard Mais, Julie Lee*

Staff in Attendance: *Town Manager Burke, Town Clerk Poole, Public Works Supervisor Reed, Building Official Schuchman, Police Chief Boyden*

PRESIDENT'S REPORT

- Mayor Langan and Town Manager Burke attended the Bethany Beach Volunteer Fire Company November budget meeting. The annual fee each property owner pays is $53.00 and will stay the same for the coming 2016 year.
- The 2015 Opinion Survey (freeboarding and roof height) results are in and were counted by Building Official Schuchman and Town Manager Burke on December 8th and again on December 11th. The results were as follows: 190 voted yes, 164 voted no, 8 were neutral and 1 was not counted as they voted yes and no. Approximately 44% of the town's residences responded to the survey.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- **FY 2015 Audit (presentation) – Sombar and Company – Tom Sombar** presented the highlights of the FY 2015 Financial Review of the Town (budget on town's website www.fenwickisland.org – Town Manager – town budget). Mayor Langan stated if anyone has any questions, you can contact Town Manager Burke for an appointment to discuss.
- **Voter Information Rack Card – Council Member Lee** – the first meeting of the Ad *hoc* Election Committee was held on December 4th and Committee was able to put together an information document that describes voting in Fenwick Island. The card includes; who is eligible to vote, who is eligible to register, how to register and how to vote in Fenwick Island. Copies of the requested information were distributed to council members for review. Council Member Lee would like, if approved, to be able to add this information in the January newsletter. The next meeting will be held January 25th; the committee will put together this information to produce a rack card. Town Manager Burke stated there was money in the capital budget for this project with council approval. Voting information is currently on the website but the rack card can be posted as well.

Motion – Motion made for Council to **delay voting** until all members have a chance to review the document. The newsletter will be mailed after the January 22 Council meeting so the approved document can be included – Council Member Weistling
Second – Council Member Tingle
Discussion – None
Vote: (7-0)

- **Comprehensive Plan Consultant – Town Manager Burke** – asked Council to approve AECOM as the comprehensive planning consultant. After reviewing several resumes, the Planning Commission voted unanimously to award the work to AECOM. Mr. Gulbronson, a planner with AECOM, is very familiar with Fenwick. His firm completed the Master Drainage Study, the Sea Level Rise Study and the W. Dagsboro Street preliminary engineering. Town Manager Burke noted that $5,000 was budgeted in FY16 for this project. Planning Commission Chairperson Winnie Lewis stated that the Commission is very dedicated to the project and has scheduled three (3) workshops in January, February and March. Public workshops will be scheduled over the summer months.

Motion – Motion made to hire AECOM to assist with the review and revision of the Comprehensive Plan - Council Member Mais
Second – Council Member Bunting
Discussion – Council Member Weistling stated this is a good choice for the town as they have many projects.
Vote – (7-0)

- **DE Commercial Affiliate Program Application and Resolution – Town Manager Burke** – At the last Business Development Committee Meeting, Diane Laird, State Coordinator, Delaware Main Street, Delaware Downtown/Delaware Economic Development Office attended and educated the Committee on resources available for the Commercial District and main street programs. It was decided at the meeting that Town Council would consider applying to the Delaware Commercial Affiliate Program. Town Manager Burke read a summary of the program. In Delaware, towns and communities statewide are invited to learn strategies for downtown revitalization and business development so that growth in their commercial district is "by choice" and not "by chance." "Affiliation" is for communities that are exploring downtown revitalization, that are preparing for Main Street designation and for those that may not desire or be eligible for Main Street designation."

  A core feature of the service to Affiliates is access to training by state and national downtown development experts. Previously, this training was limited to fully designated Main Street communities. Now Affiliates have the opportunity to learn about best practices in the field of revitalization and to network with peers from around the state, particularly in the area of business development. This is a good first step for the business community, the Business Development Committee and the Town Council to get involved with the state and state resources to see what can be do as a group with community input to revitalize downtown. Currently there are twelve (12) vacant store fronts. Also, a new bank is coming shortly and maybe some other redevelopment in the pipeline. Town Manager Burke asked council to approve the application which includes Resolution # 73-2015. Resolution read into the record.

NOTICE

On December 11, 2015 the Fenwick Island Town Council

Passed the Following Resolution # 73-2015

A RESOLUTION AUTHORIZING PARTICIPATION IN THE DEDO DOWNTOWN DELAWARE COMMERCIAL DISTRICT AFFILIATE PROGRAM

WHEREAS, the Delaware Economic Development Office has established the Downtown Delaware Commercial District Affiliate status to assist localities in developing public/private efforts to revitalize their downtown commercial areas, and

WHEREAS, interested Delaware cities, towns, and communities that are that are exploring downtown revitalization, those that may not be eligible for designation or those that do not wish to meet Main Street requirements may participate as an Affiliate, and

WHEREAS, Affiliate communities will have access to all Downtown Delaware training and limited on-site assistance, as resources permit, and

WHEREAS, the Town of Fenwick Island desires to participate in the DEDO Downtown Delaware Commercial District Affiliate Program and has completed the necessary application.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF FENWICK ISLAND

SECTION 1. That the Town of Fenwick Island applies for selection to participate in the DEDO Downtown Delaware Commercial District Affiliate Program with the specific goal of economically revitalizing the designated downtown district using the Main Street Approach as a model, a model which values the integrity and physical character of the community;

SECTION 2. The Town of Fenwick Island recognizes that the Main Street model is considered one of many economic and community development tools used by a locality and that successful downtown revitalization requires an on-going commitment, continuous attention and a full public-private partnership. Thus the Town/City has full intent to actively support and implement the initiatives developed as a result of Commercial District Affiliate status, resources permitting.

SECTION 3. The Town of Fenwick Island understands that participation as an DEDO Downtown Delaware Commercial District Affiliate Program does not guarantee selection as a Designated Main Street Community, and that the Town/City will be eligible to receive Affiliate Community services from Downtown Delaware as long as the requirements stated in the Program Guidelines are met.

ADOPTED THIS 11th day of December, 2015

Attest: _____
Linda M. Poole, Town Clerk

_____
Gene Langan, President of Council

_____
Diane B. Tingle, Council Secretary

I, Diane B. Tingle, Secretary of the Town Council, of the Town of Fenwick Island, Delaware, do hereby certify that the foregoing is a true and correct copy of the Resolution passed by the President and Council at a meeting on April 24, 2015, at which a quorum was present and voting throughout and the same is still in force and effect.

_____
Date

_____
Diane B. Tingle, Council Secretary

Motion – Motion made to submit the Delaware Commercial District Affiliate Application for Community Branding – Council Member Mais
Second – Council Member Bunting
Discussion – None
Vote – (6-0) – Council Member Weistling abstained due to lack of time to review documents.

