

**MINUTES OF THE TOWN OF SELBYVILLE
MAYOR AND COUNCIL WORKSHOP
AUGUST 22, 2023**

Mayor Duncan welcomed everyone and called the meeting to order at 2 o'clock p.m. Councilmembers Carol Cary, Monroe Hudson, Chris Snader, and Gary Steffen were in attendance. Additional attendees included Town Administrator Stacey Long and Administrative Assistant Loryn Rose.

The meeting was properly posted.

Mayor Duncan stated that the purpose of this workshop is to review and discuss impact fees relating to the cost of operations of volunteer fire companies, ambulance companies, public libraries, and police departments providing services within the Town.

Mayor Duncan explained that the Town charges 1.5% of the cost of construction for a building permit fee at this time. Currently out of the Town's permit income, 10% of the permit fee is donated to the Selbyville Volunteer Fire Company, which includes ambulance services, and 10% is donated to the Selbyville Public Library as well. He stated that the addition of these new impact fees will cease the 10% donations and require the permit applicants to pay for the impact on the volunteer fire companies, ambulance companies, public libraries, and police departments providing services within the Town rather than coming from the Town's permit income. These impact fees will apply to new construction only, and will no longer include pools, pavers, sheds, or additional repairs, renovations, and additions, etc.

The Town Administrator stated that water impact fees and sewer impact fees are collected as well. She reiterated that the impact fees are charged for new construction only as they are impacting the various services. There are approximately 30-40 homes built per year per development. The Town Administrator provided the Council with examples of what other towns charge for impact fees and recommended they consider charging a flat fee rather than a percentage to be paid at the time of permit issuance.

Mayor Duncan stated that the fire company and library receive funding from the State of Delaware and Sussex County. The town departments, including the police department, are funded by residents. Councilwoman Cary stated that based on the data collected, other towns are typically collecting 0.25%-1% in impact fees for their fire departments. The Town Administrator added that out of all the towns that were polled the Town of Harrington is the only one that responded that they collect an impact fee for their local library. Councilman Hudson stated that the police department staff needs to double. The Town Administrator expressed that the police department impact fee will need to be significantly higher as it is solely town-funded. Chief Wilson echoed the need for additional staff and funding and requested the council consider an impact fee of \$2,500 for the police department.

Councilwoman Cary asked Kelly Kline, Director of the Selbyville Public Library, about her thoughts on the library impact fee. Ms. Kline stated that they received approximately \$40,000 in

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2022 based on 10% of building permit fees. Ms. Kline added that \$50,000 per year would be favorable.

After a lengthy discussion, Councilwoman Cary suggested establishing a \$2,500 impact fee for the police department, a \$500 impact fee for the library, and a \$500 impact fee for the fire company. These impact fees along with the \$3,500 water impact fee and \$3,500 sewer impact fee would bring the total impact fees charged for each new construction to \$10,500.

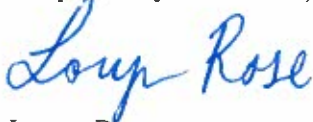
The Town Administrator stated an ordinance will need to be adopted then it will be added to the Town Codes. She added that an annual report by a certified accountant showing that the impact fees were used for the cost of operations is required by other towns and suggested the Council consider requiring it as well when adding it to the Town Codes.

Councilwoman Cary and Councilman Snader inquired about what happens once the building stops. Mayor Duncan suggested considering the possibility of establishing a yearly Public Safety Tax in addition to the impact fees. The Town Administrator stated they would need to discuss establishing this tax with the Town Solicitor and it would need to be done when the budget is adopted in February. The Town Administrator stated that these impact fees would be reviewed and possibly adjusted during the yearly budget as well.

There being no further business to discuss Councilwoman Cary made a motion to adjourn the meeting. Motion seconded by Councilman Steffen and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Loryn Rose
Administrative Assistant