

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the August 22, 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, Chief Boyden, Public Works Department Supervisor Reed

PRESIDENT'S REPORT

- o Coastal Clean Up is scheduled for September 20, 2014. The citizens can help make a difference in Delaware by signing up for the **28th annual Delaware Coastal Cleanup**, which will be held from **9 a.m. to noon on Saturday, Sept. 20, 2014**. In case of severe weather, rain date will be Saturday, Sept. 27th. The event is sponsored by the Delaware Department of Natural Resources and Environmental Control, the cleanup spans the First State's 97-mile eastern coastline and includes river and ocean shorelines as well as wetland and watershed areas. This year, nearly 50 sites in New Castle, Kent and Sussex counties will be targeted. Online registration and complete information can be found at <http://www.dnrec.delaware.gov/CoastalCleanup>.
- o Mayor Serio and Town Manager Burke attended the Lifeguard Awards held by the Bethany/Fenwick Chamber of Commerce. The Chamber hosted a BBQ and entertainment for the evening. This event represents the votes by respect from their peers and this year's winner from Fenwick Island was Craig Chatterton. The Chamber also presented the Town with a check for \$500.00 to help support the lifeguard expense through September 15th.
- o Committee and Commission Member applications are due by the end of September. Appointments will be made by the Mayor at the October Council meeting.
- o Mayor Serio read three letters that were received.
 - o The first letter was from the Fenwick Island Fishing Club. It stated "In keeping with our clubs mission and bylaws to promote the sport of recreational fishing, our members have voted to donate the sum of \$2,000.00 to the fund that purchases and maintains beach wheelchairs in Fenwick Island for those who are physically challenged".
 - o The second letter was in reference to an employee, Public Works Supervisor, Bryan Reed. It stated "I would like to share with you the kindness and generosity that Public Works Supervisor, Bryan Reed has shown to me. Over the last ten plus years, I have worked with

Approved
9.26.2014

the town as a member of the Beautification Committee and currently as a member of the Barefoot Gardeners Youth Committee doing the Children's Story Hour. Bryan has come to my aid twice when I was unable to inflate my car tires. Both occasions were times of extreme stress for me. The first occurred about a year ago when my husband, Jack, was in Hospice at Beebe Hospital; and most recently this July when I needed to be in Philadelphia to share with my brother, Larry, his last days. Bryan's actions may seem like a small gesture but to me his kindness saved me hours of searching for an air pump that was operational. Bryan again helped me with my tires. When I thanked Bryan he said that he was happy to be able to help me and to be safe on my way to help my brother with his final journey. I wanted to share this story with you, as today it seems as though we only focus on the negative rather than the positive things in our world. Bryan is a conscientious and caring man who saved me precious time, plus he gave me the gift of extra time with my brother. For this I am so grateful and thankful. Our Town is lucky to have someone like Bryan as an employee". Signed Barbara E. McCoy (resident).

- o The third letter was in reference to Cpl. Jennifer Kerin. It stated "I wanted to take a moment and draw attention to the efforts of one of your Officers. As you are aware, my extended family has been vacationing in Fenwick since before World War II and I have been coming every summer for my entire life. In that time, I have had occasion to observe and interact with the Fenwick Island Police and have always been impressed with the members of the Department. That appreciation has increased over the years as a father, and more recently, a Law Enforcement Executive. This letter is probably overdue and was prompted by the great experience we had this year. I first met Cpl. Kerin a few years ago when she was a new patrol Officer. She had the hustle and drive that one would expect from a newer Officer, but she also had an element of perspective that one might not expect from someone still in on the front end of career. It was clear then, and is even clearer now, that she thoroughly enjoys working on the Island and will be an asset to you for years to come. In short, based on my experiences, she appears to be the kind of Officer that "gets it" when it comes to doing the job right. There are many young children in my extended family and interacting with "Officer Jen" is now part of the excitement they develop with each approaching July. She always takes the time to listen to their ideas, and answer their questions, when they see her come by Atlantic Avenue. She has both a personal and professional demeanor that serves as a great example for our kids. Jen inspires the younger girls, and reminds the younger boys, of the potential for women in law enforcement and other important career paths. As law enforcement continues to trend back toward a model that includes community cooperation and the cultivation of positive citizen relationships, I would say that Jen is ahead of the curve. She is able to act as an ambassador for Fenwick Island while continuing to be acutely aware of her surroundings and the activity being relayed by your local communications center. As her career continues to develop, I expect that she will go far in your department". Signed, Captain Thomas A Johnson Jr., #815, Commanding Officer – Administration, Upper Darby Township, PA.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- Online Payment Processing – Town Manager Burke after several months of fact checking, researching and listening to presentations from online payment solution companies, the Information Technology (IT) Committee and Town Manager recommend that Council approve the Town Manager to complete the Merchant Application with Muncipay (Nationwide Payment Systems) to process online and over-the-counter municipal service payments. The proposed agreement term is for one (1) year and will renew for successive one (1) year terms unless the agreement is terminated. Muncipay provides online payment processing to approximately 600 cities and towns nationally by allowing government entities to accept credit and debit card payments by phone, ecommerce and over the counter at no cost to the municipality. CivicPlus, the Town’s website host, does not currently interface with third-party vendors such as Muncipay; however, an online registration and payment web link will be added to the front page of the website for online payment processing. The Convenience Fee is 2.45% for Visa, MasterCard, Discover, American Express and signature debit transactions. There are no fees for the initial set up and monthly software. All Convenience Fee transactions have a \$3.00 minimum charge.

