



The Town of Fenwick Island

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www.fenwickisland.delaware.gov

Administrative Department Report

July 2026

- Prepared agendas, meeting materials and minutes for Town Council and committee meetings; coordinated required public notices and posted approved minutes to the Town website.
- Completed preparations for incoming Council members, including setting up their Town email accounts and providing the Council Procedures Manual, oath of office forms, nameplates, name tags and business cards.
- Continued election-related work by preparing voter registration forms for distribution, notifying individuals removed from the voter registration list, responding to a voter records FOIA request, establishing the Town's 2027 election calendar and deadlines, and posting the election information to the Town website.
- Reconfigured and combined the Declaration of Property Status and Emergency Contact forms and worked with Quickbase on implementation of the new consolidated form.
- Began implementation of the BRYX mass notification system, including processing payment, coordinating with the provider and creating an online information and registration page.
- Maintained the Town website and prepared and posted public notices, meeting information, newsletters, community events and other outreach materials.
- Coordinated administrative support for community programs and events, including the July 4th parade, Town Bonfire, Junior Lifeguard Program, Story Time in the Pollinator Park, IQ Fiber community presentation and Beach Committee activities.
- Organized an appreciation breakfast for the Fenwick Island Beach Patrol and created a Facebook post recognizing Lifeguard Appreciation Day.
- Prepared a proclamation recognizing Beam's anniversary.
- Continued coordinating with Wagamon Technology on Town technology needs, completion of the Town Hall fiber upgrade, updates to the automated telephone system and possible future website enhancements.
- Coordinated vendor, contract and facility matters, including Town Hall cleaning services, postage meter proposals, Casella's contract renewal, supply orders and the reconciliation and return of Comcast equipment. Forwarded the Professional Lifeguard Services Agreement to the State and requested a fully executed copy for the Town's records.
- Addressed resident concerns and service requests involving trash collection, roadway access, beach regulations and other Town matters.
- Handled correspondence and records associated with the Fenwick Sands wet bar variance, including communications with the Town Attorney and filing related materials.

- Coordinated with Marine Science Camp leadership regarding concerns raised about program operations.
- Completed organizational improvements to Town Hall's storage and supply areas.
- Continued providing administrative support to Town Council, committees, staff and the public.

Ongoing Projects

- Continuing implementation of the BRYX mass notification system by adding opt-in registrations as they are received and using the system as notification needs arise.
- Continuing to review postage meter options and coordinate Town Hall technology improvements.
- Updating Quickbase and Edmunds residential accounts to ensure consistency with Sussex County records.
- Processing voter registration forms received with property tax payments.
- Processing Declaration of Property Status and Emergency Contact forms received with property tax payments and entering the information into the Town's records.

Looking Ahead

As time and departmental priorities permit, upcoming administrative projects will include:

- Reorganizing the Administrative Department's contract files to improve record organization and accessibility.
- Reviewing physical and electronic records in accordance with the State of Delaware's records retention schedules and identifying records requiring continued retention or appropriate disposition.
- Exploring additional ways to use Quickbase to improve administrative processes and recordkeeping.
- Continuing to ensure that residential property information in Quickbase and Edmunds is consistent with Sussex County records.
- Reviewing and updating the Administrative Department Procedures Manual.

PERMITS-8
ECC-\$634,269.98
FEES-\$19,039.35

TOWN OF FENWICK ISLAND
BUILDING REPORT

JULY 2026

PERMIT NUMBER	PROPERTY DESCRIPTION	PROJECT DESCRIPTION	E.C.C.	FEES
6083	Morse Home Improvements Schimel 6 E. Georgetown St. 1-34 23.12 216.00 Lot 14	Replace shingle roof with same	\$23,978.32	\$719.35
6084	Flynn Flynn 2 W. Essex St. 1-34 23.12 54.00 Lot10	Install pre made Shed	\$4,000.00	\$120.00
6085	Resort Beach Builders LLC Willing 1 W. Atlantic St. 1-34 23.16 110.00 Lot 75	Build a 5 Bed 4 1/2 Bath Dwelling	\$511,000.00	\$15,330.00
6086	Nathan Ferrell Danchik 6 W. Georgetown St. 1-34 23.12 99.01	Build a Trash Enclosure	\$4,521.66	\$136.00

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TOWN OF FENWICK ISLAND
BUILDING REPORT

JULY 2026

	Lot 168			
6087	Above Grade Inc. Sanchez 1503 Bunting Ave 1-34 23.12 174.00 Lot 2	Install Paver Driveway	\$44,000.00	\$1,320.00
6088	Grade All Humphries 2 E. Farmington St. 1-34 23.12 231.00 Lot 16	Install Paver Driveway	\$16,000.00	\$480.00
6089	Backyard Works Gardner 10 W. Georgetown St. 1-34 23.12 100.00 Lot 1	Install 120' of 48" high Fence	\$2,970.00	\$100.00
6090	Ocean City Boat Lifts Gibson 45 Bayside Dr. 1-34 23.20 6.00 Lot 209	Instal a 16K Boat Lift	\$27,800.00	\$834.00

