



# The Town of Fenwick Island

800 Coastal Highway  
Fenwick Island DE 19944-4409

www.fenwickisland.delaware.gov  
PH 302.539.3011 FAX 302.539.1305

## SPECIAL MEETING OF THE TOWN COUNCIL

TOWN HALL

OCTOBER 28, 2016 AT 2:45 P.M.

### AGENDA

Call to Order and Flag Salute

1. Adjourn to Executive Session to Discuss:
  - Personnel Matters and discussion
2. Return to Open Session
3. Consideration of Action Proposed in Executive Session
4. 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. No video conferencing will be conducted.*

*Posted: October 21, 2016*



## The Town of Fenwick Island

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### REGULAR MEETING OF THE TOWN COUNCIL

October 28, 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:
  - 2016 Fenwick Flicks Summer Review (Bethany-Fenwick Chamber)
  - FY 2017 Fee Schedule
  - Resolution #79-2016 – Fee Schedule Amendment (notary)
  - Committee Announcements
  - Community Holiday Event
  - Turkey Trot Application
3. Approval of Minutes from September 23, 2016 Regular Council Meeting
4. Treasurer's Report
5. Town Manager's Report
6. Department Reports: Building, Public Works, Beach Patrol and Police  
Committee Reports: Charter and Ordinance, Beach, Environmental, Technology,  
Business Development, Ad *hoc* Election  
Charter and Ordinance Reading:
  - Proposed First Reading – Chapter 9 – Qualification of Voters
  - Proposed First Reading – Chapter 120 – Property Maintenance
  - Proposed First Reading – Chapter 160 (Zoning) – 160-2
  - Proposed First Reading – Chapter 60 (Zoning) – 160-8A(9)(b)(1)(a)
7. Old Business
8. New Business
9. Upcoming Events and Meetings
  - a. Dec 9:30 a.m. Charter and Ordinance Committee Meeting
  - b. Dec 2:30 p.m. Environmental Committee Meeting
  - c. Dec 2:00 p.m. Business Development Meeting
  - d. TBD 10:30 a.m. Technology Committee Meeting
  - e. Dec 3:30 p.m. Regular Council Meeting
10. Public Participation
11. Adjournment

Kristie Maravalli  
Acting Town Manager  
Acting Town Manager  
Mayor Gene Langan  
Barbara McCoy  
Becca McWilliams

C&O Chair, Bill Weistling  
C&O Chair, Bill Weistling  
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# Fenwick Island Treasurer's Report

October 2016 Monthly Report (FY17)

**Summary** The monthly report is a summary of all account balances through September 30, 2016 and other pertinent financial information since the prior month's Town Council meeting.

## Cash Balance

- Beginning cash balance 9/1/2016 \$1,911,932.07
- Ending cash balance 9/30/2016 \$2,322,028.06
- Reserve Realty Transfer Tax Funds \$1,401,465.39 *\*included above in cash balances*

## FY 2017 Operating Budget (8/1/16-9/30/16)

- 43.52% of Budgeted Income
- 18.12% of Budgeted Expenses

## Realty Transfer Tax (1.5% local tax)

- Taxes collected in September \$5,047.51
- Total taxes collected in FY17 \$53,725.81

## Outstanding Property Taxes

- \$ 1,945.00

## Revenue Highlights

- 74.53% of real estate property tax budget (collected \$352,638.50 in September)
- 4.08% of rental receipt tax budget (collected \$7,841.41 in September)
- 70.53% of parking violations budget (collected \$3,228.00 in September)

## Municipal Street Aid Report

- \$472.83 in expenses.
- \$210.81 in deposits. MSA Balance \$ 64,169.81

## Dedicated Street Fund Report

- \$0 in expenses.
- \$5,390.74 in deposits. DSF Balance \$ 51,212.09

## Parks & Recreation Fund Report

- \$249.81 in expenses.
- \$2,686.30 in deposits. Parks & Rec Balance \$6,598.52

## Other Activity

- The Beach Replenishment account was placed in dormant status because of no activity in years. To make active, \$12.00 was transferred into that account from the General Fund which brought the balance to \$37,200.61.

