

## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING MARCH 2, 2020**

Mayor Murray welcomed everyone and called the meeting to order at 7:00 P.M. Also in attendance were Councilmen Richard Duncan, Jay Murray, Frank Smith and Clarence Tingle.

The meeting was properly posted.

### **1. Opening of the Regular meeting –**

- A. Mayor Murray led the audience in the Pledge of Allegiance.
- B. Presentation of the Minutes of the February 3, 2020 meeting by Mayor Murray. Councilman Smith made a motion to dispense with the reading of the minutes and to approve them as presented. Motion seconded by Councilman Tingle and carried by all.
- C. Presentation of the February 29, 2020 bills by Mayor Murray. After review by the Council, Councilman Smith made a motion to pay all bills as presented. Motion seconded by Councilman Tingle and carried by all.

### **2. Mayor's Report & Comments:**

Mayor Murray asked Stacey to report on the Mosquito Control program. She stated every year we have to sign a Resolution through DNREC giving them permission to spray throughout the town. We have been participating in this program many years. All we have to do is call them if there is a problem and they will schedule to spray. Councilman Tingle made a motion to continue with the Mosquito Control program. Councilman Smith seconded the motion and carried by all.

Mayor Murray stated the town is progressing very well. Everything looks good in town.

### **3. Visitors in Attendance:**

Zack Evans from Mountaire reported they will be having their Easter event coming up on April 7<sup>th</sup> from 8 a.m. until 10:30 – 11 a.m. They anticipate packing 2,500 boxes of food. All volunteers are welcome. Breakfast will be provided by Chick-fil-a. If anyone knows of anybody that is in need, ask them to reach out to their local church or food pantry or the soup kitchen where they receive meals.

Scott Smith noted he just wanted to get caught up since he hasn't been to any recent meetings.

Leigh Scott reported on the Revitalization Committee meeting. She plans to present drawings at the next council meeting. She would like approval to meet with a Landscape company to look at

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placing boxes with trees and plantings around them from the Post Office to J. Conn Scott's, from the Library to Hoban's Service Center to start. The committee wants to make sure the plants have longevity with low maintenance. The boxes would be above ground and not intrude on the sidewalks. They are hoping to get sponsors for the boxes. Councilman Smith asked if they have any idea what their operating expenses would be. Leigh estimated approximately \$1,000 to \$3,000 per box depending on what is decided. The Mayor and Council all agreed this project seems to be a good thing for the town & very beneficial to the downtown area.

Ms. Jackie Bates, a member of the Community Club, attended the meeting to thank the Mayor and Council for their support and donations for Kids Art Month throughout the years.

Ms. Lauren Weaver of the Bethany-Fenwick Chamber of Commerce attended to show their support for businesses. She mentioned Old Timer's Day is coming up soon and they will be meeting with the businesses of the town and to discuss how to rearrange the event since the Town Hall has been moved to a new location. The bike tour will be coming through Selbyville on April 25<sup>th</sup>.

4. Reports

A. Police Report – J. Murray

Councilman Murray reported the Chief is away at a Federal & Northeastern Working Group Conference. He stated there were 486 calls for service, 130 tickets and 26 different arrests during the month of February and the fine money has not been received for the month of January yet. The department is fully staffed and everything is going well. Stacey reported the Speed Trailer has been on Polly Branch Road & now it has been set up in Lighthouse Crossing due to complaints about speeding.

B. Code – S. Long

See report for the month of February.

C. Water Report – R. Duncan

See report for the month of February. Councilman Duncan stated we are still in compliance with all State and Federal testing requirements. We met with A.C. Schultes and have them on schedule to do our pump maintenance before the increase for demand of water begins. This is done every two to three years. He and Stacey met with DBI which is a tank company. We are exploring different alternatives for storage tanks.

Councilman Duncan and Councilman Tingle met with the Fire Department which has deeded  $\frac{3}{4}$  acre to the town to install a water storage facility on the east side of town near Hudson Crossroads. He thanked the Fire Department for their generous donation.

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Councilman Duncan also reported Artesian has purchased the Frankford Water Department and we have been notified from the Vice President of Artesian asking if we would be interested in extending the water line from Frankford to the Pepper Ridge tower at some point.

In conclusion, Councilman Duncan met with the meter company and discussed the new software that would be needed in the budget.

### **D. Public Works – R. Duncan**

The employees also read meters, fix the MXU's and repair water meters. They also fix pot holes, clean catch basins & storm drains. They are also backup operators in the water plant.

### **E. Recreation – R. Duncan**

Councilman Duncan stated he is still waiting to hear back from his friends in reference to pickleball.

### **F. Sewer Report – F. Smith**

See report for the month of February. Councilman Smith reported that the plant performed within the required permit parameters for the month. On February 20<sup>th</sup> EPA was present at the Wastewater Plant for inspection and they were quite pleased with the documentation that was presented to them. In Industrial Monitoring we had one permit violation for total residual chlorine.

