

Administrative Report

June 2026

- Prepared agendas, meeting packets, minutes, public notices, and website postings for Town Council, the Board of Elections, Planning Commission, and Town committees.
- Coordinated with Quickbase to resolve property-record issues and worked with staff on improvements to Quickbase and Edmunds data entry.
- Completed FOIA responses involving Town records and voter-registration information.
- Coordinated the installation of the Town's new fiber internet service with Comcast and Wagamon Technology.
- Reviewed the Town's managed technology services agreement with Wagamon Technology in preparation for renewal.
- Reviewed the upcoming contract and negotiated pricing with Pitney Bowes for the Town's postage-meter renewal.
- Coordinated with Casella to address increased collection complaints and ongoing trash and recycling concerns.
- Continued Town communications, including website updates, Facebook posts, public notices, community information, and the June Message from the Mayor.

Elections

- Updated election and absentee-voting forms and prepared materials for the Town's voter-registration and election mailing.
- Prepared for and supported the June 18 Board of Elections swearing-in and candidate-certification meetings.
- Following certification of two candidates for three available seats, notified the appropriate agencies and posted notice that a municipal election would not be necessary in 2026.

Community Events

- Coordinated donations and thank-you correspondence for the Memorial Day Ceremony.
- Continued planning and coordination for the Independence Day Parade, Town Bonfire, Fenwick Flicks, and other summer events.

Process Improvement

- Completed a combined Emergency Contact and Declaration of Property Status Form to simplify the process for residents. The updated form includes an option to enroll in the BRYX emergency notification system and was added to the Town website in preparation for the mailing of property tax bills.

Respectfully submitted,

Erin Ellinger

Town Clerk & FOIA Coordinator

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



MEMORANDUM

TO: PRESIDENT
COUNCIL MEMBERS
CITIZENS

FROM: CHIEF Michael J. Morrisey

DATE: July 13, 2026

SUBJECT: JUNE MONTHLY REPORT

The following is the June 2026 monthly report for your review and approval:

	<u>2026</u>	<u>2025</u>
Physical Arrests	12	0
Traffic Citation	96	80
Total Number of Complaints	51	53
DUI Arrests	3	1
Criminal Citations	2	0
Parking Tickets	5	56
Time Assisting DE State Police	11 hrs.	4 hrs.
Time Assisting Other Agencies	11 hrs.	7 hrs.

PERMITS-7
ECC-\$768,424.00
FEES-\$23,075.20

TOWN OF FENWICK ISLAND
BUILDING REPORT
JUNE 2026

**PERMIT
NUMBER**

PROPERTY DESCRIPTION

PROJECT DESCRIPTION

E.C.C.

FEES

6076

A & A service Company
Yuzu Sushi-Lambrinos
300 Coastal Hwy unit 6&7
1-34 23.20 47.00

Replace HVAC unit

\$12,421.00

\$372.63

6077

Morse Roofing
Wilson
1106 N. Schulz Rd.
1-34 23.12 6.01
Lot 508

Replace Roof w/ Like

\$19,000.00

\$570.00

6078

Forrest Fence
Carroll
30 Bayside Dr.
1-34 23.16 190.00
Lot 186 P/O 185

Install 145' of 4' fence

\$11,300.00

\$339.00

6079

G. Fedale
Nadi
906 Wright St.
1-34 23.16 45.00
Lot 407

Replace shingle roof with same

\$42,897.00

\$1,286.91

6080

Grit Coastal
Pincus
1305 Schulz Rd.

Build a 5 Bed 5 Bath Dwelling w/ Elevator

\$650,558.00

\$19,516.74

PERMITS-7
ECC-\$768,424.00
FEES-\$23,075.20

TOWN OF FENWICK ISLAND
BUILDING REPORT
JUNE 2026

1-34 23.12 18.00
8

6081

Ruppert Fence & Deck
Meyer
42 Oyster Bay Dr.
1-34 23.20 27.00
Lot 163

Install 51' of 48" high Fence

\$2,584.00

\$100.00

6082

Island Construction
Wilson
5 E. King St.
1-34 23.08 19.00
8

Demolition of Dwelling

\$29,664.00

\$889.92

June 2026

June 2026							July 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		5	6	7	1	2	3
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4	5	6
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Cut Grass / Whack /	Call Artesian (Meter	Backdrag & Stone ROW	Backdrag / Install (1) 16'		
	Install PW Hitch On PD	Check Lewes Garden	Cleanup Worksite - W.	Check Issue 809 Bunting		
	Pick Up Concrete Bench	Install New Pole &	Completed Bayside /	Check Toilet Issue (Bowl		
7	8	9	10	11	12	13
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
			Check Lewes Garden	(1) PK Paper Towels To	Check Lewes Garden	
			Clean Out Trash Can &	Cut Grass / Whack /	Fill PW Truck Water	
			Pull Out Spare LG Stand	Email Matt @ Ad-Art For	Pull Out Movie Night	
14	15	16	17	18	19	20
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Check Lewes Garden	Check / Grease Bearing	Clean / Drop Can - 1303	Call Artesian - W.	Juneteenth Holiday (OBSERVED)	
	Drain Fuel Separator &	Cut Branches & Clean	Cut Grass - Medians	Check Lewes Garden		
	Grease All Fittings /	Drop Off Check To	Exchange Tires - PW &	Discard Old		
21	22	23	24	25	26	27
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Check / Clean Out BFP -	Call Delmarva Power	Adjust Heads On	(2) Jugs Water To PD	Check Lewes Garden	
	Check PD Issue w/ Gas	Check / Clean BFP - W.	Gas Filters Arrived,	Call Eric @ Verizon -	Clean Up PW Storage	
	Mark / Stone ROW 29 W	Cut Grass Both Parks	Pull Weeds - Around TH	Cut Grass / Whack	Empty Trash - PW Bay 1	
28	29	30	Jul 1	2	3	4
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Check 24 Oyster Bay,	Cut Grass - Cannon Park				
	Check Lewes Garden	Herb Spray Walkway &				
	Cut Grass - Medians	Hung Clock Inside Town				

June 2026 Business License report

License Type ID	Business Name	Issue Date
OC	Johnsons Concrete Construction	6/2/2026
OC	C&B Complete Cleaning & Construction	6/3/2026
OC	Taylor Craft Construction	6/3/2026
RU	Kim Kleinstuber	6/8/2026
RU	Hagee	6/8/2026
OC	Hastings Marine Construction	6/10/2026
OC	Grit Construction	6/12/2026
RU	Mills	6/15/2026
RU	Matthew Rzepkowski	6/16/2026
OC	Ruppert Fence	6/24/2026
OC	Berkeley Mountaineer Glass & Door	6/26/2026

Totals

OC	7
RM	0
RU	4
	11