  
R. Gardner Bunting, Treasurer

**TOWN OF FENWICK ISLAND  
MONTHLY RECONCILIATION OF ACCOUNTS  
SEPTEMBER 2016**

<b>Account Categories</b>	<b>Account</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>
<b>Town of Fenwick Island</b>	General Fund Checking (PNC)	\$ 83,757.62	\$ 152,952.23
	Payroll Fund (PNC)	\$ 42,848.25	\$ 13,346.76
	Checking (BOC)	\$ 500.00	\$ 500.00
	ICS Savings (BOC)	\$ 220,253.73	\$ 565,435.11
	Petty Cash	\$ 200.00	\$ 200.00
	<b>Total</b>	<b>\$ 347,559.60</b>	<b>\$ 732,434.10</b>
<b>Municipal Street Aid</b>	Checking (PNC)	\$ 64,431.83	\$ 64,169.81
<b>Special Reserve Accounts</b>	Parks & Recreation (PNC)	\$ 4,162.03	\$ 6,598.52
	Beach Replenishment (BOC)	\$ 37,170.28	\$ 37,188.61
	Dedicated Street (Bk.of Del.)	\$ 45,821.35	\$ 51,212.09
	Beach Committee (BOC)	\$ 2,195.38	\$ 2,151.44
	<b>Total</b>	<b>\$ 89,349.04</b>	<b>\$ 97,150.66</b>
<b>Law Enforcement Grants</b>	(all accounts--PNC)		
	SALLE (State Aid to Local)	\$ 1.00	\$ 1.00
	EIDE (Drug Enforcement)	\$ 1.00	\$ 1.00
	SLEAF (Spec. Law Enforce. Assist.)	\$ 1.00	\$ 1.00
	Criminal Justice Block Grant	\$ 126.61	\$ 114.61
	Violent Crime Grant	\$ 6,650.49	\$ 26,690.49
<b>Total</b>	<b>\$ 6,780.10</b>	<b>\$ 26,808.10</b>	
<b>Realty Transfer Tax Funds (all accounts)</b>	Bank of Ocean City (high yield svgs.)	\$ 208,754.26	\$ 258,866.25
	PNC Realty Transfer Tax (RTT)	\$ 74,148.74	\$ 21,137.79
	Bank of Ocean City (ICS Svgs )	\$ 1,120,908.50	\$ 1,121,461.35
	<b>Total</b>	<b>\$ 1,403,811.50</b>	<b>\$ 1,401,465.39</b>
<b>Cash balance total of all bank accounts</b>		<b>\$ 1,911,932.07</b>	<b>\$ 2,322,028.06</b>

Cleared balances as of September 30, 2016

\*ICS Svgs definition: Insured cash sweep

\*CDARS definition: Certificate of deposit account registry service

**TOWN OF FENWICK ISLAND**  
**Profit & Loss Budget vs. Actual**  
August through September 2016

	TOTAL				
	Sep 16	Aug - Sep 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
49000 · Beach/Concession Services	0.00	0.00	15,712.00	-15,712.00	0.0%
43000 · Taxes and Grants					
42030 · Municipal Street Aid Grant	0.00	31,975.99	32,000.00	-24.01	99.93%
41020 · Property Taxes	352,638.50	508,397.53	682,153.00	-173,755.47	74.53%
42010 · Rental Receipt Tax	7,841.41	11,209.09	275,000.00	-263,790.91	4.08%
<b>Total 43000 · Taxes and Grants</b>	<b>360,479.91</b>	<b>551,582.61</b>	<b>989,153.00</b>	<b>-437,570.39</b>	<b>55.76%</b>
44550 · Charges for Services - Admin					
43010 · License Fees - OC	1,410.00	1,485.00	51,800.00	-50,315.00	2.87%
43020 · License Fees - RU	555.00	555.00	27,010.00	-26,455.00	2.06%
43030 · License Fees - RM	477.70	942.70	25,550.00	-24,607.30	3.69%
44010 · Solid Waste Collection Fee	91,729.00	133,693.00	182,382.00	-48,689.00	73.3%
44020 · Comcast Cable Fees	0.00	0.00	34,000.00	-34,000.00	0.0%
44030 · BBVFC Ambulance Service Fee	20,882.00	30,899.00	45,580.00	-14,681.00	67.79%
45100 · Building Permit Fees	30,956.40	32,696.40	175,000.00	-142,303.60	18.68%
<b>Total 44550 · Charges for Services - Admin</b>	<b>146,010.10</b>	<b>200,271.10</b>	<b>541,322.00</b>	<b>-341,050.90</b>	<b>37.0%</b>
44800 · Fines & Forfeitures					
46100 · Penalties	75.00	75.00	4,500.00	-4,425.00	1.67%
46200 · Traffic Fines	1,799.90	3,609.18	20,000.00	-16,390.82	18.05%
46300 · Parking Violation Fees	3,228.00	8,464.00	12,000.00	-3,536.00	70.53%
44800 · Fines & Forfeitures - Other	0.00	0.00	500.00	-500.00	0.0%
<b>Total 44800 · Fines &amp; Forfeitures</b>	<b>5,102.90</b>	<b>12,148.18</b>	<b>37,000.00</b>	<b>-24,851.82</b>	<b>32.83%</b>
45000 · Investments					
47100 · Interest Income	0.00	0.00	2,500.00	-2,500.00	0.0%
45000 · Investments - Other	181.38	244.28			
<b>Total 45000 · Investments</b>	<b>181.38</b>	<b>244.28</b>	<b>2,500.00</b>	<b>-2,255.72</b>	<b>9.77%</b>
46430 · Revenue - Admin					
41000 · Realty Transfer Tax	0.00	0.00	274,088.00	-274,088.00	0.0%
47170 · FOIA Copy Fee	0.00	0.00	100.00	-100.00	0.0%
45320 · Contractor Decals	0.00	15.00	2,500.00	-2,485.00	0.6%
45330 · Bonfire Permits	-125.00	-225.00	8,500.00	-8,725.00	-2.65%
46400 · Other Income-Sp.Evts.,Donations					
46450 · Donations	850.00	3,988.00			
<b>Total 46400 · Other Income-Sp.Evts.,Donations</b>	<b>850.00</b>	<b>3,988.00</b>			
47120 · Town Hall Rental Fee	0.00	40.00	1,400.00	-1,360.00	2.86%
47150 · Photo/Audio Copy Fee	5.00	20.00	50.00	-30.00	40.0%
47200 · Parking Permits	110.00	3,870.00	18,000.00	-14,130.00	21.5%
47300 · Income (FI Sponsorship Program)	0.00	0.00	6,200.00	-6,200.00	0.0%
48200 · Income restrict purpose	0.00	500.00	500.00	0.00	100.0%
<b>Total</b>	<b>840.00</b>	<b>8,208.00</b>	<b>311,338.00</b>	<b>-303,130.00</b>	<b>2.64%</b>