Motion – Motion made for the Town of Fenwick Island to move forward to accept credit card payments and to accept a one year Agreement with Muncipay - Council Member Langan

Second – Council Member Smallwood

Discussion – Council Member Weistling asked if there were any charges for equipment. Town Manager Burke said there is an \$85.00 charge for an optional card reader.

Vote – (7-0)

- Employee Recognition – Virginia Robinson and Florence Izzo were recognized for 10 years plus of service to the Town of Fenwick Island.

Motion – made to approve the Minutes of August 22, 2014 - Council Member Weistling

Second – Council Member Bunting

Discussion – none

Vote – (7-0)

TREASURER’S REPORT

Council Member Bunting stated that the Town will end the year in positive numbers. The final income was 108% and the final expenses were 104% of the approved budget. Sombar and Associates is scheduled to perform the annual Town Audit in September.

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

Second – Council Member Langan

Discussion – none

Vote – (7-0)

TOWN MANAGER’S REPORT

Finance

- FY 2014 ended with a nominal surplus.

- \$159,924.06 (24%) of real estate property taxes have been collected and deposited.
- Town management scheduled the Town Audit for mid-September. The final presentation is tentatively scheduled for October.
- Town management renewed annual flood insurance policies.

Projects

- **Bulk Trash Collection and Disposal Service**
 - Town management solicited cost estimates and awarded the three-day collection and disposal service to Republic Services (Allied Waste). The service commences on September 2nd.
- **Real Estate Property Taxes**
 - Property taxes were mailed to property owners and are due no later than September 15th.
- **Information Technology**
 - Municipay (Nationwide Payment Solutions) was recommended to Council as the online and over-the-counter payment provider. If approved, management will plan for an October start date.
- **Drainage / Stormwater**
 - The second phase of the Bora Bora drainage project was finished. Public works is scheduled to work on Cannon Street Park drainage and a drainage project on Farmington Street.
- **Rack Cards (parking and general information)**
 - 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)
 - 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)
 - URS Corporation commenced preliminary engineering on the drainage project to improve water quality and flooding. A project meeting was scheduled for August 28th at 10 a.m.
- DEMA Fuel Tank Grant (\$5,000, no match)
 - A project audit meeting was held on Thursday, August 21 with DEMA officials. The grant paperwork was reviewed and closed out.

Meetings, Workshops and Conferences

- The Town Manager represented the Town of Fenwick Island at the following events:
 - August 11 – Family Beach Concert on the beach at Bayard Street.
 - August 15 – Bethany/Fenwick Chamber of Commerce Lifeguard Awards

DEPARTMENT REPORTS

- **Building Official** – The June report was included in the Council meeting packet. In July the Town issued 10 outside contractor's licenses and 4 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.
- **Police Department** – The report was included in the Council meeting packet.

TOWN COMMITTEE REPORTS

- **Charter & Ordinance** – Council Member Weistling – two items to be discussed. The C&O Committee amended the Special Events Permit section in the Town Code. This has been sent to the Town Attorney for review. The second item: commercial vehicles used strictly for advertising was discussed at the last C&O Meeting and is on the Agenda for September 2nd.
- **Beach Committee** – none
- **Environmental Committee** – Buzz Henifin reported no meeting last month, not enough members available. Next meeting will be August 28th 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.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported that the next meeting will be in September 18th at 10:00 a.m.
- **Planning Commission** – none
- **Old Business** – Mayor Serio stated that she performed her first Wedding Ceremony.
- **New Business** – none

PUBLIC PARTICIPATION

- Lynn Andrews – 1205 Schulz Road – Mrs. Andrews stated that the Town should not sell extra blue parking permits to the residents. She feels that some residents are abusing this policy by reselling them.
- Ben Waide – 12 W. Dagsboro St. – Questioned the water quality in the canals on Dagsboro Street. Is there any way to monitor this? Buzz Henifin stated the State takes readings from stations around the bay and the reports all show the water is fine. Reports are for bacteria, but not algae.

UPCOMING MEETINGS AND EVENTS

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

| | | |
|-------------------------|-----------------------|---------------------------------|
| a. September 1 | Labor Day Holiday | Town Hall Closed |
| b. September 2 | 9:30 a.m. | C & O Meeting |
| c. September 2, 3 and 4 | Bulk Trash Pick-up | |
| d. September 9 | 7:00 a.m. – 8:00 p.m. | Primary Elections |
| e. September 18 | 10:00 a.m. | Parking Committee Meeting |
| f. September 18 | 2:30 p.m. | Environmental Committee Meeting |
| g. September 26 | 3:30 p.m. | Regular Council Meeting |

Motion to adjourn – Council Member Weistling

Second – Council Member Langan

Discussion – none

Approved
9.26.2014

Vote – (7-0)

Meeting adjourned at 4:35 p.m.

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