

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING OCTOBER 7, 2024**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Dr. Carol Cary, Monroe Hudson, Gary Steffen, and Chris Snader 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 September 9, 2024, meeting by Mayor Duncan. Councilman Steffen made a motion to dispense with the reading of the Minutes and to approve them as presented. Motion seconded by Councilman Snader and carried by all.
- C. Presentation of the September 30, 2024, bills by Mayor Duncan. Councilman Hudson made a motion to pay all bills as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

2. Public Hearing –

Mayor Duncan opened the Public Hearing:

AUTHORIZING THE ISSUANCE OF UP TO \$707,000.00 MAXIMUM PRINCIPAL AMOUNT GENERAL OBLIGATION BONDS TO PROVIDE FINANCING FOR THE COSTS ASSOCIATED WITH THE TOWN'S TINGLE ACRES MOBILE HOME PARK (MHP) LEAD SERVICE LINE REPLACEMENT PROJECT, SAID AMOUNT TO INCLUDE THE PAYMENT OF COSTS ASSOCIATED THEREWITH, AND ORDERING A SPECIAL ELECTION IN CONNECTION THEREWITH.

Town Administrator Long explained that the Town has applied for a principal forgiveness loan of up to \$707,000.00 to finance the cost associated with the Lead Service Line Replacement Project at Tingle Acres MHP. She added that although the loan is principal forgiveness, a special election will still need to be held. At this time, Mayor Duncan invited public comment. An attendee inquired about the interest rate which Town Administrator Long stated was 0%. Being there were no further comments, Councilman Steffen made a motion to close the Public Hearing. Motion seconded by Councilman Hudson and carried by all.

Town Administrator Long explained that the next steps are to appoint the Board of Election and set the date of the Special Election. She stated the Department of Elections had confirmed availability to hold the Special Election on December 10, 2024, from 9:00 A.M. to 3:00 P.M. at the Selbyville Town Hall. Town Administrator Long stated that the Board of Elections may

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include Loryn Rose, who manages Town Elections, Mackenzie Long, who is learning about Town Elections, and one other person who may be an employee, resident, or non-resident for this Special Election. Councilwoman Dr. Cary made a motion to hold a Special Election on December 10, 2024, from 9:00 A.M. to 3:00 P.M. at the Selbyville Town Hall regarding the authorization of the issuance of up to \$707,000.00 maximum principal amount general obligation bonds to provide financing for the costs associated with the Town's Tingle Acres Mobile Home Park (MHP) Lead Service Line Replacement Project, said amount to include the payment of costs associated therewith as presented. Motion seconded by Councilman Steffen and carried by all. Michael Mercilliott volunteered to be on the Board of Election. Councilwoman Dr. Cary made a motion to appoint Loryn Rose, Mackenzie Long, and Michael Mercilliott as the Board of Election for the Special Election to be held on December 10, 2024. Motion seconded by Councilman Steffen and carried by all.

3. Mayor's Report & Comments:

No report for the month of September.

4. Reports

A. Police Report – M. Hudson

Chief Wilson reported there were 225 calls for service, 30 tickets issued, and 1 criminal arrest for the month of September. He stated that three officers had been out, however, one returned this past Friday. He announced that the department has received \$27,292.65 in grant funds from the State of Delaware which will be used towards the cost of in-car camera systems for the two new Chevrolet Tahoes and overtime patrols. Chief Wilson concluded his report by stating the 4th Annual Selbyville Trunk or Treat will be held at the Selbyville Volunteer Fire Co. on Saturday, October 19, 2024, from 10:00 A.M. to 2:00 P.M.

B. Building and Code Enforcement – A. Merollini

See report for the month of September. Inspector Merollini reported that they issued 40 building permits, conducted 149 building inspections, closed 43 open building permits, investigated 10 code violations, and had 16 postings. He added they did not come in contact with any contractors working in town limits without their Outside Contractor Business License.