**TOWN OF FENWICK ISLAND**  
**Profit & Loss Budget vs. Actual**  
 August through September 2016

TOTAL

	Sep 16	Aug - Sep 16	Budget	\$ Over Budget	% of Budget
<b>46440 · Other Types of Revenue - Police</b>					
46441 · Police Revenue--Pension	0.00	0.00	25,000.00	-25,000.00	0.0%
47160 · Police Accident Report Fee	75.00	225.00	250.00	-25.00	90.0%
47161 · Salary OT Reimbursement	0.00	4,195.00	7,500.00	-3,305.00	55.93%
<b>Total 46440 · Other Types of Revenue - Police</b>	<b>75.00</b>	<b>4,420.00</b>	<b>32,750.00</b>	<b>-28,330.00</b>	<b>13.5%</b>
<b>47000 · Intergovernmental Rev Lifeguard</b>					
47280 · State Line Beach (State of DE)	45,000.00	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%
<b>Total 47000 · Intergovernmental Rev Lifeguard</b>	<b>45,000.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>47050 · Intergovernmental Rev Police</b>					
42795 · State Grants for Police	20,040.00	20,040.00			
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	4,000.00	-4,000.00	0.0%
<b>Total 47050 · Intergovernmental Rev Police</b>	<b>20,040.00</b>	<b>45,040.00</b>	<b>29,000.00</b>	<b>16,040.00</b>	<b>155.31%</b>
<b>48150 · Junior Lifeguard</b>	0.00	300.00	8,000.00	-7,700.00	3.75%
<b>Total Income</b>	<b>577,729.29</b>	<b>882,214.17</b>	<b>2,026,775.00</b>	<b>-1,144,560.83</b>	<b>43.53%</b>
<b>Gross Profit</b>	<b>577,729.29</b>	<b>882,214.17</b>	<b>2,026,775.00</b>	<b>-1,144,560.83</b>	<b>43.53%</b>
<b>Expense</b>					
<b>61100 · POLICE DEPARTMENT</b>					
61410 · Police Hwy Safety Grant 100%	0.00	1,895.00			
61155 · Police Dental Insurance	208.20	370.04	1,804.00	-1,433.96	20.51%
61110 · Police Salaries	58,830.31	91,257.87	382,174.00	-290,916.13	23.88%
61140 · Police Life Insurance	129.00	258.00	1,496.00	-1,238.00	17.25%
61150 · Police Health Insurance	7,134.01	14,178.49	92,393.00	-78,214.51	15.35%
61160 · Police Payroll Taxes	4,626.46	7,228.67	32,863.00	-25,634.33	22.0%
61170 · Police Pension Expense	7,659.64	11,821.91	46,815.00	-34,993.09	25.25%
61210 · Police Supplies	0.00	117.20	3,000.00	-2,882.80	3.91%
61220 · Police Office Supplies	47.99	47.99	2,000.00	-1,952.01	2.4%
61310 · Police Office Equip Maintenance	0.00	0.00	500.00	-500.00	0.0%
61320 · Police Printing & Advertising	0.00	0.00	600.00	-600.00	0.0%
61330 · Police Uniforms	0.00	0.00	5,000.00	-5,000.00	0.0%
61335 · Police Mobile Computer Access	160.10	551.85	2,930.00	-2,378.15	18.83%
61340 · Police Vehicle Maintenance	63.00	123.00	6,500.00	-6,377.00	1.89%
61345 · Police Fuel	603.93	1,081.45	15,000.00	-13,918.55	7.21%
61350 · Police Communication Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
61380 · Police Professional Development	0.00	595.00	4,000.00	-3,405.00	14.88%
	1,869.44	2,658.99	11,150.00	-8,491.01	23.85%

