

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING MAY 6, 2024**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Dr. Carol Cary, Monroe Hudson, Chris Snader, and Gary Steffen were in attendance.

The meeting was properly posted.

1. Opening of Meeting –
  - A. Mayor Duncan led in the Pledge of Allegiance.
  - B. Presentation of the Minutes of the April 8, 2024, meeting by Mayor Duncan. Councilwoman Dr. Cary made a motion to dispense with the reading of the Minutes and to approve them as presented. Motion seconded by Councilman Steffen and carried by all.
  - C. Presentation of the April 30, 2024, bills by Mayor Duncan. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Snader and carried by all.
2. Mayor's Report & Comments:

Mayor Duncan announced that the Selbyville Historical Society is hosting a fundraiser in June. More details will be forthcoming.

3. Reports
  - A. Police Report – M. Hudson

Chief Wilson reported there were 255 calls for service, 58 tickets issued, 2 DUIs, and 7 criminal arrests for the month of April. He presented a quote from Magnum Electronics for two in-car police radios for \$6,338.68 each. He stated that this was budgeted for and the majority of one of the in-car police radios will be grant-funded. Additionally, Chief Wilson presented a quote from Vector Solutions for a police management system that assists with scheduling, online training, inventory, tracking field training, and more for \$7,071.60, and then \$5,151.60 annually after that. He stated this was in the budget as well. Chief Wilson concluded by presenting the Mayor and Council with a rendering of the new design for the police vehicles. Councilwoman Dr. Cary made a motion to accept the quote from Magnum Electronics for two in-car police radios for \$6,338.68 each. Motion seconded by Councilman Hudson and carried by all. Councilman Hudson made a motion to accept the quote from Vector Security for a police management system that assists with scheduling, online training, inventory, tracking field training, and more for \$7,071.60, and then \$5,151.60 annually after that. Motion seconded by Councilman Steffen and carried by all.

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Councilman Hudson announced that National Police Week begins the week of May 12<sup>th</sup> and took a moment to recognize and thank the Selbyville Police Department.

Mayor Duncan reported that Corporal Bunting and PFC Dodson participated in the annual Career Day/Touch a Truck event at Phillip C. Showell Elementary School last week.

**B. Building and Code Enforcement – A. Merollini**

See report for the month of April. Inspector Merollini reported that ten contractors were found working in town limits without a business license, however, six have since applied for their Outside Contractor Business License. Additionally, he announced that 3 Lighthouse Road has sold. The new property owner has met with Inspector Merollini and has plans to begin working on the property shortly. Inspector Merollini has conducted 233 inspections, and 68 building permits were applied for in April. He began reviewing more applications and plans in-house as well.

**C. Hazard Inspection Committee – C. Snader**

No report for the month of April.

**D. Water – G. Steffen**

See report for the month of April. Councilman Steffen reported that the water plant produced 5,826,214 gallons of water. We continue to purchase water from Artesian to supplement the water pressure on the eastern side of town. We continue to meet all State and Federal testing requirements. Councilman Steffen announced that the 2024 Annual Water Quality Report was published today. Additionally, the Pepper Ridge tank was drained, washed down, and is now back online. The Water Department continues to read meters, repair meters as necessary, and mark water lines for Miss Utility locate requests.

Mayor Duncan reported on the Drinking Water State Revolving Fund (DWSRF). He stated the Town received approval for funding to replace old lead and copper lines. Additionally, he stated that the trees have been removed at the site for the 1 million gallon water storage tank on Hudson Road. Mayor Duncan concluded by stating they authorized Artesian to upsize the pump at the interconnect on Route 54 to increase the water pressure.

**E. Public Works – G. Steffen**

Councilman Steffen reported that the Public Works Department has been cutting grass, spraying weeds, cleaning catch basins, and fixing drainage issues around town. He added that the Public Works Supervisor is gathering a proposal for the next Economic Development Committee Meeting regarding the Hometown Heroes Banner Program.