- **East Coast opposition to Offshore Oil & Gas Drilling – Mary Ellen Langan, Chair of Environmental Committee** – In January, 2015 a draft proposal on the Outer Continental Shelf (OCS) five-year plan for oil and gas development in the United States was published. The proposed plan, which covers all potential leasing from 2017 – 2022, would open large swaths of the Atlantic Ocean to industrial offshore drilling for the first time in U.S. history. At the same time, the federal government is reviewing applications for companies to use seismic air guns to search for oil and gas deposits deep below the ocean floor in an area twice the size of California, stretching from Delaware to Florida.

  These proposals ignore mounting East Coast opposition, past disasters, and threats to economics and marine life, putting the entire Atlantic coast at risk – all for less than 4 percent of the nation's total oil and natural gas reserves. Offshore drilling could destroy the very fabric of coastal communities, state and local economies, and critical marine habitats for decades to come, while also contributing to global climate change. This will be threats to the economy and coastal way of life and danger to human health and the environment.

  Council Member Tingle stated that after reading the information, the economically recoverable resources off the East Coast from Maine to Florida, the oil would last for less than five months, and the gas would last less than 10 months. Council Member Williams stated that he was also against any offshore drilling.

  Resolutions have been signed by the Town of Ocean City and the City of Lewes.

  Mary Ellen Langan said she would arrange for a speaker to address Town Council in reference to offshore oil and gas drilling at the next monthly Council meeting.

APPROVAL OF MINUTES

Motion – Motion made to approve the Minutes of December 11, 2015 - Council Member Bunting
Second – Council Member Mais
Discussion – None
Vote – **(7-0)**

TREASURER'S REPORT

Council Member Bunting reported: The monthly report is a summary of all account balances through **November 30, 2015** and other pertinent financial information since the prior month's Town Council meeting.

Cash Balance

- Beginning cash balance 11/1/2015 $2,637,535.76
- Ending cash balance 11/30/2015 $2,633,948.88

FY 2016 Operating Budget (8/1/2015 – 11/30/2015)

- 71.17% of Budgeted Income
- 37.08% of Budgeted Expenses

Realty Transfer Tax (1.5% local tax)

- Tax collected in November $7,425.00
- Total taxes collected in FY 16 $37,240.08

Outstanding Property Taxes

- $17,690.59

Revenue Highlights

- 99.93% of real estate property tax budget (collected $4,760.12 in Nov.)
- 66.5% of rental receipt tax budget (collected $112,207.59 in Nov.)
- 72.84% of parking violations budget (collected $200.00 in Nov.)

Municipal Street Aid Report

- $1,176.24 in expenses (Delmarva Power)
- $80.70 in expense (street repairs) **MSA Balance $47,836.93**

Dedicated Street Fund Report

- There were no expenses. Deposits 10% from RTT $2,120.21 **DSF Balance $55,465.31**

Parks and Recreation Fund Report

- $165.00 in expenses. Deposits $150 Brick sale;
  5% from RTT $1,860.11 **Parks & Rec Balance $2,443.04**

Motion – Motion made to accept the Treasurer's Report as read – Council Member Bunting
Second – Council Member Tingle
Discussion – Council Member Weistling abstained, stated not enough time to review.

Treasurer's Report accepted by Council.

TOWN MANAGER'S REPORT

Projects / Updates

- Department supervisors have commenced FY16 Capital Improvement Plan purchases. PW is currently repairing lifeguard stands for the 2016 summer season.
- The Town Hall outside trim project was completed by public works.
- Management continues to improve and update information on the Town website. For example, the public can now efficiently search for committee information under the generalcode.com section of the website.
- State funding was approved (42, 585, 50% / Town of Fenwick Island match); however due to the winter season the work has been postponed until spring.
- Management followed up with DNREC and will be meeting with Check Williams in the future to discuss details of hydrographic surveying and canal dredging.
- The W. Dagsboro drainage project is almost complete. The project consisted of 2.5" of new paving and installation of new drainage pipe.
- Management is moving forward on the Town Hall lobby project that consists of a new safety glass window and removing the Admin. Clerk lobby door.
- Delmarva Power will be performing utility upgrades on Bunting Avenue and pole renovations along Route 1 over the next few weeks.

Grant Applications (approved and pending)

- **2015 DNREC Recycling Grant (approved for $3,000, 100% State of DE)**
  - DNREC approved the grant and purchases have commenced. The recycling rack card should be completed over the winter months.
- **2015 American Lung Association Grant (approved $1,389, 100% State of DE)**
  - The grant was approved by the ALA. Grant purchases will commence in early 2016.
- **2015 DNREC DTF Grant (pending $43,585, 50% Town of Fenwick Island match)**
  - DNREC submitted a grant award letter dated December 2. Town management is moving forward with the second phase of the F.I. Community Park improvement project. The project should be completed by May 1.
- **2015 Delaware Bicycle Council Grant (pending, match TBD)**
  - Town management submitted a grant application to the DE Bicycle Council to improve local infrastructure and increase education between motorists and bicycles. Grant applications will be reviewed by December 15.

Grant Award letter entered into the record:

Letter from the State of Delaware, Architectural Accessibility Board:
Mr. Merritt Burke, IV, Town Manager
800 Coastal Highway
Fenwick Island, DE 19944

RE: Playground Expansion
Case No. 15153

Dear Mr. Burke:

State of Delaware's Architectural Accessibility Board (AAB) met on Thursday, December 10, 2015, at which time your submission for the above referenced project was reviewed. Based on your plans and drawings your submission was unanimously approved.

The AAB's review and approval is not intended to assume any responsibility or liability for this project. Please know that there may be items pertaining to various codes, or other regulations, that may not have been addressed. You, however, are responsible for ensuring full compliance with all applicable accessibility codes, standards and/or other requirements. You are advised that potential changes to this project's design may have a direct effect on accessibility, and this should be considered prior to any changes or revisions to these drawings. Likewise, errors could also occur when the actual construction deviates from the approved design.

If you have any questions regarding this letter, please contact me at (302) 739-5644.

Very truly yours,
Jennifer Lieber
Chief Administrator, AAB

DEPARTMENT REPORTS

- **Building Official** – The October and November monthly reports were included in the Council meeting packet.
- **Public Works** – The October and November monthly reports were included in the Council meeting packet. The F.I. Community Park was decorated for the community holiday party.
- **Beach Patrol** – No report until March.
- **Police Department** – The October and November monthly reports were included in the Council meeting packet. Cpl. Lowe wanted to extend a "Thank You so much" to Lori Martin and the participants of the Turkey Trot for their gracious donation.

TOWN COMMITTEE REPORTS

Council Member Weistling – Proposed Second Reading – Chapter 160 - Zoning, §160-2B Definition and §160-5C – Area Regulations: entered into record.