**TOWN OF FENWICK ISLAND**  
**Profit & Loss Budget vs. Actual**  
**August through September 2016**

	TOTAL				
	Sep 16	Aug - Sep 16	Budget	\$ Over Budget	% of Budget
<b>61500 · LIFEGUARDS</b>					
61681 · Lifeguard Employee Relations	0.00	425.50	1,100.00	-674.50	38.68%
61673 · Lifeguard Beach Vehicle Maint.	0.00	1,208.06	400.00	808.06	302.02%
61510 · Lifeguard Salaries--Fenwick					
61515 · Lifeguard Salaries - State	8,350.80	30,018.00			
61510 · Lifeguard Salaries--Fenwick - Other	13,368.80	48,629.00	235,195.00	-186,566.00	20.68%
<b>Total 61510 · Lifeguard Salaries--Fenwick</b>	<b>21,719.60</b>	<b>78,647.00</b>	<b>235,195.00</b>	<b>-156,548.00</b>	<b>33.44%</b>
61530 · Lifeguard Payroll Taxes-Fenwick	2,113.09	7,510.54	22,492.00	-14,981.46	33.39%
61610 · Lifeguard Supp & Equip-Fenwick	47.25	47.25	4,500.00	-4,452.75	1.05%
61620 · Lifeguard Uniforms	0.00	187.50	6,000.00	-5,812.50	3.13%
61630 · Lifeguard Junior Guard Program	83.70	83.70	2,000.00	-1,916.30	4.19%
61640 · Lifeguard Chair & Sign Maint	0.00	185.00	4,440.00	-4,255.00	4.17%
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	62.17	160.47	450.00	-289.53	35.66%
61710 · Lifeguard Awards & Competition	138.00	138.00	500.00	-362.00	27.6%
<b>Total 61500 · LIFEGUARDS</b>	<b>24,163.81</b>	<b>88,593.02</b>	<b>279,277.00</b>	<b>-190,683.98</b>	<b>31.72%</b>
<b>61800 · PUBLIC WORKS DEPARTMENT</b>					
62120 · Public Works Capital Expendit	687.17	687.17			
61845 · Public Works Dental Insurance	133.68	237.62	840.00	-602.38	28.29%
61810 · Public Works Salaries	14,077.46	23,634.97	122,785.00	-99,150.03	19.25%
61830 · Public Works Life Insurance	55.90	109.65	645.00	-535.35	17.0%
61840 · Public Works Health Insurance	3,818.88	7,637.36	42,942.00	-35,304.64	17.79%
61850 · Public Works Payroll Taxes	1,026.93	1,758.08	10,947.00	-9,188.92	16.06%
61870 · Public Works Pension Expense	995.52	1,659.20	8,465.00	-6,805.80	19.6%
61920 · Public Works Shop Supplies	173.56	262.66	4,000.00	-3,737.34	6.57%
61930 · Public Works Shop Equipment	564.52	601.86	3,800.00	-3,198.14	15.84%
61940 · Public Works Safety Equipment	0.00	0.00	600.00	-600.00	0.0%
62015 · Public Works Utilities	79.99	151.62	5,615.00	-5,463.38	2.7%
62020 · Public Works Bldg Maintenance	0.00	181.48	1,000.00	-818.52	18.15%
62025 · Public Works Uniforms	512.00	512.00	1,500.00	-988.00	34.13%
62030 · Public Works Fuel	187.96	314.37	4,000.00	-3,685.63	7.86%
62035 · Public Works Vehicle Maintenanc	16.99	200.48	3,000.00	-2,799.52	6.68%
62060 · Public Works Other Exp	0.00	0.00	500.00	-500.00	0.0%
62075 · Public Works CDL Testing	0.00	0.00	750.00	-750.00	0.0%
62100 · Public Works Contract Services	0.00	0.00	115.00	-115.00	0.0%
<b>Total 61800 · PUBLIC WORKS DEPARTMENT</b>	<b>22,330.36</b>	<b>37,948.52</b>	<b>211,504.00</b>	<b>-173,555.48</b>	<b>17.94%</b>
<b>62200 · ADMINISTRATION</b>					
62235 · Admin Dental Insurance	35.48	207.02	1,813.00	-1,605.98	11.42%
62210 · Admin Salaries	16,283.10	34,340.45	220,583.00	-186,242.55	15.57%
62220 · Admin Life Insurance	66.65	144.05	903.00	-758.95	15.95%
62230 · Admin Health Insurance	3,583.99	7,293.97	60,679.00	-53,385.03	12.02%
62230 · Admin Health Insurance	1,103.52	2,511.09	18,947.00	-16,435.91	13.25%

