

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the July 25, 2014, Regular Council Meeting

Call to Order and Flag Salute at 3:30 p.m. by Mayor Serio

Council in Attendance: Gene Langan, Diane Tingle, Bill Weistling, Audrey Serio, Gardner Bunting, Todd Smallwood and Roy Williams

Staff in Attendance: Town Manager Burke, Town Clerk Poole, Sgt. Devlin, Public Works Department Supervisor Reed and Beach Patrol Capt. Ferry

PRESIDENT'S REPORT

- There will be no election. The only filings for open seats were the current seated Council Members, Gardner Bunting, Diane Tingle and Bill Weistling.
- Boards and Commissions seats are open for the 2015 year. Paperwork is available at Town Hall or online.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- Beach Concert – Town Manager Burke and FIBP Captain Ferry presented to Council the proposed Kirsten Sowers Family Beach Concert to be held on Bayard Street, Fenwick Island at 6:30 p.m. on August 11th. The concert will be Kirsten Sowers and Rebelmann Band (electric and acoustic). Mr. Sowers, FIBP and Public Works will set up stage (plywood and carpet). Portable toilet(s) will be delivered and Public Works will set up generator. Additional information:
 - Mr. Sowers and FIBP to coordinate donations and raffle of guitar/donated items during concert.
 - Insurance: \$1,000,000 general liability policy carried by Mr. Sowers. Town will request to be added as Additional Insured.
 - Speakers to be directed toward the ocean.
 - Marketing: Mr. Sowers to draft a flyer and distribute around town (if approved). Town to post flyer on website and communicate to friends and family.
 - FIBP to assist with concert and clean up.
 - FIPD to patrol concert area.
 - BBVFC EMS to be notified.
 - Public Works to provide dune crossing lighting and extra trash cans.
 - Concert to end at dusk.
 - The event will be held on Bayard Street from 6:30 p.m. – 8:00 p.m.
- **Motion** – Motion made to approve the Special Event Permit as presented by FIBP Captain Ferry and Town Manager Burke - Council Member Langan
- **Second** – Council Member Bunting

- **Discussion** – Council Member Smallwood suggested that the concert be held in the park to help eliminate the carpet, plywood, port-a-pots and generators. FIBP Captain Ferry stated that if the concert takes off, that may be the logical course to take. The Concert will have a beach theme and funds raised from auction (Kirsten Sowers’ personalized guitar) and 50/50 raffle will go to the FIBP. Council Member Weistling stated that he liked the timeframe of an hour and half and ending by dusk. Town Manager Burke stated that the Town needed to be prepared since attendance estimates are unknown at this point.
- **Vote** – (7-0)

Approval of Minutes: Motion made to approve the Minutes of June 27, 2014 - Council Member Smallwood

Second – Council Member Langan

Discussion – Two corrections – page two spellings (Town Manager), and correction to read “yard waste once a month through November”.

Vote: (7-0)

TREASURER’S REPORT

Council Member Bunting stated that the Town is within budget and the financials look very positive as a small surplus is estimated. Income was 106% of the approved budget and expenses stand at 91%.

Sombar and Associates will be contacted sometime after the 1st of the month to schedule the Town Audit.

Motion – Motion made to approve the Treasurer’s Report - Council Member Langan

Second – Council Member Smallwood

Discussion – none

Vote – (7-0)

TOWN MANAGER’S REPORT

Finance

- The FY 2015 Financial Plan was passed by Council and will commence August 1, 2014.
- Total expenses are 91% of the FY 2014 Operating Budget.
- Total revenues are 106% of the FY 2014 Operating Budget (amended) with building permit fees (\$82,895.43) and property taxes (\$8,730.75) over the approved budget.

Projects (with grant information)

- **Bay Street Drainage Project (State of DE Community Transportation Fund, no match)**
 - o The Sussex Conservation District completed the project July 17.
- **Town of Fenwick Island Real Estate Taxes**
 - o Property taxes will be mailed out by August 1 and are due no later than September 15.
- **2014 Municipal Election** – The annual Council reorganization meeting will be scheduled before the August 22 Council Meeting.
- **Information Technology (FY 2014 projects)**
 - o Town management will summarize the recommended credit card provider at the August 22 Council meeting. The official launch for credit card payments is January 1, 2015.
- **Drainage / Stormwater (FY 2014 projects)**

- o All FY 2014 approved capital improvement budget projects are completed. Public works will continue to work on minor drainage projects such as the second phase of the Bora Bora drainage project.
- **Rack Cards (parking and general information)**
 - o Town management is in the process of drafting a general information rack card similar to the parking information rack card.