Inspector Merollini requested the Mayor and Council consider some revisions to the Rental License section of the Town Code. Town Administrator Long explained that the Town has received several complaints regarding rentals and added that many people are purchasing a second home and utilizing them as Airbnb's or other short-term rentals. Currently, there is not a specific section of the Town Code that regulates short-term rentals, so they are treated the same as regular rentals. Inspector Merollini has researched surrounding towns' regulations for rentals

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and is suggesting the following revisions be added to the Town Code:

1. Homeowners Association (HOA) Approval Letter; similar to what is required for a building permit.
2. 24-hour emergency phone number for the occupants to contact the property owner.
3. Rental sticker that displays a reflective number of pre-approved occupants which will assist the Fire Department and Police Department.
4. New rental fee based on number of bedrooms:
 - i. 1-2 bedrooms: \$188.00
 - ii. 3 bedrooms: \$203.00
 - iii. 4 bedrooms: \$218.00
 - iv. 5 bedrooms: \$233.00
 - v. 6 bedrooms: \$248.00
5. Pre-inspection fee of \$175.00.
6. Re-inspection fee of \$100.00.
7. Rental Report Card; to keep the property owner aware of things such as the property status and number of complaints per season.
8. Chapter 73-5 would be enforced as well.

Town Administrator Long asked the Mayor and Council if they would prefer to allow or prohibit Airbnb's/short-term rentals. Councilwoman Dr. Cary stated as a member of the Economic Development Committee, she is in support of allowing them and considering establishing regulations. Councilman Steffen agreed. Councilman Snader asked if there is a maximum occupancy for rentals to which Inspector Merollini stated there is.

At the September 9, 2024, Town Council Meeting, it was requested the Building & Code Department review the fence lines/area between 32634 Lighthouse Road and the Lighthouse Lakes boat and RV storage lot. Councilwoman Dr. Cary requested an update. Inspector Merollini stated there is a tax ditch between 32634 Lighthouse Road and the Lighthouse Lakes boat and RV storage lot which allows room for property maintenance.

Inspector Merollini concluded his report with an update regarding the faded crosswalk in front of Lighthouse Lakes. He stated that he had contacted DeIDOT regarding it, and they stated they would add it to their schedule to repaint it next year as well as a few other spots in Town.

C. Hazard Inspection Committee – C. Snader

No report for the month of September. The Dukes Street property previously addressed by the Hazard Inspection Committee continues to make progress, and 3 Lighthouse Road is currently for sale.

D. Water – G. Steffen

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See report for the month of September. Councilman Steffen reported that the water plant produced 11,980,148 gallons of water which is a decrease of over 2,000,000 gallons since August 2024. We continue to purchase water from Artesian to supplement the water pressure on the eastern side of town. Everything in the plant is running as it should, and we continue to meet all State and Federal testing requirements. The Water Department continues to read and repair meters as necessary and mark water lines for Miss Utility locate requests.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department has finished the drainage project in the Industrial Park. They have also been cutting grass, spraying weeds, cleaning catch basins, and painting curbs.

F. Recreation – G. Steffen

Councilman Steffen reported that the latest phase of the Town Park is complete. They are waiting for new picnic tables to be delivered.

At this time, Councilman Steffen referred to the delinquent reports. He stated that the delinquent tax amount is over \$53,000.00 and inquired about the possibility of looking into a collection agency. Town Administrator Long stated a large portion is within Tingle Acres MHP and happened before her tenure. She explained the Tingle's own the MHP, however, the individual(s) own the trailer, so when they leave, they take the trailer, and then the town does not have a way to contact them. She stated she could contact the Town Solicitor to begin the collections process. An attendee asked if the Town collects a deposit on utilities to which the Town Administrator responded the town does not, but the MHP might. Town Administrator Long stated that she has spoken with several other towns who hire a collection agency to collect delinquent utilities which could be investigated as well. Town Administrator Long stated she would begin looking into the process to collect delinquent taxes and contact collection agencies for more information on the process and quotes for collecting delinquent utilities.