**TOWN OF FENWICK ISLAND**  
**Profit & Loss Budget vs. Actual**  
**August through September 2016**

	TOTAL				
	Sep 16	Aug - Sep 16	Budget	\$ Over Budget	% of Budget
62260 · Admin Financial Services	170.96	1,261.02	2,258.00	-996.98	55.85%
62310 · Admin Office Equip Maintenance	160.00	764.95	3,000.00	-2,235.05	25.5%
62320 · Admin Office Supplies	372.70	372.70	3,000.00	-2,627.30	12.42%
62330 · Admin Travel Reimbursement	0.00	0.00	1,000.00	-1,000.00	0.0%
62332 · Admin Vehicle Acquisition	345.00	-42.00	4,140.00	-4,182.00	-1.01%
62334 · Admin Vehicle Fuel/Maint	137.09	172.93	4,600.00	-4,427.07	3.76%
62340 · Admin Printing & Advertising	628.13	860.63	3,050.00	-2,189.37	28.22%
62350 · Admin Professional Development	127.85	127.85	3,000.00	-2,872.15	4.26%
62360 · Admin Personnel Supplies	0.00	0.00	400.00	-400.00	0.0%
62410 · Admin Capital Expenditures	2,954.10	2,954.10			
<b>Total 62200 · ADMINISTRATION</b>	<b>27,467.49</b>	<b>53,475.62</b>	<b>347,831.00</b>	<b>-294,355.38</b>	<b>15.37%</b>
<b>63200 · GENERAL GOVERNMENT</b>					
63276 · Gen Gov-TH/PSB Copiers	0.00	275.26	1,576.00	-1,300.74	17.47%
63380 · Gen Gov Exp--Restricted Purpose	0.00	0.00	134,200.00	-134,200.00	0.0%
63205 · Gen Gov Insurance	17,655.10	21,449.70	160,866.00	-139,416.30	13.33%
63210 · Gen Gov Telephone & Internet	740.24	740.24	4,320.00	-3,579.76	17.14%
63220 · Gen Gov Website Services	0.00	0.00	3,427.00	-3,427.00	0.0%
63225 · Gen Gov Legal Services	2,033.46	6,464.74	15,000.00	-8,535.26	43.1%
63230 · Gen Gov Audit Services	0.00	0.00	9,000.00	-9,000.00	0.0%
63235 · Gen Gov Postage	424.24	826.74	3,660.00	-2,833.26	22.59%
63240 · Gen Gov Printing & Advertising	51.09	151.09	2,000.00	-1,848.91	7.56%
63245 · Gen Gov Utilities	504.15	731.18	9,700.00	-8,968.82	7.54%
63250 · Gen Gov Appraisal	0.00	0.00	4,250.00	-4,250.00	0.0%
63255 · Gen Gov Emergency Mgmt	765.00	1,260.00	500.00	760.00	252.0%
63260 · Gen Gov Sewer	230.23	230.23	1,200.00	-969.77	19.19%
63265 · Gen Gov Dues	0.00	0.00	2,389.00	-2,389.00	0.0%
63271 · Gen Gov Recycling & Bulk Trash	1,000.00	2,000.00	35,244.00	-33,244.00	5.68%
63272 · Gen Gov Building Maintenance	564.85	749.85	4,000.00	-3,250.15	18.75%
63273 · Gen Gov Cell Phones	242.39	292.39	5,500.00	-5,207.61	5.32%
63274 · Gen Gov Contract Services	215.00	380.00	4,200.00	-3,820.00	9.05%
63280 · Gen Gov Contingencies	14.72	14.72			
63281 · Gen Gov Employee Relations	371.60	792.54	3,200.00	-2,407.46	24.77%
63285 · Gen Gov Codification	0.00	0.00	4,195.00	-4,195.00	0.0%
63290 · Gen Gov Pension Administration	0.00	0.00	3,300.00	-3,300.00	0.0%
63300 · Gen Gov Government Liaison	20.00	47.00	1,200.00	-1,153.00	3.92%
63305 · Gen Gov Supplies Median Maint	762.46	1,524.92	7,762.00	-6,237.08	19.65%
63310 · Gen Gov Community Projects	398.54	411.53	7,500.00	-7,088.47	5.49%
63320 · CRS Flood Program	0.00	0.00	800.00	-800.00	0.0%
63325 · Gen Gov BBVFC Ambulance Service	0.00	0.00	45,474.00	-45,474.00	0.0%
63330 · Gen Gov Solid Waste Collection	10,226.65	20,453.30	101,475.00	-81,021.70	20.16%
63370 · Gen Gov Parking Permits	-200.00	-200.00	3,000.00	-3,200.00	-6.67%
<b>Total 63200 · GENERAL GOVERNMENT</b>	<b>36,019.72</b>	<b>58,595.43</b>	<b>578,938.00</b>	<b>-520,342.57</b>	<b>10.12%</b>

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accrual Basis

**TOWN OF FENWICK ISLAND**  
**Transaction Detail By Account**  
**August through September 2016**

FY17 CAPITAL Expenses

Type	Date	Name	Memo	Amount
Bill	08/11/2016	PNC Bank	Folding Chairs	-2,280.58
Bill	08/19/2016	Schagrin Gas Company	Garage Door Heaters	<u>-6,400.00</u>
<b>AUGUST 2016</b>	<b>TOTAL</b>			<b>8,680.58</b>
<hr/>				
Bill	09/07/2016	Kroos Construction, Inc	Town Hall Exterior Doors Replacement	-2,201.67
Bill	09/21/2016	The Gun Shop	Police Dept-Ammunition	<u>-2,249.85</u>
<b>SEPTEMBER 2016</b>	<b>TOTAL</b>			<b>4451.52</b>



oceanCty (Insured Cash Savings pays higher interest than other banks & fully insured)  
ion - 5% of monthly taxes collected  
t Fund - 10% of monthly taxes collected  
s - Once bills are paid out of general fund, any bills towards capital expenses get transferred out of RTT and deposited to the general fund. (Less grants received for the cap exp)  
nty 1% fee column is just to show what portion Sussex County received. We did not get those funds. They do not get added or  
e columns across.