APPROVED FIRST READING – OCTOBER 23, 2015
PROPOSED SECOND READING – DECEMBER 11, 2015

CHAPTER 160 – ZONING

§ 160-2. Definitions and word use.

Existing:

B. For the purpose of this chapter, certain terms and words are defined as follows:

MOTEL/HOTEL – A building containing ***16 or more sleeping rooms*** occupied by transient persons as guests for compensation on a daily basis. Each motel/hotel building shall include an on-site management and reception area, daily housekeeping services, and a lighted exterior sign identifying the name of the motel/hotel and the vacancy/no vacancy status. Sleeping rooms may be offered individually or in combination in suites.

Proposed:

B. For the purpose of this chapter, certain terms and words are defined as follows:

MOTEL/HOTEL – A building containing ***no less than 16 nor more than 65*** sleeping rooms occupied by transient persons as guests for compensation on a daily basis. Each motel/hotel building shall include an on-site management and reception area, daily housekeeping services, and a lighted exterior sign identifying the name of the motel/hotel and the vacancy/no vacancy status. Sleeping rooms may be offered individually or in combination in suites.

§ 160-5C. Area Regulations.

Existing:

(5) Each motel/hotel permitted to be erected or altered hereafter shall occupy a lot(s) providing a minimum of ***1,000*** square feet of land area for each sleeping room therein including sleeping rooms in any apartment included in the motel/hotel building.

Proposed:

(5) Each motel/hotel permitted to be erected or altered hereafter shall occupy a lot(s) providing a minimum of ***1,000*** square feet of land area for each sleeping room therein including sleeping rooms in any apartment included in the motel/hotel building. ***Each motel/hotel use existing as of the date of the adoption of this amendment on December 11, 2015 shall occupy a lot(s) providing a minimum of 600 square feet of land area for each sleeping room, not to exceed a total of 65 sleeping rooms, including rooms in any apartment included in the hotel/motel building.***

Council Member Weistling made an amendment the verbiage of Proposed (5) based recommendation from the Town's attorney. The last sentence of the particular section, per my amendment would read, " ***Each motel/hotel use existing as of the date of the adoption of this amendment on December 11, 2015 shall occupy a lot(s) providing a minimum of 600 square feet of land area for each sleeping room, not***

to exceed a total of 65 sleeping rooms, including rooms in any apartment included in the hotel/motel building.

Council Member Weistling stated these changes were made to clarify the meaning and effect of the ordinance. We had reversed the hotel/motel in one section and motel/hotel in another and our attorney recommended to add the word "use" as it's used extensively in our residential and commercial zoning section. Also we modified the wording in the adoption of this date so there would be an actual be a record date, when this motion is approved for a second reading.

Motion – Motion made for Council to approve the amended version - Second Reading of Chapter 160 – Zoning, §160-2 Definition and §160-5C – Area Regulations – Council Member Weistling
Second – Council Member Tingle
Discussion – Council Member Weistling clarified that the first part of §160-2, Definitions and word use stays the same. The only amended wording is in § 160-5C Area Regulations, the last sentence. Council member Lee asked, "Has any member of the Council, including the Mayor, received any legal opinion, from the Town's Solicitor concerning legal challenges concerning these proposed ordinances changes. Council Member Weistling stated the conversation that we have had with the attorney, which I've stated all along is that anyone of these motion can be legally challenged. The Town Attorney feels that the wording we have in our ordinance, is appropriate. She also addressed the survey, I'll let the Building Official Schuchman address that. Building Official Schuchman stated, "Town Manager Burke and I used the Sussex County tax map on the wall in my office and the Artesian Water maps to measure the distance for those properties within 100 feet of the Sands, the Seaside Inn and the Fenwick Islander. We also conducted physical field measurements in some of the locations to verify the distance. Pursuant to Chapter 305 of DE Title 22, the results of the study showed that the petition failed to meet the statue of 20%. Council Member Williams added, we have had two letters from attorneys here in town, both stating that this should be setup in a separate zone for the hotel/motel, that this definitely could be challenged.
Vote: Council Members were polled: R. Mais, G. Bunting, G. Langan, B. Weistling, D. Tingle – Aye R. Williams, J. Lee – No - Motion Second Reading passed (5-2)

Council Member Weistling – Proposed Ordinance to Establish a Moratorium upon the issuance of any permit, License or other approval for or involving new motel/hotel uses in the Town of Fenwick Island: entered into record.

AN ORDINANCE TO ESTABLISH A MORATORIUM UPON THE ISSUANCE OF ANY PERMIT, LICENSE OR OTHER APPROVAL FOR OR INVOLVING NEW MOTEL/HOTEL USES IN THE TOWN OF FENWICK ISLAND.

WHEREAS, the Town of Fenwick Island currently allows motels/hotels as a permitted use in the Commercial Zone; and

WHEREAS, whether or not an expansion of the total number of motel/hotel uses in the Town, above and beyond the parcels already devoted to motel/hotel uses, is in the best interest of the Town has recently been the subject of much debate among the Town Council members, as well as the citizens of and property owners in the Town; and

WHEREAS, whether or not to expand the total number of motel/hotel uses in the Town has been a topic of discussion in years past as well, including, but not necessarily limited to, the 2006 to 2007 time frame when the Town adopted its Comprehensive Plan; and

WHEREAS, the Town will soon begin the process of updating its Comprehensive Plan, as required by Title 22 of the Delaware Code, and the expansion of motel/hotel uses in the Town will be an important topic of discussion during said update process; and

WHEREAS, the Comprehensive Plan update process must be completed by June, 2017, in order for the Town to satisfy certain State-mandated deadlines, and will consist of multiple public meetings and/or hearings, as well as hiring a professional consultant to study the issue of motel/hotel uses and other land use planning issues with which the Town is faced; and

WHEREAS, in light of the ongoing debate about whether to expand the total number of motel/hotel uses in the Town and because the Comprehensive Plan update process may result in comprehensive and/or significant changes to the permitted land uses within the Commercial Zone, the Town Council deems it to be in the best interest of the Town to maintain the status quo of existing motel/hotel uses during the Comprehensive Plan update process; and

WHEREAS, the Town Council finds that maintaining the status quo of existing motel/hotel uses by placing a moratorium upon the issuance of any permit, license or other approval for or involving new motel/hotel uses in the Town for a period of two (2) years is the minimum time period necessary for the Town to complete the Comprehensive Plan update process and the period of plan implementation that often follows said process.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Fenwick Island, in session met, a quorum pertaining at all times thereto, that:

Section 1. A moratorium upon the issuance of any permit, license or other approval for or involving new motel/hotel uses in the Town is hereby imposed for a period of two (2) years after the date of adoption of this Ordinance, unless extended, modified, or terminated in accordance with this Ordinance. During the period of said moratorium, the Town's Building Official/Code Enforcement Official, as well as all other Town staff and boards, committees or commissions, shall not grant any approvals which would have, as the result, the establishment or development of any new motel/hotel uses in the Town.