G. Sewer Report – C. Snader

See report for the month of September. Councilman Snader reported the plant had an average daily flow of 1,032,900 gallons and a peak flow of 1,311,000 gallons. The plant performed within all required permit parameters for the month. Councilman Snader reported they have selected a slide gate contractor, M2 Construction, as approved at the August Town Council Meeting. He stated that they had received quotes for the replacement of the utility water pumps as well. Additionally, a sewer lateral was replaced on Walnut Street. Wastewater operators completed 170 Miss Utility locates and conducted clean out inspections in Saltwater Landing, Atlantic Lakes, and Creekhaven. Councilman Snader invited Town Engineer Loar to add to the report. Town Engineer Loar stated scheduling for the slide gate work is approximately 16-20 weeks out as they are waiting on the manufacturer. He added that he will have M-2 Construction take a look at the oxidation ditch

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diffuser replacement while they're on-site as well. Town Engineer Loar stated both utility water pumps are down, but he has received one quote for the replacement of the utility water pumps and is waiting on another. He concluded by stating that the contractor for the S/E Sewer Project is back on-site and has completed approximately $\frac{3}{4}$ of the punch list items, so the project should be closed out soon.

H. Planning & Zoning – S. Long

1. Consideration of Selbyville Volunteer Fire Company's Training Facility located at 30 N. Main Street.

Town Administrator Long stated the next item on the agenda was consideration of Selbyville Volunteer Fire Company's Training Facility located at 30 N. Main Street. She stated that a motion to put the consideration back on the table was needed. Councilman Steffen made a motion to resume the consideration of Selbyville Volunteer Fire Company's Training Facility located at 30 N. Main Street as presented. Motion seconded by Councilwoman Dr. Cary and carried by all. Town Administrator Long explained this was presented to the Planning & Zoning Commission at their August 27, 2024, meeting. She stated that the rendering that was provided was different from what the Selbyville Volunteer Fire Company (SVFC) intended to do, so the Council asked for an accurate rendering. Town Administrator Long invited a representative of the SVFC to speak. Bob Eckman, a member of the SVFC, stated that Chief Timmons could not attend tonight's meeting, so they do not have an accurate rendering with them. He reiterated that they are looking to have an on-site training facility that is made up of two 40-foot metal storage containers side by side on a concrete pad located on the back corner of their property at 12 Polly Branch Road behind their primary 30 N. Main Street location. Mayor Duncan explained the other concerns from the Council were notifying the neighbors and water runoff. Mr. Eckman stated they have not notified the neighbors nor investigated the water runoff as they have been conducting these trainings twice a month for many years. Inspector Merollini asked if they were aware that that area is in the middle of a floodplain to which Mr. Eckman confirmed knowledge of. Councilwoman Dr. Cary stated that she had just discovered that the SVFC did not need approval to make these changes as they are exempt from this section of the Town Code. Mr. Eckman stated that is correct, however, it was done as a courtesy. Town Administrator Long explained the same situation occurred with the Selbyville Public Library as they are exempt from this section as well, but it's been standard procedure for documentation and courtesy-sake. She added that they are not exempt from all Town Codes, just Chapter 200 Zoning. Councilman Snader asked Inspector Merollini how the floodplain would affect this. Inspector Merollini explained it could affect how the containers would need to be secured to reduce hydraulic pressure, and stated he will need to investigate it further and will work with the SVFC on it. Councilwoman Dr. Cary made a motion to approve the Selbyville Volunteer Fire Company's Training Facility made up of two 40-foot metal storage containers side by side located at 30 N. Main Street as presented. Motion seconded by Councilman Steffen and carried by all.

2. Report of the October 2, 2024, meeting.

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See Minutes of the October 2, 2024, meeting.