**SES (Transfer Out) BREAKDOWN**

None

None

## **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

10/7/2016

## Building Report

September 2016

**TOTAL**    **\$1,019,232.87**    **\$30,477.40**

Permit Number	Property Description	Project Description	E.C.C.	Fees
4572	Marnie Properties S. DellaPenna 1312 Bora Bora St <b>Lot 184</b> 1-34 23.12 126.01	Construct 5-bedroom; 4-bath single family dwelling with swimming pool. 24" Freeboard	<b>\$767,999.87</b>	<b>\$23,040.00</b>
4573	Bayshore Marine Construction LLC H. Fleming 600 Glenn Ave <b>Lot 242 &amp; 243</b> 1-34 23.16 161.00	Install boatlift on existing pilings.	<b>\$5,100.00</b>	<b>\$153.00</b>
4574	Sussex Marine Construction D. Godfrey 29 W Atlantic St <b>Lot 61</b> 1-34 23.16 122.00	Repair/replace existing wooden bulkhead	<b>\$8,750.00</b>	<b>\$262.50</b>
4575	W. Cleaveland S. Tucker 13 W Farmington St <b>Lot 197</b> 1-34 23.12 89.00	Replace 2'x32' wooden walkway	<b>\$300.00</b>	<b>\$0.00</b>
4576	Richard Hitchens J. McBride 20 High Tide Ln <b>Lot 24</b> 1-34 23.20 49.08	Install vinyl soffit under house	<b>\$6,000.00</b>	<b>\$180.00</b>
4578	Spicer Bros. Roofing J. Ward 11 W Atlantic St <b>Lot 70</b> 1-34 23.16 114.00	Re-shingle roof.	<b>\$6,825.00</b>	<b>\$115.00</b>
4579	Island Construction, Inc. N. Goll 8 E Indian St <b>Lot 1/2 lot 12</b> 1-34 23.12 187.00	Fix leak in roof-top deck, re-screen porch, replace deckboards and repair hand rail on front deck	<b>\$8,500.00</b>	<b>\$255.00</b>

# Town of Fenwick Island

10/7/2016

## Building Report

September 2016

**TOTAL**    \$1,019,232.87    \$30,477.40

Permit Number	Property Description	Project Description	E.C.C.	Fees
4580	Alltemp Air Mary C., Stevens 504 Mermaid Street <b>Lot 250</b> 1-34 23.16 156.00	Replacement of HVAC System	\$7,830.00	\$234.90
4581	Home Depot C. Johannsen 9 W Atlantic St <b>Lot 71</b> 1-34 23.16 113.00	Replace 13 windows.	\$11,103.00	\$333.00
4582	Total Bath Transformations LLC Sandra Wyatt 32 W Bayard St <b>Lot 54 &amp; 55</b> 1-34 23.16 90.00	Replace existing shower enclosure	\$4,250.00	\$127.00
4583	Lloyd Saunders Roofing N. Thomas 6 W Essex St <b>Lot 12</b> 1-34 23.12 52.00	Re-shingle roof	\$5,775.00	\$173.00
4584	Indian River Contracting N. Templeman 1309 Bunting Ave <b>Lot 5</b> 1-34 23.12 204.00	Replace steps, landing, handrails & deckboards on front deck	\$4,500.00	\$135.00
4585	Consolidated Roofing Contractors Ram-Way Inc 1 E Farmington St <b>Lot Units 1 thru 8</b> 1-34 23.12 228.00	Roof Replacement	\$82,000.00	\$2,460.00
4586	Arley Construction M. Stevens 504 Mermaid St <b>Lot 250</b> 1-34 23.16 156.00	Elevate house 9 courses of block	\$60,000.00	\$1,800.00

**Town of Fenwick Island****10/7/2016****Building Report****September 2016****TOTAL    \$1,019,232.87    \$30,477.40**

<b>Permit Number</b>	<b>Property Description</b>	<b>Project Description</b>	<b>E.C.C.</b>	<b>Fees</b>
4587	Roberts Property Management J. Connell 1505 Bunting Ave <b>Lot 3</b> 1-34 23.12 173.00	Repair or replace (as needed) sheathing on north side of house.	<b>\$10,000.00</b>	<b>\$300.00</b>
4588	Bay Country Builders J. Merker 9 E Georgetown <b>Lot 7</b> 1-34 23.12 209.00	Replace deckboards and handrails on existing deck.	<b>\$20,000.00</b>	<b>\$600.00</b>
4589	Coastline Excavating J. Bentley 37 W Dagsboro St <b>Lot 440 &amp; (1/2) 441</b> 1-34 23.16 12.00	Demolish House	<b>\$10,300.00</b>	<b>\$309.00</b>

# Fenwick Island Public Works Department

October 2016 Report

- Regular maintenance duties
- **Hurricane Matthew preparation**
  - Removed beach signs, benches, and bike racks from beach end parking areas
  - Cleaned off and removed all (38) mobi-mats from dune crossovers
  - Removed all trash and recycle cans from beach ends
  - Took down flags at Town Hall and put up hurricane flag
  - Gas and diesel fuel tanks filled, lowered vapor cap to keep from toppling in wind
  - Propane tank filled
- **Beach End Maintenance – IN PROGRESS**
  - Lewes, King, Indian and Houston streets completed
  - Leveled out parking area, removing all grass and tree limbs overgrown in parking area
  - Contacted Waste Industries to drop off 30-yd roll off dumpster for yard waste
  - 8 loads have been spread out thus far, and renting roller to seal material down
- **Fenwick Island Community Park**
  - Shuffleboard mats, poles / scoreboards, and storage shed removed for fall / winter season
  - Irrigation system shut off, winterization scheduled soon
  - Installed bricks recently ordered
  - Blue Star Memorial completed
  - Marquee work completed
  - Weeding of flower beds and spraying of new playground ongoing
- New heaters installed in PW Garage
- Shut off outside shower for lifeguards for fall / winter season
- Replaced automatic shutoff nozzle on gas tank
- **Town Hall Maintenance**
  - Water leak issue resolved in hall
  - Cable line installed in Copy office for television
  - Emergency exit doors in Hall being replaced, as well as rotten corner pieces on outside of building
  - Fall decorations purchased for Town Hall, Public Safety Bldg., and north sign
- Cut beach grass down at north end sign
- Delivered / picked up borrowed beach wheelchair at 1509 Bunting for recent beach wedding
- ROW grass cutting in progress
- Drainage job completed by Sussex Conservation District on corner of W. Dagsboro St. / Coastal Highway (Bank of Ocean City)
- PW inventory sheets sent to auditor
- Replaced front tires on Chevy PW pickup
- Repaired broken exhaust stack on Backhoe
- Water tanks removed off PW trailer for fall / winter season
- Working with Chief Boyden and Councilwoman Carmean on cleanup of medians

