



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

September 2026

- **Council and Committee Support:** Prepared agendas, meeting invitations, materials and packets; coordinated and operated Zoom; and prepared minutes for Town Council, the Beach Committee, Environmental Committee, DarkSky Committee, Infrastructure Committee and the Planning Commission. Posted approved minutes and meeting notices. Added all 2027 Town Council meetings and confirmed community event dates to the website calendar.
- **Committee Appointments and Records:** Organized committee applications into a spreadsheet to support the annual assignment process, promoted recruitment through the website and Facebook, and processed additional applications. Updated committee membership and contact lists, posted membership information and Board of Elections nominations to the website, and prepared Environmental Committee thank-you correspondence.
- **Tax Processing and Property Records:** Prepared daily tax deposits and processed realty transfer tax updates. Reviewed Declaration of Property Status and Contact forms, verified information with Sussex County and updated corresponding records in Edmunds and Quickbase.
- **Ordinance Support:** Prepared a draft first-reading amendment to § 146-4, Levying of Tax, for review. Following the September Council meeting, posted the proposed second reading to the website and at Town Hall and added it to the October agenda.
- **Public Communications and BRYX:** Maintained website, Facebook and outdoor sign announcements. Continued compiling subscriber information and promoting BRYX enrollment through a new website homepage banner and a lobby flyer with a QR code. Worked with BRYX support to address a notification polling issue and set up mobile access in preparation for the forecasted nor'easter. Published notices and community information through the website, Facebook and BRYX.
- **Waste Collection and Storm Response:** Handled requests for trash and recycling bins, addressed collection complaints and coordinated service concerns with Casella. Responded to storm-related drainage and collection inquiries, arranged a post-storm bulk pickup and distributed notices explaining the collection arrangements.
- **FOIA and Records Management:** Prepared and issued FOIA correspondence, coordinated review of responses and followed up on outstanding requests. Completed the Town's response to the request concerning outstanding checks and maintained correspondence, responses and supporting records electronically and in the FOIA log binder.
- **Technology and Vendor Coordination:** Worked with Wagamon Technology on interruptions caused by scheduled computer updates, Zoom equipment concerns and renewal of the Town's .gov domain. Troubleshoot meeting equipment, submitted website support requests concerning calendar errors and unavailable meeting links, and purchased and

assigned an Adobe license. Followed up with Net2Phone to correct the Town's outgoing caller identification so residents can more easily recognize calls from Town Hall, and coordinated efforts to transfer the fax line from Comcast. Reviewed postage and shipping options and requested lease documentation from Pitney Bowes.

- **Events and Program Planning:** Finalized 2027 Marine Science Camp dates. Began holiday preparations by contacting potential luncheon venues, coordinating music and inviting participants for the tree lighting ceremony, ordering Christmas cards and updating the mailing list. Coordinated with Environmental Committee members regarding publicity for the Halloween event at the nature preserve.
- **Administrative Operations and Resident Services:** Assisted residents with voter registration, provided notary services and responded to public inquiries, including questions about boat storage on private property and bonfires. Coordinated Town Hall access and related arrangements for the state primary election with election personnel and the Police Department. Supported Building and Finance operations, including retrieving supporting receipts and mailing accounts payable checks. Managed the Council and staff shirt order, maintained office supplies, digitized older committee applications and organized records to improve accessibility and efficiency.