Town Administrator Long reported the first item on the agenda was consideration of a preliminary site plan approval for Selbyville Landing, located at 31624 Lighthouse Road, TMP #533-17.00-154.00, for a 4-lot single family subdivision, owned by Balsamo Real Estate, LLC. Alan Decktor of Pennoni Associates originally presented the proposed site plan to the Planning & Zoning Commission, however, he was unable to attend this meeting, so Eric Wahl of Pennoni Associates presented the proposed site plan to the Mayor & Council on behalf of the applicant. Mr. Wahl stated this is a 4-lot subdivision with the property zoned R-4 Residential. The residual land has a stormwater pond on it. Regarding the flow of the drainage, the existing curb flow goes to a ditch that leads to a stormwater pipe which runs under Lighthouse Road. Half of the subdivision will utilize the stormwater pond directly, while the other half will flow to a swale under the new entrance and end up in the stormwater pond. The stormwater pond will then regulate how much goes to the stormwater pipe that is under Lighthouse Road. Mr. Wahl stated this will have no negative impact on the drainage on the other side of the road. They plan to maintain as much of the wooded area that adjoins Lighthouse Crossing as possible, adding that most of those trees are not on this parcel. They have met with all the agencies for the pre-submittal meeting. The Town Engineer has also reviewed the plans and recommends preliminary site plan approval. DelDOT recommended a “hammerhead” entrance as shown on the site plan with a 15-foot wide permit easement for a multi-use trail. The road is 34-feet wide with 5-foot sidewalks on each side. The road ends in a cul-de-sac. Councilwoman Dr. Cary stated there is an existing home on the parcel and inquired if it would be demolished to which Mr. Wahl confirmed. Councilwoman Dr. Cary inquired about the agenda stating it is a 5-lot subdivision. Mr. Wahl stated that was a mistake; the allowable density is 5-lots, however, they are only creating a 4-lot subdivision. An attendee asked if town water and sewer were available to these lots. Mr. Wahl stated yes, they are providing a 20-foot wide easement for sanitary sewer hookup to an existing manhole, and there is an existing water line under the road that they are connecting to. Kenneth Daly, a resident of Lighthouse Crossing, referred to the house closest to the Lighthouse Crossing community and inquired about the distance between that house and the community pool in Lighthouse Crossing. He stated that lot has a 30-foot rear setback and a 15-foot side setback, so they would not be able to go past those setbacks. Mr. Wahl added that there are existing trees in that area outside of the property line as well. Chris Pearson, President of the HOA for Lighthouse Crossing, stated he had met with a member of Pennoni Associates on-site and had spoken with the Sussex Conservation District (SCD) regarding a tree line that he believes cannot be disturbed. Mr. Wahl stated Mr. Decktor has spoken with SCD and Mr. Pearson, so he believes that has been discussed thoroughly. Michael Sabol, a resident of Lighthouse Crossing whose property abuts this property, inquired about the distance between the back of the house and the property line as well as the ditch between the properties and if the brush would be cleared from it. Mr. Wahl stated they have a 30-foot rear setback, so they would not be able to put the structure any further than that. Additionally, there is an easement for the

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sanitary sewer connection to the existing manhole and a 10-foot easement for a drainage swale. Mr. Wahl stated they would only clear what would need to be for drainage purposes, but it would not go outside of their property line. Mr. Sabol inquired about who would be responsible for branches that overhang above the ditch. Mr. Wahl stated that he is not sure of the SCD requirements in that case, but he would mention it to Mr. Balsamo as well. Mr. Sabol asked that he be notified before the work is done. Town Administrator Long asked Mr. Wahl to contact her, so that she may contact Mr. Sabol at that time. It was the recommendation of the Planning & Zoning Commission for the Mayor & Council to approve this request. Councilwoman Dr. Cary made a motion to approve the preliminary site plan for Selbyville Landing, located at 31624 Lighthouse Road, TMP #533-17.00-154.00, for a 4-lot single family subdivision, owned by Balsamo Real Estate, LLC as presented. Motion seconded by Councilman Hudson and carried by all.