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**F. Recreation – G. Steffen**

Councilman Steffen reported that construction of Phase 3 at the Town Park will begin soon. Phase 3 consists of parking lot improvements, installing new signage, entrance improvements, erecting new fencing, installing a new water fountain, installing additional security lighting, and installing sidewalks to improve connectivity. There will be times when the Town Park will be closed during this. Town Administrator Long stated that notices regarding the park being closed will be placed on the Town website and Facebook page. Councilman Steffen added that a senior softball league is utilizing the ball field on Saturdays and the Delmarva Aces are utilizing the ball field on Sundays.

Councilman Steffen presented a quote from Cunningham Recreation for park equipment for \$23,220.84. It consists of five workout stations. Town Administrator Long stated that we would not be able to utilize grant funding for this until Phase 5. After a brief discussion, the council agreed not to move forward with the quote from Cunningham Recreation.

**G. Sewer Report – C. Snader**

See report for the month of April. Councilman Snader reported the plant had an average daily flow of 1,085,000 gallons and a peak flow of 1,260,000 gallons. The plant performed within all required permit parameters for the month.

Town Engineer Loar explained that the Town Code does not have an Ordinance regarding Fat, Oil, and Grease Interceptors and Traps which he recommended they look into creating one to help protect the Wastewater Plant. Town Administrator Long provided the Mayor and Council with a sample Ordinance from the City of Harrington's Code. The Mayor and Council agreed to allow Town Administrator Long to begin drafting an Ordinance regarding Fat, Oil, and Grease Interceptors and Traps.

**H. Planning & Zoning – C. Snader**

See Minutes of the April 23, 2024, meeting.

Councilman Snader reported the only item on the agenda was to review the builder's proposed architecture for Kingfisher development located on Lighthouse Road, TMP #533-18.00-5.00, owned by West Selbyville Development, LLC. There are 5 different models for single-family homes between 1,900-3,000 square feet. This project consists of 99 28-foot townhomes and 223 single-family homes. They are anticipating to begin site work late this summer. Beazer Homes has designed the homes.

Mayor Duncan inquired about a previous discussion where it was stated that the Kingfisher development would not begin until a majority of the Coastal Villages development was

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completed. Town Engineer Loar stated that the previous discussions and agreements need to be reviewed again, and it will be part of the workshop taking place on May 29, 2024.

**I. Industrial Park Report – S. Long**

No report for the month of April. There will be a discussion regarding the first right of refusal for 135 Dixon Street at the June Town Council Meeting.

**J. Annexation Report – C. Cary**

No report for the month of April.

**K. Economic Development Committee – C. Cary**

See Minutes of the April 15, 2024, meeting.

Committee Member Emily Gaither of the Bethany-Fenwick Area Chamber of Commerce reported that the committee began discussing business attraction, retention, and expansion. They took a closer look at Town Codes and existing documents that related to businesses. The Economic Development Committee is scheduled to meet on June 17, 2024.

Ms. Gaither stated that the Chamber found a possible option for hanging banners as well.

**L. Administrative Report – C. Cary**

Councilwoman Dr. Cary reported that the Selbyville Community Club has offered to clean up the memorial garden in front of Town Hall. Additionally, the Selbyville Historical Society will be hosting a fundraiser in celebration of Senator John Townsend's 153rd birthday on June 1, 2024. The event will take place at the Selbyville Fire Hall (30 N Main St.) from 6:00 PM – 9:00 PM. Tickets are \$75 each and include dinner, music, silent auctions, and brief remarks by State of Delaware dignitaries. More information can be found at <https://selbyvillehistoricalsociety.org>.

**M. Administrative Report – S. Long**

Town Administrator Long reported that the wide format printer has been delivered and has been set up. She reiterated that a workshop is taking place on May 29, 2024, from 3:30 PM – 5:30 PM to discuss wastewater matters.

Town Administrator Long reported that she met with Chief Wilson and Captain Parsons on May 3, 2024, to discuss the Community Reinvestment Funds Grant Application due May 15<sup>th</sup>. The Building Committee met on April 22<sup>nd</sup>, and it was determined to request funding for land acquisition, design, and construction for a new police department. The application has been

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submitted. They were advised to begin with land acquisition and design, and then apply for construction next year as they will be able to estimate costs better once the design is in place.

Town Administrator provided an update regarding Parks & Recreation. She stated that the pre-application for Phase 4 at the Town Park has been submitted. Phase 4 consists of a 5-12 year old playground and a walking trail.

