

**Town of Fenwick Island, Delaware**

*Technology Committee Meeting  
Tuesday, June 10, 2014  
2:30 PM*

Call to Order and Flag Salute - Chair Gene Langan

Committee Members Present: Gene Langan, Mary Ellen Langan, Bill Weistling, Diane Tingle, Buzz Henifin. Frank Serio

Members absent: Gardner Bunting

Others present: Town Clerk Poole, Town Manager Burke

Motion to approve the minutes of February 18, 2014, with wording modifications - Bill Weistling, seconded by Buzz Henifin. Minutes approved.

1. Presentations by CivicPlus and MunicIPAY

Chair Langan stated that we will be spending our time looking at two vendor presentations for credit card use. Our job is to recommend to the Town, either to take online payments or not and which vendor to recommend. Our recommendation to Council won't be until late fall due to the summer.

Town Manager Burke stated that most towns take some kind of credit card payments. Payments are made using a variety of different cards. The majority of people use VISA, MasterCard, Discover or American Express. The top four cards have 300 different rates between them. Town Manager Burke stated that you have to decide if you want to lose money or break even and if you want online or over-the-counter payments.

Discussions continue on credit card fees, convenience fees and processing. Also, expenses to the town and if additional permits or license would be needed.

Presentation:

CivicPlus – Janine Borja – online presentation on how the website will work, what the Town will need to set up and how transactions are processed. No expense added to the website for module, only the 2.75% convenience fee (vendor) with a minimum charge of \$2.00.

MunicIPAY – Stacey Perry – Nationwide Payment Solutions

Stacey requested to know what type of payment services the Town was looking for? Town Manager Burke stated the service would be used for credit card payments to pay property tax, gross receipt taxes, licenses, fee, parking tickets and bonfire permit. Stacey asked if there would be a software vendor interface. Town Manager Burke stated CivicPlus. MunicIPAY has no fees associated with interface integration but the Town will have to check if CivicPlus will allow the interface and if costs are involved. Stacey asked if there was an interest for

over-the-counter payments or just online payments. Town Manager Burke stated that after reviewing all the options, the Town will only be doing online unless MuniciPAY feels there's something we should consider. Stacey stated that there are no fees to the Town, the only fee associated with MuniciPAY are those paid by the card holder who choose to pay that fee. All card types can be accepted and they all have the same convenience fee across the board, regardless if online, over-the-counter or over the phone. The cost, 2.45% of the total transaction with a \$3.00 minimum charge. You can also do online E CHECKS by putting in your routing and account number. This would be a flat fee of \$1.50 regardless of the size of the transaction.

Set-up, very quick 7 – 10 days with application. No lock-in term or fees.

Motion made to present to Council in August to move forward with MuniciPAY for credit card payments – Diane Tingle

Second – Mary Ellen Langan

Vote: 6-0

2. Discussion of emergency notification procedures

Chair Langan stated the Bethany Beach has a Robo call system where they call and tell you of any pending emergency or storms. Town Manager Burke said Bethany Beach has, Code Red System, which costs \$9,000.00 per year. CivicPlus has an emergency notification system as well that costs much less than that. We are also part of the county system, which Chief Boyden would tell you is sufficient system. You can log online to the county (free) and put in your email. You can also receive emails from the town through the website. The Town needs to decide at what level they want to send information out. Chair Langan requested to have the county link added to the website.

Chair Langan polled Committee members on recommendation to Council. Unanimous vote to recommend the Towns website for emergency notifications.

3. Old Business: None

4. New Business: None

The next meeting is October 28, 2014 at 2:00 p.m.

Motion made to adjourn – Diane Tingle

Second – Mary Ellen Langan

Meeting adjourned at 3:50 p.m.

Linda Poole, Town Clerk