Councilman Smith stated that Jason had given him the plans for our force main and the upgrade of our pump stations. It still has to go through DelDOT to get some permits. There's three different lines along Polly Branch, one is a gravity, one is a force main pumping to South Coastal and one force main from Polly Branch pump station pumping to our headworks at the plant.

Jason reported there's three sewer lines and one water line on Polly Branch Road and we are running out of room. DNREC and Soil Conservation are both okay with the project but we need DelDOT approval before we submit all permits.

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**G. Planning & Zoning – J. Murray**

Councilman Murray reported there hasn't been any meetings this month but Amanda Irwin of Mountaire is here to give an update to the town on what they are interested in doing as far as the proposed parking lot on Dukes St. is concerned. Ms. Irwin turned it over to Ariel Joven also from Mountaire to explain the proposal. Mr. Joven presented sketches to the Mayor and Council showing what they are proposing for the parking lot. They would like to have 47 to 50 more parking spaces for their employees. Lot 90 has been approved and they would like to add lot 89 to that existing lot. They have submitted a Conditional Use application for this purpose. Upon approval they need to figure out the drainage on that property. After Mr. Joven's presentation he asked how the Mayor and Council would like to proceed with this endeavor. Councilman Tingle asked if they could drain from the front of their lot instead of in back. He also asked if it wouldn't be just as feasible for the town to partner with Mountaire to come in front for drainage purposes. After much discussion Ms. Irwin stated she would get cost estimates together and will report back to the town.

**H. Industrial Park – C. Tingle**

No activity for the month of February.

**I. Annexation – C. Tingle**

No activity to report for February.

**J. Administration Report – C. Tingle**

Councilman Tingle stated Stacey will respond to the administration part of the meeting.

**K. Administration Report – S. Long**

Stacey reported review & consideration of the proposed fiscal year 2021 budget and proposed fee increases. All department heads have had the opportunity to review their individual departments as far as their income and expenses. Currently the total projected income of \$5,093,901 with the projected expenses at \$5,072,632 with a surplus of \$21,269.00. There has been a couple of proposed administrative fee increases which revolves around meters, pits and our cost versus what we are selling them for so we need to make a couple of adjustments. Currently there is no water permit fee but there is a sewer permit fee of \$15. Therefore a \$15 water permit fee is proposed. Stacey continued by saying the current impact fees for water and sewer is \$2500 and \$2600 is being proposed. Also our contractor for the recycle pick up has increased. We are proposing an increase from \$4.20 per month to \$5.00 per month. This will take care of the current 4 cent deficit that we are paying for each customer monthly in addition to the next increase that they have on an annual basis. There's also some building permit fees that

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have been proposed to be increased to cover the town's cost now that we outsource all of our building inspections.

Stacey proceeded with her report stating there is what we call a "wish list" on the proposed budget over the course of the next year for departmental needs which we call fixed assets. The items on this list even though included in the budget are not just ordered upon request. Additionally Councilman Duncan brought up one item that we will need to purchase which is a new meter reader. Our current meter reader is just outdated.

Stacey was questioned about hiring a new in-house building inspector and if anything had been pursued in that aspect. Stacey stated the Mayor and Council said they would take that into consideration and are hoping we will have an answer within the next two months on that. Councilman Tingle stated we need to research what the qualifications are before we advertise for a building inspector.

Councilman Tingle stated that any fees can be adjusted at any time and doesn't feel any action should be taken on them at the present time. Councilman Duncan made the Council aware that there is grant money out there for certain projects. He stated Delaware is very fortunate to have great Senators and Representatives that look out for their communities. Since everyone is in agreement in reference to the budget, Councilman Tingle made a motion to adopt the budget as presented. Councilman Smith seconded the motion and was carried by all.

Stacey reminded everyone about the Town Election which is to be held on March 7<sup>th</sup> from 11:00 a.m. to 4:00 p.m. It is for two council seats with a term of two years from March 2020 until March 2022. The two candidates chosen will take office at the April meeting. The three candidates are Richard Duncan, Jay Murray and William Thompson. All qualified voters had to be registered by February 10<sup>th</sup>. Leigh Scott asked why business owners are not allowed to vote. In response, Stacey stated that's the way our Charter reads. In order for this regulation to change there would have to be a Resolution to request a Charter change for an amendment. It would have to be signed by our Senators and Representatives and can only be done a certain time of the year.

**5. Executive Session**

There being no further business to discuss Councilman Smith made a motion to adjourn the Regular Session and go into Executive Session to discuss legal and personnel matters. Motion seconded by Councilman Duncan Tingle and carried by all.

Mayor Murray adjourned the regular session to go into executive session to discuss legal and personnel matters and thanked everyone for attending.

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Respectfully submitted,

Deborah L. McCabe  
Secretary/Treasurer

## **Executive Session**