



The Town of Fenwick Island

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TOWN MANAGER'S UPDATE

Monthly Activity Update for May 2024

In May 2024, the Town Manager actively engaged in various key activities to advance town operations and address community needs. The month began with participation in FEMA's Hurricane Awareness Training, seeking to host similar events locally. Significant progress was made on the FY25 budget and the transition of the town's shared file system to SharePoint, ensuring better business continuity.

Planning for the Memorial Day ceremony was a major focus, alongside the continuous weekly staff meetings to keep the team updated on ongoing projects. The Town Manager attended several meetings and trainings, including the SCAT Breakfast about Cyber and Homeland Security Grants, and the final sessions of the GAP webinar series.

Efforts to resolve local issues were evident, such as collaborating with Delmarva Power to remove nuisances and addressing anonymous concerns about uninhabitable housing. The manager also engaged in multiple committee meetings, including those on residential concerns, business, pedestrian safety, and technology.

Work with Wagamon's on implementing OneDrive and SharePoint for Town Hall and attending the Board of Adjustment hearing for an elevator variance highlighted the focus on operational improvements. Preparation for upcoming elections was addressed with detailed planning on election-related tasks.

Further, the Town Manager attended Executive and Town Council meetings, we responded to a FOIA request, and received approval for two homeland security grants. The month concluded with attending a QuickBase database demonstration, the dredging bid opening meeting, and resolving landscaping issues on the northern-most medians.

Additionally, the Town Manager, along with Chief Morrissey, visited local businesses to introduce themselves and foster stronger community relations.

- **Hurricane Awareness Training:**
 - Attended a training session by FEMA on May 8. Exploring options to bring similar presentations to our area to avoid traveling to Dover. A minimum of 20 participants is needed for a class to be hosted locally.
- **Fiscal Planning:**
 - Conducted budget analysis and planning for FY25.
- **System Transition:**

- Transitioned our internal shared file system to SharePoint for enhanced business continuity.
- **Memorial Day Ceremony:**
 - Worked on planning the Memorial Day ceremony.
- **Weekly Staff Meetings:**
 - Held weekly staff meetings to share updates on current projects and initiatives.
- **SCAT Breakfast:**
 - Attended on May 3 regarding Cyber Grant and Homeland Security Grant.
- **GAP Webinar Series:**
 - Attended the last four webinars in the 8-week GAP series.
- **Delmarva Power Collaboration:**
 - Worked with Jim Smith to remove a nuisance lighting on S. Schulz Rd.
- **Committee Meetings:**
 - Attended various committee meetings, including:
 - Residential Concerns Committee
 - Business Committee
 - Pedestrian Safety Committee
 - Technology Committee
- **SharePoint Implementation:**
 - Collaborated with Wagamon's on implementing OneDrive and SharePoint for Town Hall.
- **Board of Adjustment:**
 - Worked with Mike Locke on the elevator variance hearing (May 28).
 - Attended the Board of Adjustment hearing on May 28.
- **Planning Commission:**
 - Attended the Planning Commission meeting.
- **Election Preparation:**
 - Met with Colleen Wilson and Erin to review and outline the election year calendar, deadlines, absentee voting, and other election-related tasks.
- **Town Council Meetings:**
 - Attended Executive/Town Council Meetings on May 20 and May 24.
- **FOIA Request:**
 - Responded to a FOIA request received on April 26.
- **Housing Concerns:**
 - Investigated an anonymous resident's concern regarding uninhabitable housing.
- **Homeland Security Grants:**
 - Received approval for two homeland security grants.
- **Database Demonstration:**
 - Attended a QuickBase database demonstration.
- **Dredging Project:**
 - Attended the dredging bid opening meeting.
- **Landscaping Issues:**
 - Worked with the landscaping company to address concerns about the placement of sod on the two northern-most medians.