Fenwick Island Police Department  
800 Coastal Hwy.  
Fenwick Island, DE 19944

WILLIAM H. BOYDEN  
Chief of Police



Emergency 911  
Police Dept. 302.539.2000  
Fax 302.539.2519

FENWICK ISLAND POLICE DEPARTMENT

MEMORANDUM

TO: PRESIDENT  
COUNCIL MEMBERS  
CITIZENS

FROM: CHIEF WILLIAM BOYDEN

DATE: October 20, 2016

SUBJECT: SEPTEMBER MONTHLY REPORT

The following is the September 2016 monthly report for your review and approval:

	<u>2016</u>	<u>2015</u>
Physical Arrests/Traffic Citation	3/107	3/59
Total Number of Complaints	50	49
DUI Arrests	1	1
Criminal Citations	2	4
Parking Tickets	19	25
Time Assisting DE State Police	12 hrs.	8 hrs.
Time Assisting Other Agencies	3 hrs.	2 hrs.

*Section 9. Qualification of Voters.*

*(Replace existing sections "A" and "B" with the following):*

A. Voter qualifications.

(1) Residents:

(a) Every natural person, who is a citizen of the United States, age 18 on or before the date of the election, a bona fide resident of the Town prior to the annual municipal election, and registered to vote thirty (30) or more days prior to the annual municipal election, if provided by ordinance, shall have one vote.

(b) A bona fide resident for purposes of this Section 9 shall mean a permanent, full-time resident of the Town. Proof of a person's permanent, full-time address in Town may be established by presenting any of the following (provided the person's address appears thereon):

(i) A current State of Delaware driver's license or ID card;

(ii) A uniformed service ID card;

(iii) Another current photo ID issued by the State of Delaware; U.S. Government; the voter's employer, high school or higher education institution;

(iv) A current utility bill, bank statement, credit card statement, a paycheck or pay advice, or another type of bill or statement;

(v) A lease or sales agreement; and/or

(vi) Any other documentation that a person can reasonably and commonly accept as proof of address.

(2) Non-residents:

(a) Every property owner as of March 1 prior to the annual municipal election and who is registered to vote thirty (30) or more days prior to the annual municipal election, if provided by ordinance, shall have one vote.

(b) A property owner for purposes of this Section 9 shall include:

(i) Natural persons who hold title of record either in their own name or as trustee, to a fee simple estate or a life estate, in and to real property located within the Town boundaries;

(ii) Spouses of trustees who are natural persons and who hold title of record to a fee simple estate or a life estate, in and to real property located within the Town boundaries; and

(iii) Artificial entities that hold title of record to a fee simple estate, in and to real property located within the Town boundaries.

(c) A natural person for purposes of this Section 9 shall be a citizen of the United States and age 18 on or before the date of the election. An artificial entity for purposes of this Section 9 shall be a domestic entity in the State of Delaware and shall include corporations, partnerships and limited liability companies.

(3) These provisions shall be construed in accordance with the principle of "one-person/entity, one vote." Where a voter is entitled to vote by virtue of being both a resident and as a property owner, that voter shall be entitled to only one vote; where a voter is entitled to vote by virtue of being a property owner of two or more parcels of real property, that voter shall be entitled to only one vote.

(4) An artificial entity entitled to vote as a property owner pursuant to Subparagraph A(2)(b) above of this Section 9 must cast its vote by a duly executed and notarized power of attorney from the artificial entity granting the authority to cast its vote to its designated attorney-in-fact. Such power of attorney shall be surrendered to the election officials who shall file the same in the office of the Town. Such power of attorney so filed shall constitute conclusive evidence of the right of said person to vote in the election on behalf of the artificial entity granting the power. Such power of attorney need not be filed each and every year and shall continue to be valid for so long as such power of attorney continues to be accurate and for so long as all requirements set forth in subparagraphs (a) through (c) below continue to be satisfied. The person casting the ballot for such artificial entity (hereinafter "designated person") shall be:

- (a) Age 18 on or before the date of the election;
- (b) A citizen of the United States; and
- (c)
  - (i) If a corporation, a member of the Board of Directors for said corporation or a stockholder in or member of the corporation; or
  - (ii) If a partnership, a general or limited partner of the partnership; or
  - (iii) If a limited liability company, a member of the limited liability company.

The designated person for an artificial entity must submit to the Town documentation proving satisfaction of the qualifications described in Subparagraph A(4)(c) above of this Section 9. Said documentation shall be appended to the duly executed and notarized power of attorney from the artificial entity granting voting authority to the designated person and maintained as part of the Town's election files in the office of the Town.