Section 2. This moratorium shall not apply to existing motel/hotel uses in Town. The parcels in Town already devoted to motel/hotel uses, as of the adoption of this Ordinance, may continue to be used for a motel/hotel use and the owners/operators thereof may maintain, remodel, renovate, reconstruct and/or rebuild the structures located on said parcels as they deem necessary and appropriate for the furtherance of their motel/hotel businesses, provided all necessary permits and approvals from the Town and/or any other applicable governing agency are obtained.

Section 3. This Ordinance may be extended, modified, or terminated at any time by a majority vote of all members of the Town Council. Without action by the Town Council to terminate this moratorium early or to further extend this moratorium, the moratorium hereby imposed shall automatically dissolve two (2) years from the effective date of this Ordinance.

Section 4. If any clause, section or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered eliminated and so not affecting the validity of the remaining portions or application remaining in full force and effect.

Section 5. This Ordinance shall become effective upon its adoption.

PASSED ON FIRST READING THIS _____ DAY OF _____, 2015.

PASSED ON SECOND READING, AFTER PUBLIC HEARING HELD ON _____, THIS _____ DAY OF _____, 2016.

I, Diane Tingle, Secretary of the Town Council of the Town of Fenwick Island, do hereby certify that the foregoing is a true and correct copy of an Ordinance passed by the Town Council at its Regular Meeting held on _____, 2016, at which a quorum was present and voting throughout and that the same is still in full force and effect.

_____
Diane Tingle, Secretary

Motion: This is a first reading if Council decides to go forward with the Moratorium. This ordinance is to establish a moratorium upon the issuance of any permit, license or other approval for or involving new motel/hotel uses in the Town of Fenwick Island. – Council Member Weistling
Second: Council Member Tingle
Discussion: Council Member Lee stated this is very beneficial to the Town. Council Member Weistling stated that a Public Hearing will be scheduled before the January Council Meeting.
Vote: (7-0) Motion First Reading passed.

- **Beach Committee** – The 12th Fenwick Freeze will be held on January 1st at 10:30 a.m. on Bayard Street. Early registration $20.00 (per person), $25.00 (per person) day of the event.
- **Environmental Committee** – The Committee met on December 3rd. The pine trees in Town have been tested and are diseased and need to be removed, not only taken down but removed from the property and it still will spread once the tree has been removed. The Committee is in the process of inviting a DE Forestry rep. to speak on diseased pine trees at the January 22nd Town Council meeting. The next meeting will be January 14th at 2:30 p.m.
- **Technology Committee** – The Committee has invited the State of Delaware Government Information Center to attend the January Committee meeting to discuss a design of the current website.
- **Business Development Committee** – The next meeting will be January 5th at 2:00 p.m.
- **Ad *hoc* Election Committee** – The next meeting will be January 25th at 9:30 a.m.

- **Planning Commission** – None
- **Old Business** – None
- **New Business** – None

PUBLIC PARTICIPATION

- Ben Waide – 12 W. Dagsboro St. – Is it my understanding that the Town received a clean report from the Auditor. Mayor Langan responded, yes. Mr. Waide stated that a yes response means that the auditing firm has found that the town only uses, acceptable and legal accounting procedures, and in all of their financial aspects, they abide by those rules. Mayor Langan stated that that is significant.
- Lynn Andrews – 1205 N. Schulz Rd. – Re: survey, were any residents involved in the counting? The Mayor stated that Town Manager and Building Official Schuchman counted the opinion surveys.

UPCOMING MEETINGS AND EVENTS

Mayor Langan announced the following upcoming meetings and events as follows:

a.	Jan 05	9:30 a.m.	Charter and Ordinance Committee Meeting
b.	Jan 05	2:00 p.m.	Business Development Committee Meeting
c.	Jan 12	2:30 p.m.	Planning Commission Meeting
d.	Jan 14	2:30 p.m.	Environmental Committee Meeting
e.	Jan 22	3:00 p.m.	Public Hearing
f.	Jan 22	3:30 p.m.	Regular Council Meeting
g.	Jan 25	9:30 a.m.	At *hoc* Election Committee Meeting

Motion to Adjourn – Council Member Bunting
Second – Council Member Tingle
Discussion – None
Vote – (7-0)

Meeting adjourned at 4:00 p.m.

**Transcribed by Linda Poole, Town Clerk*
for Council Member Diane Tingle, Secretary

Fenwick Island Treasurer's Report

January 2016 Monthly Report

Summary The monthly report is a summary of all account balances through **December 31, 2015** and other pertinent financial information since the prior month's Town Council meeting.

Cash Balance

- Beginning cash balance 12/1/2015 $2,633,948.88
- Ending cash balance 12/31/2015 $2,689,822.78
- Reserve Realty Transfer Tax Funds $1,468,946.02 **included above in cash balances*

FY 2016 Operating Budget (8/1/15-12/31/15)

- 80.96% of Budgeted Income
- 44.05% of Budgeted Expenses

Realty Transfer Tax (1.5% local tax)

- Taxes collected in December $19,303.51
- Total taxes collected in FY16 $56,543.59

Outstanding Property Taxes

- $ 13,861.47

Revenue Highlights

- 99.23% of real estate property tax budget (collected $8,944.92 in Dec)
- 101.19% of rental receipt tax budget (collected $89,508.89 in Dec)
- 74.92% of parking violations budget (collected $250.00 in Dec)

Municipal Street Aid Report

- $88.48 in expenses (Delmarva Power)
- $1,083.45 in expense (street repairs) MSA *Balance $46,665.00*

Dedicated Street Fund Report

- $1,006.15 (street repairs)
- $1,930.36 Deposits *10% from RTT* DSF *Balance $56,410.12*

Parks & Recreation Fund Report

- $118.99 in expenses.
- $965.18 Deposits *5% from RTT* Parks & Rec *Balance $3,289.23*