Town Administrator Long stated the next item on her agenda is discussing a street name change as requested for Dukes Street Ext. She stated that the Mayor and Council had received a letter from a resident requesting to change the street name for Dukes Street Ext due to issues with mail delivery and it not being recognized by navigation systems which was mentioned could cause issues for first responders as well. Town Administrator Long explained that she has reached out to the Town Solicitor and it is a lengthy process. She stated her next step would be reaching out to Sussex County as they establish the addresses. Chief Wilson stated that he recommends and supports this change from a public safety standpoint. Mayor Duncan recommended reaching out to the rest of the residents on Dukes Street Ext to see if everyone supports the street name change as well. After a brief discussion, the Mayor and Council supported allowing Town Administrator Long to reach out to the residents of Dukes Street Ext and Sussex County regarding the street name change.

Town Administrator Long concluded by stating that it appears as though the roadwork for the 2019 Hazard Elimination Program will begin tomorrow. At the beginning of April, the Town was told they would be contacted with a definitive date, however, it was discovered through an online news article. Town Administrator Long has contacted DelDOT and asked for confirmation.

4. Visitors in Attendance:

Doug Smith of Mountaire Farms stated that they performed 78 odor checks since the last town meeting and detected 6 instances of odor.

Zach Evans of Mountaire Farms stated that they had participated in the Bethany-Fenwick Area Chamber of Commerce's Coastal Delaware Community Clean Up. Mountaire Farms was Selbyville's designated hub location where volunteers checked-in, received clean up supplies, and discarded collected trash. They had approximately 35 volunteers. Additionally, he announced that Mountaire Farms is proud to sponsor the 67<sup>th</sup> Annual Old Timer's Day event.

Emily Gaither, Bethany-Fenwick Area Chamber of Commerce Member Relations Manager, announced that Old Timer's Day will take place on Saturday, June 15, 2024. More information on this event can be found at <https://oldtimersdayde.com>. Ms. Gaither reported over 2,000 cyclists participated in the Ocean to Bay Bike Tour with no incident reports. Over 630 volunteer hours contributed to the success of the event as well. They will be presenting checks to local beneficiaries of the event on May 29<sup>th</sup> at their Business After Hours event. Additionally, Ms.

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Gaither reported on the results of the shop local initiative event called “Spring Fling” which they hosted in April. Three businesses in Selbyville participated in the event: Church Street Fabrics, Antique Junction, and Old Town Thrift and Gift. Altogether, 37 businesses participated and they collected 2,539 raffle tickets. There were shoppers from 42 states and Canada.

Doug Staub, a part-time resident of Sandy Branch, expressed concerns regarding unkept properties in Town and possible code violations associated with these properties. Mayor Duncan stated that the Police Department and Code Enforcement have been out to investigate these concerns on several occasions. The Code Enforcement Official is currently communicating with the homeowners and occupants of these properties and work is in progress.

Linda Staub, a resident of Sandy Branch, expressed concerns about her neighbor’s dogs getting on her property. Mayor Duncan suggested that she contact the Police Department when that occurs.

Chris Mercurio, a resident of Lighthouse Lakes, inquired about who initiates local traffic studies and when the last traffic study was conducted. Mayor Duncan stated that DelDOT conducts a traffic study before each development begins.

Kevin Lynch, a representative of AHS Construction, expressed concerns with lack of communication regarding the bridge he owns being closed by the Building Inspector/Code Enforcement Official. Inspector Merollini explained that the bridge has been deemed unsafe as it does not comply with the 2021 International Building Code. Town Administrator Long stated that she has spoken with the Chairman of the Hazard Inspection Committee since speaking with Mr. Lynch previously, and the Hazard Inspection Committee will be requesting a meeting. Additionally, Mr. Lynch inquired about the recent fee increases the Town has adopted. Mayor Duncan stated fee increases were necessary to catch up with the times to cover existing costs and a result of the rising costs of supplies. Town Administrator Long added that several departments are severely understaffed, so fee increases are necessary in order to increase staffing to properly serve the residents as well.

There being no further business to discuss Councilman Hudson 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  
HR Specialist