Town Administrator Long stated the second item on the agenda was consideration of a final site plan approval for Cypress Shores located on Cypress Road, TMP #533-16.00-25.00 for a 98 single-family lot Residential Planned Community owned by DCB Long Corporation. Steve Marsh with GMB Engineering was in attendance to present the proposed site plan on behalf of the applicant. Mr. Marsh stated that the preliminary approval was given by the Planning & Zoning Commission in June 2023 and the Mayor and Council in July 2023. The following variances were approved during preliminary approval:

1. Minimum lot area reduction from 9,000 square feet to 7,200 square feet
2. Minimum lot width reduced from 75 feet to 60 feet
3. Rear yard setback reduced to 20 feet
4. Reduction in Boat/RV storage from 20% to 10%

The Town Engineer has also reviewed the plans and recommends final site plan approval. The following agency approvals have been received and forwarded to the town: Office of Drinking Water, DNREC for sewer construction, Office of the State Fire Marshal, Sussex Conservation District, and DelDOT for entrance approval. DNREC State Drainage has approved the plan submittal, and they are currently preparing the court order change document for the reduction in tax ditch easement and rerouting of the tax ditch. This document will be forthcoming. It was the recommendation of the Planning & Zoning Commission for the Mayor & Council to approve this request with the condition that the final site plan will not be signed until the court order change is received by the Town. Councilman Snader made a motion to approve the final site plan for Cypress Shores located on Cypress Road, TMP #533-16.00-25.00 for a 98 single-family lot Residential Planned Community owned by DCB Long Corporation as presented, with the condition that the final site plan will not be signed until the court order change is received by the Town. Motion seconded by Councilman Steffen and carried by all.

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Town Administrator Long stated the third item on the agenda was consideration of a final site plan approval for the Kingfisher subdivision, located on Lighthouse Road, TMP #533-11.00-35.00, TMP #533-18.00-5.00, and TMP #533-18.00-5.01 for a 322-lot Residential Planned Community, owned by West Selbyville Development, LLC. Steve Marsh with GMB Engineering was in attendance to present on behalf of the applicant. In June 2022, these parcels were annexed into Town with an R-4 Residential Plan Community Overlay Zoning District, and preliminary site plan approval was given by the Planning & Zoning Commission in October 2022 and the Mayor and Council in December 2022. The preliminary site plan proposed 326-lots, however, with the final site plan they are proposing a 4-lot reduction to 322-lots. The Town Engineer has also reviewed the plans and recommends final site plan approval. The following agency approvals have been received and forwarded to the town: Office of Drinking Water, DNREC for sewer construction, Office of the State Fire Marshal, Sussex Conservation District, and DelDOT for entrance approval. Similar to Cypress Shores, DNREC State Drainage has approved the plan submittal, and they are currently preparing the court order change document for the reduction in tax ditch easement and tax ditch relocates within the property. This document will be forthcoming. The following variances were approved during preliminary approval:

1. Minimum lot area reduction from 9,000 square feet to 7,200 square feet with a minimum lot width reduced from 75 feet to 60 feet
2. Rear yard setback reduced to 20 feet
3. Reduction in Boat/RV storage from 20% to 10% with 12 feet X 30 feet parking spaces
4. 25-foot separation between adjacent sticks of townhomes, measured from the BRL
5. Reduction of 400-foot minimum length of dead-end streets (cul-de-sac) to 300-foot length