R. Gardner Bunting, Treasurer

TOWN OF FENWICK ISLAND
MONTHLY RECONCILIATION OF ACCOUNTS
DECEMBER 2015

Account Categories	Account	Beginning Balance	Ending Balance	
Town of Fenwick Island	General Fund Checking (PNC)	$ 67,770.65	$ 102,168.81	
	Payroll Fund (PNC)	$ 27,271.77	$ 29,602.88	
	Checking (BOC)	$ 5,000.00	$ 500.00	
	ICS Savings (BOC)	$ 914,418.03	$ 919,385.27	
	Petty Cash	$ 200.00	$ 200.00	
	Total	**$ 1,014,660.45**	**$ 1,051,856.96**	
Municipal Street Aid	Checking (PNC)	**$ 47,836.93**	**$ 46,665.00**	
Special Reserve Accounts				
	Parks & Recreation (PNC)	$ 2,443.04	$ 3,289.23	
	Beach Replenishment (BOC)	$ 37,002.68	$ 37,021.54	
	Dedicated Street (Bk.of Del.)	$ 55,465.31	$ 56,410.12	
	Beach Committee (BOC)	$ 1,615.47	$ 2,235.47	
	Total	**$ 96,526.50**	**$ 98,956.36**	
Law Enforcement Grants	(all accounts--PNC)			
	SALLE (State Aid to Local)	$ 4,098.14	$ 4,098.14	
	EIDE (Drug Enforcement)	$ 3,562.57	$ 3,562.57	
	SLEAF (Spec. Law Enforce. Assist.)	$ 1.00	$ 1.00	
	Criminal Justice Block Grant	$ 126.60	$ 126.60	
	Violent Crime Grant	$ 15,610.13	$ 15,610.13	
	Total	**$ 23,398.44**	**$ 23,398.44**	
Realty Transfer Tax Funds (all accounts)				
Reserve Accounts	Bank of Ocean City (CDARS)	$ 210,682.07	$ 210,789.45	
	Subtotal	**$ 210,682.07**	**$ 210,789.45**	
Non-Reserve Accounts	Bank of Ocean City (high yield svgs.)	$ 207,496.02	$ 207,918.84	
	Bank of Ocean City (CDARS)	$ 688,456.15	$ -	*consolidated*
	PNC Realty Transfer Tax (RTT)	$ 7,848.87	$ 24,256.97	
	Bank of Ocean City (ICS Svgs)	$ 337,043.45	$ 1,025,980.76	*consolidated*
	Subtotal	**$ 1,240,844.49**	**$ 1,258,156.57**	
Total--Realty Transfer Tax Funds (all accounts)		**$ 1,451,526.56**	**$ 1,468,946.02**	
Cash balance total of all bank accounts		**$ 2,633,948.88**	**$ 2,689,822.78**	

Cleared balances as of Dec 31, 2015

**ICS Svgs definition: Insured cash sweep*

**CDARS definition: Certificate of deposit account registry service*

ICS for Public Funds

Through ICS®, the Insured Cash Sweep® service, you can place public funds into interest-bearing demand deposit accounts (using a demand option) and/or money market deposit accounts (using a savings option) that are eligible for FDIC insurance (which can eliminate ongoing collateral tracking burdens and having uninsured funds to footnote in financial statements). And Insured Cash Sweep makes it easier than ever for you to earn a return while protecting the public's vital resources.

Enjoy peace of mind with access to multi-million-dollar FDIC insurance. Your funds are eligible for protection that is backed by the full faith and credit of the federal government. And you can forego the need for tracking collateral on an ongoing basis, opening accounts under different insurable capacities, or managing multiple bank relationships.

The ICS demand option (where funds are placed into demand deposit accounts) offers unlimited program withdrawals. The ICS savings option (where funds are placed into money market deposit accounts) allows up to six program withdrawals per month. Your funds can be placed using either or both ICS options to best match your cash management and liquidity needs.

CDARS (Certificate of Deposit Account Registry Service)

This product is the most convenient way for safety-conscious investors to access FDIC insurance on multi-million-dollar deposits.

Earn CD-level returns which may compare favorably with those of Treasuries and other high quality investments. Enjoy the time saving convenience associated with one agreement, one rate and one regular statement...all at one bank. Take advantage of a convenience alternative to commercial paper, money market mutual funds and sweep accounts.

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August through December 2015

	TOTAL				
	Dec 15	Aug - Dec 15	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
49000 · Beach/Concession Services	0.00	0.00	15,712.00	-15,712.00	0.0%
43000 · Taxes					
41020 · Property Taxes	8,944.92	684,150.63	689,483.00	-5,332.37	99.23%
42010 · Rental Receipt Tax	89,508.89	263,092.77	260,000.00	3,092.77	101.19%
Total 43000 · Taxes	98,453.81	947,243.40	949,483.00	-2,239.60	99.76%
44550 · Charges for Services - Admin					
43010 · License Fees - OC	25,965.00	28,090.00	51,800.00	-23,710.00	54.23%
43020 · License Fees - RU	12,765.00	14,020.00	27,010.00	-12,990.00	51.91%
43030 · License Fees - RM	11,934.90	12,591.90	27,010.00	-14,418.10	46.62%
44010 · Solid Waste Collection Fee	3,289.00	202,423.00	204,815.00	-2,392.00	98.83%
44020 · Comcast Cable Fees	299.00	9,592.57	33,000.00	-23,407.43	29.07%
44030 · BBVFC Ambulance Service Fee	1,537.00	43,354.20	45,686.00	-2,331.80	94.9%
45100 · Building Permit Fees	2,834.00	71,226.00	175,000.00	-103,774.00	40.7%
Total 44550 · Charges for Services - Admin	58,623.90	381,297.67	564,321.00	-183,023.33	67.57%
44800 · Fines & Forfeitures					
46100 · Penalties	674.30	957.88	4,500.00	-3,542.12	21.29%
46200 · Traffic Fines	1,584.30	8,382.60	36,000.00	-27,617.40	23.29%
46300 · Parking Violation Fees	250.00	8,990.75	12,000.00	-3,009.25	74.92%
44800 · Fines & Forfeitures - Other	0.00	-672.00	500.00	-1,172.00	-134.4%
Total 44800 · Fines & Forfeitures	2,508.60	17,659.23	53,000.00	-35,340.77	33.32%
45000 · Investments					
47100 · Interest Income	0.00	1,049.72	3,000.00	-1,950.28	34.99%
Total 45000 · Investments	0.00	1,049.72	3,000.00	-1,950.28	34.99%
46430 · Revenue - Admin					
45320 · Contractor Decals	1,450.00	1,455.00	2,500.00	-1,045.00	58.2%
45330 · Bonfire Permits	-25.00	450.00	8,500.00	-8,050.00	5.29%
46400 · Other Income-Sp.Evts.,Donations					
46450 · Donations	200.00	490.00			
46401 · Other Income--ALA Grant	0.00	470.00			
46400 · Other Income-Sp.Evts.,Donations - Other	0.00	-950.00	48,531.00	-49,481.00	-1.96%
Total 46400 · Other Income-Sp.Evts.,Donations	200.00	10.00	48,531.00	-48,521.00	0.02%
47120 · Town Hall Rental Fee	90.00	90.00	1,000.00	-910.00	9.0%
47150 · Photo/Audio Copy Fee	10.00	140.00	50.00	90.00	280.0%
47200 · Parking Permits	0.00	2,810.00	18,000.00	-15,190.00	15.61%
47250 · Subdivision Application Fee	0.00	0.00	275.00	-275.00	0.0%
47275 · Public Hearing Fee	0.00	0.00	275.00	-275.00	0.0%
47300 · Income (FI Sponsorship Program)	500.00	1,150.00	8,000.00	-6,850.00	14.38%
48100 · Insurance Reimbursements	0.00	267.69			
48200 · Income restrict purpose	0.00	500.00	500.00	0.00	100.0%
Total 46430 · Revenue - Admin	2,225.00	6,872.69	87,631.00	-80,758.31	7.84%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August through December 2015

