



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

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

www.fenwickisland.delaware.gov

Administrative Department Report

August 2026

- Prepared and posted required meeting notices and agendas; assembled meeting materials and packets; coordinated Zoom access; and prepared minutes for committee and Town Council meetings, including the August 14 Swearing-In and Reorganization Meeting and the August 28 Regular Meeting.
- Coordinated the transition of new Town Council members by establishing Town email accounts, providing onboarding materials, confirming contact information and updating internal contact lists and the Town Council webpage.
- Processed property tax payments, prepared deposits and updated records in Edmunds. Processed Declaration of Property Status and Emergency Contact forms and updated the corresponding records in Quickbase.
- Processed voter registration applications received online and by mail by verifying property ownership and residency, removing duplicate submissions, obtaining missing information and maintaining the Town's voter records. Updated the 2027 voter strike list using recent property-transfer information.
- Continued implementing the BRYX mass notification system by cleaning opt-in data, coordinating the addition of new users and distributing information about the Bayside Resiliency Symposium.
- Prepared the 2026–2027 committee and board application, contacted current members regarding reappointment and developed recruitment materials for the Town website and Facebook page.
- Coordinated vendor, technology and facility projects, including evaluating postage meter proposals, organizing the Town shirt order and following up on the Professional Lifeguard Services Agreement.
- Managed correspondence and records associated with the Fenwick Sands wet-bar variance request, coordinated the Town's response to the Office of the Alcoholic Beverage Control Commissioner and maintained electronic and hard-copy records.
- Received and began processing a new FOIA request.
- Supported Beach Committee activities, Marine Science Camp scheduling and concerns, the Infrastructure Forum and other Town programs by preparing meeting spaces, coordinating supplies and completing related follow-up items.
- Helped coordinate the use of Town Hall for a grief counselling session and contacted Delaware State Police Victim Services on behalf of affected employees.
- Responded to resident inquiries, processed Town Hall rental requests and routed incoming payments, online submissions and service requests to the appropriate departments.

Looking Ahead

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

- Completing the 2026–2027 committee and board assignment process and organizing the related records and forms.
- Continuing to expand the Town's use of BRYX for community and emergency notifications.
- Identifying additional ways to use Quickbase to improve administrative processes and recordkeeping.

Respectfully submitted,

Erin Ellinger

Town Clerk & FOIA Coordinator

August 2026

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3	4	5	6	7	8
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Bought / Installed	Buy / Install Hydrangeas	Finalize LAMPMANN	Bring In New Papers,		
	Check Lewes Garden	Check Sign Issue E.	Install NEW Rear Tail	Check Lewes Garden		
9	10	11	12	13	14	15
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	(2) Jugs Water, TP & Blow Out / Re-Install	Assist PD - Pickup	Assist PD - Load Printers	Cap & Vent Lewes Tanks	Cut Grass - Cannon Park	
		Bought Diesel Engine	Bought / Install Multi	Check Lewes Garden	Cut Lock & Remove Bike	
16	17	18	19	20	21	22
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Check Lewes Garden	Cut Grass / Whack /	Cut Grass - North Sign	Check Water Issue - 27	Adjusted / Tightened	
	Fill In Deep Sand Holes	Drop Off Check To	Cut Grass / Whack -	Drop-Off Trash &	Check / Clean Out BFP	
23	24	25	26	27	28	29
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	7T 3/4" Gray Stone	Pull Weeds - Beds IFO Seaside Country Store		Recycle Out For Pickup	Check For / Fill In Deep	
	Check / Fill In Deep	Call DelDOT - Rt.1	49 / 51 Madison -		Check Lewes Garden	
30	31	Sep 1	2	3	4	5
	Check / Level Sand Mat Ends					
	Town / Beach Run					

PERMITS-11
ECC-\$277,983.00
FEES-\$8,350.70

TOWN OF FENWICK ISLAND
BUILDING REPORT
AUGUST 2026

PERMIT NUMBER	PROPERTY DESCRIPTION	PROJECT DESCRIPTION	E.C.C.	[Type here] FEES
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
6091	Platnium Roofing Jennings 1600 Coastal Hwy 1-34 23.12 162.00 Lot 80	Install new roof with same	\$9,823.00	\$295.00
6092	Morse Home Improvement	Replace siding with same	\$37,800.00	\$1,134.00

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TOWN OF FENWICK ISLAND
BUILDING REPORT
AUGUST 2026

[Type here]

	Kimmel 25 W. Atlantic St. 1-34 23.16 120.00 Lot 63			
6093	Evergreen Companies LLC Evergreen Homes 410 Ebb Tide Cove 1-34 23.12 34.00 Lot 534	Demolition of existing Dwelling	\$25,800.00	\$774.00
6094	Mitrecic Builders Mancini's 907 Coastal Hwy 1-34 23.16 231.00 Lot	Repairs to Building	\$0	\$0
6095	Anthony & Sylvan Pools Class 8 E. Dagsboro St. 1-34 23.16 234.00 Lot 14	Installation of Pool	\$80,000.00	\$2,400.00
6096	Island Construction Camden 1607 Coastal Hwy 1-34 23.08 14.01 Lot	Demolition of Dwelling	\$29,500.00	\$885.00

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TOWN OF FENWICK ISLAND
BUILDING REPORT
AUGUST 2026

[Type here]

6098	Bayshore Marine Sevices Hulbert 1110 N. Schulz 1-34 23.12 7.00 Lot 510	Install 25' x 5' Pier	\$37,525.00	\$1,125.75
6099	A&A Service Bergey 300 Coastal Hwy 1-34 23.20 47.00 Unit 10	Install 2.5 ton Hvac Unit	\$10,765.00	\$322.95

August 2026 Business License Report

License Type ID	Business Name	Issue Date
OC	Coastal Vitality	8/3/2026
RU	Gerald McGowan	8/5/2026
RU	Balea Eterprises	8/10/2026

TOTALS	
OC	1
RU	2
	3

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



MEMORANDUM

TO: PRESIDENT
COUNCIL MEMBERS
CITIZENS

FROM: CHIEF MICHAEL J. MORRISSEY

DATE: SEPTEMBER 15, 2026

SUBJECT: AUGUST MONTHLY REPORT

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

	<u>2026</u>	<u>2025</u>
Physical Arrests	2	4
Traffic Citations	53	69
Total Number of Complaints	35	52
DUI Arrests	1	2
Criminal Citations	0	1
Parking Tickets	91	33
Time Assisting DE State Police	9 hrs.	7 hrs.
Time Assisting Other Agencies	4 hrs.	6 hrs.

FIBP September report

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

Date Wed 9/16/2026 7:49 AM

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

Fenwick Island Beach Patrol finishes up the Summer 2026. As detailed in the previous council reports, FIBP had an excellent summer with many proud successful moments. I would like to credit Town Management, Public Works, Police department, and all the members of Council for the great summer. Without the support of this great town a successful Beach Patrol would not be possible. 2027 recruitment has already begun. I will continue to work hard to employ the best staff posable. Please feel free to contact me with any suggestions or critiques on how to improve the Patrol. Have a great offseason.

17 Rescues 49 assists

170 Minor First Aid

15 Major First Aid

11 Lost Persons

235 Transports

John Rykaczewski

Captain, FIBP