Grant Funding (approved)

- DNREC Coastal Programs Grant (\$10,000.00, 50% match)
 - o URS Corporation commenced the 2014 Sea Level Rise Vulnerability Assessment. The final report will be presented publicly at the October Council meeting.
- DNREC Surface Water Matching Planning Grant (\$22,000.00, 50% match)
 - o URS Corporation commenced preliminary engineering on the drainage project to improve water quality and flooding.

Meetings, Workshops and Conferences

- The Town Manager Represented the Town of Fenwick Island at the following meeting:
 - o July 17 – BBVFC EMS meeting at South Bethany Town Hall

DEPARTMENT REPORTS

- **Building Official** – The June report was included in the Council meeting packet. In June the Town issued 5 outside contractor’s licenses and 7 renter’s licenses.
- **Public Works** – The report was included in the Council meeting packet.
- **Beach Patrol** – The report was included in the Council meeting packet. FIBP Captain Ferry stated that the bonfire was a huge success. The side-by-side transport requests are at 142 for the season. The requests are 45 more than last year at this time.
- **Police Department** – The report was included in the Council meeting packet. Sgt. Devlin stated that the new vehicle is now in service.

TOWN COMMITTEE REPORTS

- **Charter & Ordinance** – Council Member Weistling – no readings this month. Next month the Committee will schedule the second reading on commercial setbacks and schedule a first reading on residential setbacks in the commercial zone. The Special Events Ordinance will be discussed at the August 5th Committee meeting. Discussions on the commercial vehicle used strictly for advertising is still in the review stages.
- **Beach Committee** – Chair Rebecca McWilliams stated that the bonfire was a success and raised \$7,500 for the Fenwick Island Beach Patrol. The funds will assist sending seven (7) lifeguards to the Lifeguard National Competition in Virginia Beach.
- **Environmental Committee** – Chair Mary Ellen Langan stated the last Committee meeting was June 19th. This summer the community outreach table was manned for the first two Fenwick Flicks and the Town Bonfire. The Committee will also set up at the last Fenwick Flicks on August

5th. The Committee Speaker Series was poorly attended on June 27 and will be discussed at the next meeting on July 31st at 2:30 p.m.

- **Technology Committee** – Council Member Langan reported the next meeting will be October 28th at 2:00 p.m. Town Manager Burke is working on a credit card roll out plan around the first of the year. Also, the Technology Committee is looking into options to improve the resident emergency alert system. The Sussex County Emergency Alert System link is now working and available on the website.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported that the next meeting will be in September. Date to be announced.
- **Planning Commission** – none
- **Old Business** – Council Member Bunting stated that he has had several complaints about the Mobi-Mats and the lack thereof on several streets. One of the mats has been sent for repair and should be delivered soon. Public Work Supervisor Reed is looking into the costs for additional mats.
- **New Business** – Council Member Weistling stated that Delmarva Power has a crew on the unincorporated part of Bunting Avenue doing a survey of all the poles, wiring and lights.

PUBLIC PARTICIPATION

- Lynn Andrews – 1205 Schulz Road – Mrs. Andrews stated that at the FISH meeting it was noted that the Parking Committee was mostly business representatives. Is there a limit to the number of people on the Committee or if someone is interested, can they apply? Council Member Bunting stated yes. The meetings are open to the public. Issues have mainly been in the commercial area but the Parking Committee is open to all residents and business owners. Mrs. Andrews also asked if DNREC was going to do anything about the height of the dune crossing. Mayor Serio suggested that residents call or write to DNREC on their concerns.
- Sussex County Council Member Vance Phillips presented a check for \$15,000.00 to support lifeguards on the State Line Beach in the unincorporated areas of Fenwick Island.

UPCOMING MEETINGS AND EVENTS

Council Member Serio announced the following upcoming meetings and events as follows:

a. July 30	10:00 a.m.	Reading in the Park
b. July 31	2:30 p.m.	Environmental Committee
c. August 5	9:30 a.m.	C & O Meeting
d. August 5	Dusk	Fenwick Flicks (Bayard Street)
e. August 11	6:30 p.m.	Concert on the Beach
f. August 13	3:00 p.m.	Special Council Reorganization Meeting
g. August 22	3:30 p.m.	Regular Council Meeting
h. August 23	5 – 10 p.m.	F.I. Yacht Club - Dinner & Awards

Motion to adjourn – Council Member Weistling

Second – Council Member Bunting

Approved
8.22.2014

Discussion - none

Vote – (7-0)

Meeting adjourned at 4:30 p.m.

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