	TOTAL				
	Dec 15	Aug - Dec 15	Budget	$ Over Budget	% of Budget
46440 · Other Types of Revenue - Police					
46441 · Police Revenue--Pension	13,265.21	13,265.21	24,000.00	-10,734.79	55.27%
47160 · Police Accident Report Fee	0.00	125.00	250.00	-125.00	50.0%
47161 · Salary OT Reimbursement	0.00	5,200.00	7,500.00	-2,300.00	69.33%
Total 46440 · Other Types of Revenue - Police	13,265.21	18,590.21	31,750.00	-13,159.79	58.55%
47000 · Intergovernmental Rev Lifeguard					
47280 · State Line Beach (State of DE)	0.00	45,000.00	45,000.00	0.00	100.0%
47290 · State Line Beach (Sussex Co DE)	0.00	15,000.00	15,000.00	0.00	100.0%
Total 47000 · Intergovernmental Rev Lifeguard	0.00	60,000.00	60,000.00	0.00	100.0%
47050 · Intergovernmental Rev Police					
47285 · Sussex County Police Grant	0.00	25,000.00	25,000.00	0.00	100.0%
47050 · Intergovernmental Rev Police - Other	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 47050 · Intergovernmental Rev Police	0.00	25,000.00	28,000.00	-3,000.00	89.29%
48150 · Junior Lifeguard	0.00	195.00	8,000.00	-7,805.00	2.44%
Total Income	175,076.52	1,457,907.92	1,800,897.00	-342,989.08	80.96%
Gross Profit	175,076.52	1,457,907.92	1,800,897.00	-342,989.08	80.96%
Expense					
61100 · POLICE DEPARTMENT					
61155 · Police Dental Insurance	159.52	934.42	1,778.00	-843.58	52.56%
61110 · Police Salaries	30,565.74	166,203.66	376,756.00	-210,552.34	44.11%
61140 · Police Life Insurance	124.70	646.70	1,607.00	-960.30	40.24%
61150 · Police Health Insurance	0.00	31,968.57	85,864.00	-53,895.43	37.23%
61160 · Police Payroll Taxes	2,338.27	12,788.20	31,930.00	-19,141.80	40.05%
61170 · Police Pension Expense	3,517.00	19,883.30	45,715.00	-25,831.70	43.49%
61180 · Police Workers Compensation	0.00	0.00	0.00	0.00	0.0%
61210 · Police Supplies	60.90	489.06	4,500.00	-4,010.94	10.87%
61220 · Police Office Supplies	197.22	777.98	2,000.00	-1,222.02	38.9%
61310 · Police Office Equip Maintenance	0.00	0.00	600.00	-600.00	0.0%
61320 · Police Printing & Advertising	0.00	0.00	600.00	-600.00	0.0%
61330 · Police Uniforms	23.50	1,943.76	6,000.00	-4,056.24	32.4%
61335 · Police Mobile Computer Access	160.04	640.28	2,930.00	-2,289.72	21.85%
61340 · Police Vehicle Maintenance	241.91	3,415.14	6,500.00	-3,084.86	52.54%
61345 · Police Fuel	860.72	3,855.17	19,800.00	-15,944.83	19.47%
61350 · Police Communication Equipment	90.00	90.00	1,000.00	-910.00	9.0%
61380 · Police Professional Development	50.00	682.18	5,000.00	-4,317.82	13.64%
61390 · Public Safety Bldg. Expenses	614.13	3,265.78	10,150.00	-6,884.22	32.18%
Total 61100 · POLICE DEPARTMENT	39,003.65	247,584.20	602,730.00	-355,145.80	41.08%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August through December 2015

	TOTAL				
	Dec 15	Aug - Dec 15	Budget	$ Over Budget	% of Budget
61500 · LIFEGUARDS					
61681 · Lifeguard Employee Relations	0.00	1,050.48	800.00	250.48	131.31%
61673 · Lifeguard Beach Vehicle Maint.	0.00	58.72	500.00	-441.28	11.74%
61510 · Lifeguard Salaries--Fenwick					
61515 · Lifeguard Salaries - State	752.80	35,559.65			
61510 · Lifeguard Salaries--Fenwick - Other	752.80	54,858.15	204,760.00	-149,901.85	26.79%
Total 61510 · Lifeguard Salaries--Fenwick	1,505.60	90,417.80	204,760.00	-114,342.20	44.16%
61530 · Lifeguard Payroll Taxes-Fenwick	124.27	8,794.80	20,664.00	-11,869.20	42.56%
61540 · Lifeguard Workmans Comp	0.00	0.00	0.00	0.00	0.0%
61610 · Lifeguard Supp & Equip-Fenwick	0.00	109.18	5,000.00	-4,890.82	2.18%
61620 · Lifeguard Uniforms	0.00	606.75	6,000.00	-5,393.25	10.11%
61630 · Lifeguard Junior Guard Program	0.00	69.52	2,000.00	-1,930.48	3.48%
61640 · Lifeguard Chair & Sign Maint	0.00	700.00	4,000.00	-3,300.00	17.5%
61665 · Lifeguard Professional Develop.	0.00	0.00	1,000.00	-1,000.00	0.0%
61670 · Lifeguard USLA Certification	0.00	0.00	1,200.00	-1,200.00	0.0%
61675 · Lifeguard Fuel	0.00	110.72	600.00	-489.28	18.45%
61710 · Lifeguard Awards & Competition	0.00	113.27	500.00	-386.73	22.65%
Total 61500 · LIFEGUARDS	1,629.87	102,031.24	247,024.00	-144,992.76	41.3%
61800 · PUBLIC WORKS DEPARTMENT					
62061 · Public Works - Yard Waste	66.90	219.60	500.00	-280.40	43.92%
61845 · Public Works Dental Insurance	38.84	227.50	0.00	227.50	100.0%
61810 · Public Works Salaries	9,515.39	50,665.89	121,149.00	-70,483.11	41.82%
61830 · Public Works Life Insurance	53.75	278.75	705.00	-426.25	39.54%
61840 · Public Works Health Insurance	0.00	14,128.01	38,862.00	-24,733.99	36.35%
61850 · Public Works Payroll Taxes	727.93	4,055.98	10,822.00	-6,766.02	37.48%
61870 · Public Works Pension Expense	651.28	3,582.04	5,957.00	-2,374.96	60.13%
61880 · Public Works Workers' Comp	0.00	0.00	0.00	0.00	0.0%
61905 · Public Works Professional Devel	0.00	107.03	500.00	-392.97	21.41%
61910 · Public Works Office Supplies	0.00	102.98	100.00	2.98	102.98%
61920 · Public Works Shop Supplies	1,374.14	2,737.23	3,500.00	-762.77	78.21%
61930 · Public Works Shop Equipment	638.96	2,550.49	3,800.00	-1,249.51	67.12%
61940 · Public Works Safety Equipment	0.00	16.57	600.00	-583.43	2.76%
62010 · Public Works Printing & Advert	0.00	0.00	100.00	-100.00	0.0%
62015 · Public Works Uitilities	79.58	1,041.71	6,115.00	-5,073.29	17.04%
62020 · Public Works Bldg Maintenance	19.69	623.11	1,500.00	-876.89	41.54%
62025 · Public Works Uniforms	47.99	199.99	1,000.00	-800.01	20.0%
62030 · Public Works Fuel	245.82	1,422.06	4,500.00	-3,077.94	31.6%
62035 · Public Works Vehicle Maintenanc	1,277.36	6,266.00	2,500.00	3,766.00	250.64%
62075 · Public Works CDL Testing	0.00	362.00	750.00	-388.00	48.27%
62100 · Public Works Contract Services	115.00	115.00	116.00	-1.00	99.14%
Total 61800 · PUBLIC WORKS DEPARTMENT	14,852.63	88,701.94	203,076.00	-114,374.06	43.68%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August through December 2015