Respectfully submitted,

Erin Ellinger

Town Clerk & FOIA Coordinator

PERMITS-11
E.C.C-\$2,153.692.48
FEES-\$64,610.78

TOWN OF FENWICK ISLAND
BUILDING REPORT
SEPTEMBER 2026

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FEES

PERMIT NUMBER	PROPERTY DESCRIPTION	PROJECT DESCRIPTION	E.C.C.	FEES
6097	Renewal by Anderson Carmean 38 Ebb Tide Cove 1-34 23.12 40.00 Lot 542	Installation of 2 Exterior Doors	\$16,187.00	\$485.61
6100	Beam Construction Garriott 29 Oyster Bay Dr. 1-34 23.20 16.00 Lot 154	Replace deck boards, build awnings	\$5,000.00	\$150.00
6101	Piperno Outdoor Living Straus 28 Bayside Dr. 1-34 23.16 190.01 Lot 184 & P/O 185	Install Permeable Pavers & Turf	\$27,050.00	\$811.50
6102	Community Heating & A/C Kazemzadeh 1204 Coastal Hwy 1-34 23.12 95.00 Lot 58 & 59	Install new HVAC unit	\$7,853.00	\$235.59
6103	Ocean City Boat Lift	Install a 16k Boat Lift	\$26,453.00	\$793.59

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TOWN OF FENWICK ISLAND
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	Asonye 900 S Schulz Rd. 1-34 23.16 6.00 Lot 2			
6104	Giansanti Built Onley 22 Bayside Dr. 1-34 23.16 192.00 Lot 181	Re-board existing ground level deck new rails	\$28,600.00	\$858.00
6105	Blue Marlin Siding Bunting Avenue Retreat LLC 1203 Bunting Ave 1-34 23.12 221.01 Lot 2	Install 8 Windows & Interior Renovations	\$55,195	\$1,656
6106	Island Construction Camden 1607 Coastal Hwy 1-34 23.08 14.01 Lot C	Build a new 5 Bed 4 1/2 Bath Dwelling W/Elevator	\$1,268,000.00	\$38,040.00
6107	Curtis Mercer Resutek 10 E. Dagsboro 1-34 23.16 235.00 Lot 13	Build a 963sqft addition to dwelling	\$580,548.88	\$17,416.47

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6108	Beachwood Fox 8 E. Cannon St. 1-34 23.16 254.00 Lot 14	New Roof connect dormers	\$87,120.00	\$2,613.60
6109	Coastal Pools Pauley 5 E. James St. 1-34 23.12 166.00 Lot 8	Install 475sqft pool	\$51,685.60	\$1,550.57

September 2026

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
		Check / Level Sand Mat Ends Town / Beach Sides				
		Town / Beach Run				
				Recycle Out For Pickup	Check Lewes Garden	
					Check LG Stands	
					Continue Herb Spray -	
6	7	8	9	10	11	12
	Labor Day Holiday (Observed)	Check / Level Sand Mat Ends Town / Beach Sides				
		Town / Beach Run				
			Check Hardware Clips	BJ's & Lowes Run For	Clean Up PW Bay 3	
			Check Lewes Garden	Call Del Power Sports	Drop Off LG UTV @	
			Cut Grass - FI Comm	Clean Out PW UTV For	Install / Adjust New	
13	14	15	16	17	18	19
	Check / Clean Out BFP -	Town Hall Closed - DE State Primary	Check / Level Sand Mat Ends Town / Beach Sides			
	Check / Level Mat Ends		Town / Beach Run			
	Check Lewes Garden		Water New Plants For Environmental Cmte. (PW Yard)			
	Pick Up Flags - FI Comm			Approved Polar Brick	Call DEL PowerSports -	
	Pull Pucks, Podium &		(2) Jugs Water To PD	Clean Up Beds & Mulch	Check Lewes Garden	
20	21	22	23	24	25	26
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Water New Plants For Environmental Committee (PW Yard)					
			Beach Location Signs - Remove Damaged Signs / Cleanup Post			
			Bring LG Stands To PW	A-Frame Water Signs To		
27	28	29	30	Oct 1	2	3
	** Nor'easter Storm Assessment & Cleanup **					
	Check / Level Sand Mat Ends Town / Beach Sides					
	Town / Beach Run					
	Pickup Poles On Beach / Cut Downed Rope Fence		Sweep / Cleanup Debris - Hig			
	Assist PD - Remove Flat	Order Air Filter &	Dagsboro - Maryland			