July 2026

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

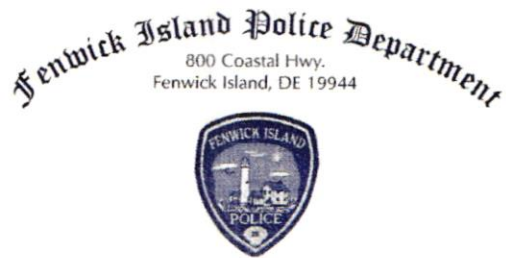
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3	4
			Check / Level Sand Mat Ends Town / Beach Sides		Independence Day	
			Town / Beach Run		Holiday (Observed)	
			Buy / Install New Lock	Check Lewes Garden		
			Cut Pipe & Pull Broken	Check Suggested		
			Install Keep Out Sign /	Compile List For		
5	6	7	8	9	10	11
			Check / Level Sand Mat Ends Town / Beach Sides			
			Town / Beach Run			
	Check Lewes Garden	Install Water Road Signs - W. James & N.	Mark Areas For Future	Adjusted Water Road	Checked Lewes Garden	
	Cut Grass - FI Comm		ParkMobile Signs / Posts	Bring In New Edition	Checked Lifeguard	
	Remove Holiday	Water Everything - TH /	Pull Weeds - PD Beds &	Check W. Cannon For	Cut Grass / Whack -	
12	13	14	15	16	17	18
			Check / Level Sand Mat Ends Town / Beach Sides			Town Bonfire
			Town / Beach Run			
	Check Lewes Garden	Check Seashell Lights	Approve Proof - LEARY	(1) Multi-Fold Towels -	Bring In New Papers,	
	Check Water Issue 40	Install Landscape Light	Cut Grass / Whack -	Call Artesian - Damaged	Check / Fix Gas Pump	
	Clean Out Sign Bin - PW	Install Shell Light Poles -	Drop Off Recycle Can -	Discard Old Edition	Check Lewes Garden	
19	20	21	22	23	24	25
			Check / Level Sand Mat Ends Town / Beach Sides			
			Town / Beach Run			
	Call Carl King Energy -	Check Lewes Garden	550 Water Tank / Hoses	Check W. S.C / Coastal	Approved PW Uniform	
	Cut Out Exposed Post &	Check Recycle Can Issue	Monthly Park Inspection	Discard Old Papers,	Check Lewes Garden	
	Loaded Old BP SBS On	Diesel Fuel Delivered	Pressure Wash 350 Tank	Filled Water Tanks -	Drain Off Water From	
26	27	28	29	30	31	Aug 1
			Check / Level Sand Mat Ends Town / Beach Sides			
			Town / Beach Run			
	Cleanup PW Garage Bay	Check 1704 Coastal For	Build / Install Poles -	Assist PD - Drop Off	Assist BP - Jump Start	
	Cut Grass - Cannon Park	Check Lewes Garden	Cut Crepe Myrtle	Clean Air Filters, Drain	Check Lewes Garden	
	Install Red Reflective	Cut Grass / Whack	Cut Grass - FI Comm	Clean Up PD Beds &	Check Parking Area	

July 2026 Business License Report

License Type ID	Business Name	Issue Date
OC1	Custom Mechanical	7/7/2026
OC1	Lynch Maintenance	7/10/2026
RU1	Peter Mais	7/10/2026
OC1	Milspaw's Mowing	7/13/2026
OC1	Risen Construction	7/20/2026
OC1	Anthony & Sylvan	7/28/2026
RU1	Susan Bloxom	7/30/2026

TOTALS

OC1	5
RU1	2
	7



MEMORANDUM

TO: PRESIDENT
COUNCIL MEMBERS
CITIZENS

FROM: CHIEF Micheal J. Morrisey

DATE: August 5, 2026

SUBJECT: JULY MONTHLY REPORT

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

	<u>2026</u>	<u>2025</u>
Physical Arrests	4	6
Traffic Citations	52	77
Total Number of Complaints	41	57
DUI Arrests	2	1
Criminal Citations	1	0
Parking Tickets	92	77
Time Assisting DE State Police	10 hrs.	8 hrs.
Time Assisting Other Agencies	13 hrs.	9 hrs.

Report August 26

From Beach Captain <beachpatrolcaptain@fenwickisland-de.gov>

Date Fri 8/14/2026 11:27 AM

To Erin Ellinger <eellinger@fenwickisland-de.gov>

FIBP celebrated their lifeguard awards at the Fenwick Social. The patrol would like to recognize Lifeguard of the year Scott Larson, Rookie of the year Brooke Golba, and Captains award to Crew Chief Sophie Kammer. We are proud to recognize these three lifeguards as standouts on a patrol full of great lifeguards.

On August 3, FIBP sent out seven lifeguards to USLA National Competition Fort Lauderdale 2026. Our chapter, Sussex County Life-saving Association wins overall title for the third consecutive year. FIBP helped with the point totals by bringing home three Silver metals and one Bronze in Age group and U19 competition categories. Thank you to the Town Of Fenwick and Beach Committee for making this possible.

Josh Strine- Bronze age group Beach Sprint

Brooke Golba(rookie)- Silver U19 Beach run

John Rykaczewski- Silver age group Beach flags

John Rykaczewski- Silver age group Beach Sprint

As summer is ending, our lifeguards are transitioning back to school. This is stretching our staff. Fenwick is fully guarded. However, please always swim near a lifeguard as stands will be slightly relocated to keep the beach fully covered.

13 Rescues 49 assists

127 Minor First Aid

11 Major First Aid

9 Lost Persons

205 Transports

John Rykaczewski

Captain, FIBP

Sent from my iPhone