	TOTAL				
	Dec 15	Aug - Dec 15	Budget	$ Over Budget	% of Budget
62200 · ADMINISTRATION					
62235 · Admin Dental Insurance	160.32	902.20	1,787.00	-884.80	50.49%
62210 · Admin Salaries	15,092.41	86,622.79	204,727.00	-118,104.21	42.31%
62220 · Admin Life Insurance	75.25	371.45	1,000.00	-628.55	37.15%
62230 · Admin Health Insurance	21.18	20,039.20	56,415.00	-36,375.80	35.52%
62240 · Admin Payroll Taxes	1,154.57	6,732.83	17,734.00	-11,001.17	37.97%
62250 · Admin Pension Expense	1,287.56	7,064.34	17,137.00	-10,072.66	41.22%
62255 · Admin Workers Comp	0.00	0.00	0.00	0.00	0.0%
62260 · Admin Financial Services	49.00	1,942.43	3,007.00	-1,064.57	64.6%
62310 · Admin Office Equip Maintenance	180.00	2,034.00	2,500.00	-466.00	81.36%
62320 · Admin Office Supplies	614.05	2,534.28	3,000.00	-465.72	84.48%
62330 · Admin Travel Reimbursement	52.79	1,519.52	700.00	819.52	217.07%
62332 · Admin Vehicle Acquisition	344.93	1,724.65	4,140.00	-2,415.35	41.66%
62334 · Admin Vehicle Fuel/Maint	373.60	1,416.55	4,600.00	-3,183.45	30.8%
62340 · Admin Printing & Advertising	20.25	657.46	3,050.00	-2,392.54	21.56%
62350 · Admin Professional Development	400.00	2,027.50	2,300.00	-272.50	88.15%
62360 · Admin Personnel Supplies	0.00	496.18	400.00	96.18	124.05%
Total 62200 · ADMINISTRATION	19,825.91	136,085.38	322,497.00	-186,411.62	42.2%
63200 · GENERAL GOVERNMENT					
63276 · Gen Gov-TH/PSB Copiers	156.18	856.76	1,576.00	-719.24	54.36%
63380 · Gen Gov Exp--Restricted Purpose					
63389 · DNREC Recycling Grant	1,162.87	1,162.87			
63388 · Gen Govt--Town Parks	0.00	1,510.20			
63387 · Sussex Co. Econ. Dev. Grant	2,727.50	2,727.50			
Total 63380 · Gen Gov Exp--Restricted Purpose	3,890.37	5,400.57			
63205 · Gen Gov Insurance	25,098.10	86,785.96	151,984.00	-65,198.04	57.1%
63210 · Gen Gov Telephone & Internet	357.52	1,790.37	4,200.00	-2,409.63	42.63%
63220 · Gen Gov Website Services	2,160.00	2,160.00	2,800.00	-640.00	77.14%
63225 · Gen Gov Legal Services	4,774.74	21,513.57	15,000.00	6,513.57	143.42%
63230 · Gen Gov Audit Services	0.00	8,820.00	9,000.00	-180.00	98.0%
63235 · Gen Gov Postage	449.64	1,869.52	2,660.00	-790.48	70.28%
63240 · Gen Gov Printing & Advertising	0.00	1,146.12	1,500.00	-353.88	76.41%
63245 · Gen Gov Utilities	568.77	2,501.25	9,700.00	-7,198.75	25.79%
63250 · Gen Gov Appraisal	0.00	0.00	4,250.00	-4,250.00	0.0%
63255 · Gen Gov Emergency Mgmt	0.00	0.00	500.00	-500.00	0.0%
63260 · Gen Gov Sewer	0.00	460.46	1,000.00	-539.54	46.05%
63265 · Gen Gov Dues	0.00	180.00	2,324.00	-2,144.00	7.75%
63271 · Gen Gov Recycling & Bulk Trash	0.00	15,519.76	36,244.00	-20,724.24	42.82%
63272 · Gen Gov Building Maintenance	383.85	1,578.65	3,500.00	-1,921.35	45.1%
63273 · Gen Gov Cell Phones	449.70	1,873.75	4,800.00	-2,926.25	39.04%
63274 · Gen Gov Contract Services	230.00	1,454.00	2,880.00	-1,426.00	50.49%
63280 · Gen Gov Contingencies	845.17	845.17	500.00	345.17	169.03%
63281 · Gen Gov Employee Relations	496.71	1,075.82	2,700.00	-1,624.18	39.85%
63285 · Gen Gov Codification	0.00	590.00	4,195.00	-3,605.00	14.06%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August through December 2015

