



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

www.fenwickisland.delaware.gov

PLANNING COMMISSION MEETING

August 15, 2024, at 9:00 am.

Town Hall

Minutes

Members Present: Susan Brennan, Lisa Lange, Winnie Lewis, Ann Riley, Natalie Magdeburger, Lois Twilley

Others Present: Lori Dabbondanza, Erin Ellinger

Call to Order and Flag Salute

1. Discuss/approve minutes from meeting held July 18

A MOTION to approve the minutes from the July 18, 2024, meeting.

Moved by: Natalie Magdeburger

Seconded by: Lois Twilley

MOTION passed unanimously.

2. Discuss and finalize any recommendations for committee member training or materials/checklist

From 7/18 meeting...Natalie would like all committee members to receive FOIA training. They should also be given a checklist of items that can be pulled from the matrix. Ann noted that we should emphasize the availability of Zoom for committee members.

Susan said the committees are the drivers behind the implementation of the Comprehensive Plan. The commission has reviewed the questionnaire from the committee chairs and has been forwarded to the Council . The purpose of the training is education that will allow for better leadership. Susan suggested creating a document explaining Robert's Rules of Order, quorum expectations/needs, FOIA and understanding the Comprehensive Plan. Lori added the staff has handbook templates that can be used. The commission decided that all committees should be included.



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

www.fenwickisland.delaware.gov

A MOTION to recommend to Council to move forward with FOIA training, how to run a meeting training, quorum expectations and meeting attendance response each year for all committees and chairs.

Moved by: Natalie Magdeburger

Seconded by: Susan Brennan

MOTION passed unanimously.

Discussion:

Lisa suggested just the chairs being trained and passing information onto committee members.

Ann said each year there should be a committee kick off meeting prior to the first committee meeting including defining working group or subcommittees, FOIA and meeting invite response.

Susan stated we will be asking for the second half of the committee year report from the chairs, at the end of September.

As the commission moves forward through this first year of Implementation, I suggest each committee member has a packet that includes basic committee educational information and the committee matrix.

Ann added there are some things on the matrix that are not in the right place/committee. Susan asked everyone to look at the matrix and be prepared to discuss the items that either don't quite fit where we put them and or need to move to different committees at the next meeting.

The kickoff meeting should take place in early October.

Lisa shared an info gram, "Quick Guide to Robert's Rules of Order" that could be edited and inserted into the committee packets.

AMENDED MOTION to create a folder for committee chairs containing a matrix checklist, an explanation of Robert's Rules of Order and an explanation of FOIA responsibilities.

Moved by: Natalie Magdeburger

Seconded by: Susan Brennan

MOITON passed unanimously.



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

www.fenwickisland.delaware.gov

3. Commissioner's comments/requirements/requests

Ann suggested each liaison should look at their individual committee's matrix as opposed to looking at the entire matrix. Natalie feels the commission should review the matrix as a whole. She suggested comparing each committee's mission statement to the matrix to determine if a new mission statement needs to be created. Natalie said it's up to the Planning Commission to make recommendations to the Council as to how committees should move forward along with the matrix. The committees are created to serve the town's functions which are directed by the Council. It's important to make sure that all committees are going in the right direction for the town. Natalie feels meetings could be run a little tighter. The goal is to link committees to the 10-year plan to be less reactionary and more forward thinking.

Old business: None

New business: Natalie said we need to fill Lisa Lange's place on the commission. Ann added that Lisa's technology expertise has been invaluable for the commission and her replacement should have similar skills.

Lois Twilley's seat expires this year. Natalie has asked Lois if she would like to remain on the Planning Commission. Lois has agreed to stay on.

Reminder: September will be the second submission of the Implementation Report for committee chairs to complete.

Public participation: None

Next meeting is September 12 at 9 am.

Adjourn

A MOTION to adjourn the meeting at 9:54 am.

Moved by: Susan Brennan

Seconded by: Ann Riley



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

www.fenwickisland.delaware.gov

MOTION passed unanimously.