B. Candidate Qualifications.

(1) A natural person who is a citizen of the United States, age 21 on or before the date of the election, and a qualified voter for at least one year prior to the election for which nominated; and

(2) Either:

- (a) A bona fide resident of the Town;
- (b) A property owner in the Town; or

(c) The designated person for an artificial entity, as defined and described in Subparagraph A(4) above of this Section 9.

(3) A candidate shall not have been convicted of a felony.

*(Section "C" remains as existing).*

**Chapter 120 – Property Maintenance**

**Existing:**

§ 120-2. Surface water and stormwater management.

A. In the following situations, a professionally engineered drainage plan shall be part of any application for a building permit:

1. All new construction;
2. All substantial improvements that affect property drainage; and/or
3. All improvements that affect property drainage.

Whether or not an improvement affects property drainage, so as to require a professionally engineered drainage plan, shall be decided in the reasonable exercise of the Building Official's sound judgment. Any building permit applicant aggrieved by a decision of the Building Official made pursuant to this §120-2 has the right to appeal to the Town Council within 15 days of receipt of the Building's Official's decision, by giving written notice of his or her election to do so to the office of the Town Manager and upon payment of a fee as set by resolution of the Town Council from time to time. The Town Manager shall notify the Secretary of the Town Council and shall transmit to the Secretary all the papers constituting the record upon which the decision appealed from was taken. Town Council shall set a date, time and place for the hearing of the appeal, which time and date may be at a regular Town Council meeting or a special meeting of the Town Council, so long as the applicable notice and time requirements may be met. Notice of the appeal and scheduling of the appeal before Town Council shall be sent to the appellant at least 15 days prior to the hearing date. In the event of such an appeal, enforcement and construction activities are stayed until a decision has been reached by Town Council. Any decision made by Town Council is final.

***(Insert Under A(3) the following):***

***(a) Any changes to the approved drainage plan during construction or after issuance of a Certificate of Compliance shall require approval of the Building Official.***

Chapter 160 (Zoning)

Existing:

§ 160-2. Definitions and word use.

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

DWELLING, SINGLE-FAMILY

- 1) A building constructed for occupancy as a single-family residence, having:
  - (a) A living room area, a dining room area and one kitchen for food preparation, individually or in combination; and
  - (b) Four or less bathrooms, each with a toilet; and**
  - (c) Up to eight additional rooms, not including storage, utility or laundry rooms, of which five or less are bedrooms; and
  - (d) All enclosed living space on no more than two floor levels, not including a ground level used for storage, garage and/or entrance foyer, above a foundation of piling, cement blocks or poured concrete.

Proposed:

§ 160-2. Definitions and word use.

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

DWELLING, SINGLE-FAMILY

- 1) A building constructed for occupancy as a single-family residence, having:
  - (a) A living room area, a dining room area and one kitchen for food preparation, individually or in combination; and
  - (b) A maximum of six bathrooms total, at least one of which must be a Half Bathroom and which cannot be a Full Bathroom, as such terms are defined below;**
    - (1) Full Bathroom – having a sink, toilet and bathtub or shower facilities;**
    - (2) Half Bathroom - having only a sink and toilet with no bathtub or shower facilities; and**
  - (c) Up to eight additional rooms, not including storage, utility or laundry rooms, of which five or less are bedrooms; and
  - (d) All enclosed living space on no more than two floor levels, not including a ground level used for storage, garage and/or entrance foyer, above a foundation of piling, cement blocks or poured concrete.

Chapter 160 (Zoning)

Existing:

§ 160-8A(9)(b)[1](a):

- [1] Fences:
- a) A fence is required for new construction along the rear property line on any lot in the Commercial Zone, used for commercial purposes, where designated parking spaces and/or an open area used for parking abuts adjacent property used for residential purposes. Said fence shall be no less than six feet, nor more than seven feet, in height above the curb or crown level of the adjoining street.
  - b) Fences are prohibited in the front setback area of all lots in the Commercial Zone.
  - c) Fences along the side property line of all lots in the Commercial Zone shall not exceed four feet in height above the curb or crown level of the adjoining street and shall not encroach into the front setback area.
  - d) A solid foundation or retaining wall for such fence structure along the side property line shall be permitted, not to exceed two feet in height above the crown of the side streets adjacent to the commercial property. The remainder of the fence shall not be solid but shall have openings approximately 20% to 30% of the total surface area to provide for the flow-through of air. A detailed design drawing of the structure must be submitted with the application for a building permit.

Proposed:

§ 160-8A(9)(b)[1](a):

- [1] Fences:
- a) A fence is required for new construction along the rear property line on any lot in the Commercial Zone when used for commercial purposes. In the event a pre-existing fence owned by either the adjacent residential property owner or the commercial property owner is in place at the time of construction and is removed at any time after a Certificate of Compliance is issued for the new construction, it is then the responsibility of the commercial property owner to replace the fence within a reasonable time as determined by the Building Official. Whether a new fence where none previously existed or the replacement of a pre-existing fence is at issue, said fence shall be no less than six feet, nor more than seven feet, in height above the curb or crown level of the adjoining street and shall be constructed of a semi-solid design as required in § 160-8A(9)(b)[1](d) above.