	TOTAL				
	Dec 15	Aug - Dec 15	Budget	$ Over Budget	% of Budget
63290 · Gen Gov Pension Administration	0.00	643.75	3,300.00	-2,656.25	19.51%
63296 · Gen Gov Interest Expense	0.00	0.00	0.00	0.00	0.0%
63300 · Gen Gov Government Liaison	192.00	511.48	1,500.00	-988.52	34.1%
63305 · Gen Gov Supplies Median Maint	0.00	762.46	7,762.00	-6,999.54	9.82%
63310 · Gen Gov Community Projects	0.00	391.88	2,500.00	-2,108.12	15.68%
63320 · CRS Flood Program	0.00	0.00	1,000.00	-1,000.00	0.0%
63325 · Gen Gov BBVFC Ambulance Service	0.00	11,342.00	45,580.00	-34,238.00	24.88%
63330 · Gen Gov Solid Waste Collection	10,226.65	49,061.50	99,615.00	-50,553.50	49.25%
63370 · Gen Gov Parking Permits	0.00	-200.00	3,000.00	-3,200.00	-6.67%
Total 63200 · GENERAL GOVERNMENT	50,279.40	218,934.80	425,570.00	-206,635.20	51.45%
Total Expense	125,591.46	793,337.56	1,800,897.00	-1,007,559.44	44.05%

TOWN OF FENWICK ISLAND **FY2016 REALTY TRANSFER TAX RESERVE FUNDS**

Month	Beginning Balance	Taxes Deposited	Date Collected	Interest Earned	Transfers In	Transfers Out	Sussex Co. fee (1%)	Ending Balance
Aug-15	**$ 1,615,205.01**	$ -	*None*	$ 700.00	$ -	$ -	$ -	**$1,615,905.36**
Sep-15	**$ 1,615,905.00**	$ 16,038.00	9/21/15	$ 692.13		$801.90 P&R $1603.80 DSF	$ 162.00	**$ 1,630,229.79**
Oct-15	**$ 1,630,229.79**	$ 13,777.08	10/23/15	$ 777.63		$ 39,254.21 pay cap exp	$ 139.17	**$ 1,605,530.29**
Nov-15	**$ 1,605,530.29**	$ 7,425.00	11/18/15	$ 685.81		$1060.11 P&R $1,040.60 DSF $57.28 Supplies	$ 75.00	**$ 1,451,526.56**
Dec-15	**$ 1,451,526.56**	$ 19,303.51	12/10/15	$ 947.43		$965.18 P&R $1930.36 DSF	$ 194.99	**$ 1,468,946.02**
Jan-16								
Feb-16								
Mar-16								
Apr-16								
May-16								
Jun-16								
Jul-16								
TOTALS		**$56,543.59**		**$3,803.00**	**$0**	**$39,254**	**$571.16**	

Report prepared as of Oct 31, 2015

Fenwick Island Public Works Department

January 2016 Monthly Report

- Performed regular maintenance duties
- W. Dagsboro St. drainage job completed by Sussex Conservation District
- Recycling cans arrived under DNREC Universal Recycling Grant
- Holiday decorations
    - All decorations taken up for season, except wreaths and star at Town Hall
    - Gazebo and tree decorations returned to gathering group
- Pole lighting will remain on the utility poles along the southbound side of Rt. 1
- Yard waste pickup
    - 2014 -14.15 Tons collected / $426.60 (6 month pickup)
    - 2015- 8.23 Tons collected / $246.90 (3 month pickup)
- Delivered water trailer to DMV, tags renewed through 12/31/2017
- Fenwick Freeze – 1/1/2016
    - Delivered 3 tables to Bayard St. LG shed for event, picked up following Monday
    - Dug bonfire pit
    - Bought firewood for pit
    - Staked area off around pit to safeguard area
- Town Hall generator
    - Ordered materials to replace outer shell protecting engine in November
    - Cancelled order 1/12, due to parts still being on backorder
    - Will be obtaining quotes from local authorized retailers of Generac
- Councilman Weistling and Supervisor Reed met with Serv-Pro reps to look at mold issue in LG bathroom and devise plan to remedy issue
- Lifeguard stands
    - Purchased materials to construct five (5) replacement stands
    - Purchased recycled lumber to construct a lifeguard stand to see how recycled lumber holds up to marine elements
- Contacted DelDOT about sinkholes reported on Rt. 54 (Lighthouse Rd.) and northbound Rt.1 between E. King and E. Lewes streets
- Re-painted yellow striping in front of #14 W. Indian St. and #9 W. Bayard St.
- Monthly checks of LG ATV during offseason months
- Installed No Vehicle on Beach sign on Lewes St. beach
- Interior doors ordered for Admin. Clerk office to be installed soon
- Landscape cleanup in progress out front of Town Hall and Community Park
- Contacted Magnum Electronics to stop by and pick up LG 800 MHz radio to check out and drop back off, per service plan
- Maintenance Tech III James Purnell will be having foot surgery on the 27th of January, recovery time estimated to be 4-6 weeks
- Snow removal plans have been reviewed, department and equipment ready to plow!

Town of Fenwick Island
Building Report

1/15/2016

December 2015

TOTAL **$88,480.00** **$2,654.00**

Permit Number	Property Description	Project Description	E.C.C.	Fees
4473	Bowen's Land Management Melanie McKnight 7 High Tide Ln **Lot** 1 1-34 23.20 48.04	Install 352 s.f. pervious paving in front setback	**$5,900.00**	**$177.00**
4474	Bayside Exteriors A. Decessaris 1609 Coastal Hwy **Lot** B 1-34 23.08 14.02	Re-shingle roof	**$9,000.00**	**$270.00**
4475	K. Kleinstuber Buildiners David Hunter 4 W Houston St **Lot** 149 1-34 23.12 116.00	Re-shingle and repair garage roof; replace siding on house.	**$6,000.00**	**$180.00**
4476	Echelon Builders G. Coombs 36 Ebb Tide Cove **Lot** 543 1-34 23.12 41.00	195'x48" vinyl fencing with 3 gates	**$5,580.00**	**$167.00**
4477	Shay Gallo Builders John Nason 1107 Bunting **Lot** 4 1-34 23.12 238.00	Replace deckboards on front and rear decks. Replace bath fixtures.	**$37,000.00**	**$1,110.00**
4478	Eastern Shore Porch & Patio William Garvert 32 Oyster Bay Dr **Lot** 158 1-34 23.20 32.00	Construct 241.5 s.f. exterior deck and 13'x15' screened porch	**$25,000.00**	**$750.00**

Town of Fenwick Island

Memo

To: Mayor and Council

From: Chief William Boyden

Date: 1/15/2016

Re: December 2015 Monthly Report

The following is the December 2015 monthly report for your review and approval:

Physical Arrests	**5**
Traffic Citations	**73**
Warning Issued	**25**
DUI Arrests	**0**
Criminal Citations	**7**
Parking Tickets	**6**
Time Assisting DE Police	**6.5**
Time Assisting Other Agencies	**3**

Thank you.