Mr. Marsh stated they are asking for an additional variance specific to Lot #306 which is for it to be reduced to a 15-foot rear yard setback due to the shape of the lot. Councilwoman Dr. Cary clarified this final site approval is solely for Phase 1 of the Kingfisher Development to which Mr. Marsh and Daniel Bunting confirmed. An attendee, Russell Shaw, inquired if the Town has water and sewer infrastructure to support these homes. Mayor Duncan stated according to the engineering firm, yes. Town Administrator Long confirmed as well and reiterated that this had received preliminary approval in 2022. Mary Jo Beach, a resident of Atlantic Lakes, referenced the round-a-bout that DelDOT is installing at the intersection of Hudson Road and Lighthouse Road and asked if they will be installing a traffic light or round-a-bout at the entrance of this development. Mr. Bunting stated there will be a dedicated left-in turn lane similar to what is there for Lighthouse Lakes, but there is not an immediate plan for a traffic signal there. Mr. Marsh added there is a required road improvement at Johnson Road as well. Town Engineer Loar clarified that this is for the development only and the pump station associated with this will be submitted separately. It was the recommendation of the Planning & Zoning Commission for the Mayor & Council to approve this request with the condition that the final site plan will not be

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signed until the court order change is received by the Town. Councilman Steffen made a motion to approve the final site plan for the Kingfisher subdivision, located on Lighthouse Road, TMP #533-11.00-35.00, TMP #533-18.00-5.00, and TMP #533-18.00-5.01 for a 322-lot Residential Planned Community, owned by West Selbyville Development, LLC as presented, with the additional variance specific to Lot #306 to reduce the rear yard setback to 15-feet, and with the condition that the final site plan will not be signed until the court order change is received by the Town. Motion seconded by Councilman Snader and carried by all

I. Industrial Park Report – S. Long

No report for the month of September. As previously stated by Councilman Steffen, the Public Works Department has finished the drainage project in the Industrial Park. It was funded by Representative Collins and Senator Hocker and is greatly appreciated.

J. Annexation Report – C. Cary

No report for the month of September.

K. Economic Development Committee – C. Cary

See Minutes of the September 9, 2024, meeting.

Councilwoman Dr. Cary reported the Economic Development Committee will be meeting on October 14, 2024, at 9:00 A.M.

L. Administrative Report – S. Long

Town Administrator Long reported that Marleyz Smoke Shop has turned in the required information for their retail tobacco shop, so their Business License has been issued.

Town Administrator Long reiterated that the 4th Annual Selbyville Trunk or Treat will be held at the SVFC on Saturday, October 19, 2024, from 10:00 A.M. to 2:00 P.M. in conjunction with several presenting sponsors including the Town of Selbyville, Selbyville Police Department, Selbyville Volunteer Fire Company, Fenwick Island Lions Club, Selbyville Public Library, and Salem Church. There will be a DJ, a foot parade, face painting, a magician, and more!

Additionally, Town Administrator Long stated that she, Mackenzie Long, and Loryn Rose have begun preparing for the 63rd Annual Selbyville Christmas Parade as well. Justin Hoban asked if there would be a rain date for the Christmas Parade. Town Administrator Long explained there would not be a rain date due to the amount of Christmas Parades in the area throughout the month which could create a conflict for parade registrants.

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Town Administrator Long concluded her report by asking the Mayor & Council if they would like to continue to provide the Christmas hams for the staff again this year. She explained they are typically purchased from Kirby & Hollaway, but East Coast Foods located in Town sells them as well. She stated she would obtain price lists if approved. The Mayor & Council unanimously agreed to continue to purchase Christmas hams for the staff.

5. Visitors in Attendance:

Zach Evan of Moutaire Farms reported on behalf of Doug Smith and stated they had performed 92 odor checks since the last town meeting and detected five instances of odor. Mr. Evans announced that this year marks the 30th Anniversary of Thanksgiving for Thousands. It will take place on Saturday, November 23, 2024. Volunteer registration will open on October 15, 2024. They plan to distribute just shy of 60,000 meals from their Selbyville location and nearly 200,000 total throughout the participating Moutaire Farms locations. More information can be found at <https://mountaire.com/mountaire-cares/meals-for-thousands/>. Additionally, Mr. Evans reported on behalf of Emily Mais with the Bethany-Fenwick Area Chamber of Commerce (BFACC). He stated that the BFACC will be hosting a ribbon cutting ceremony on Friday, October 18, 2024, from 12:00 P.M. to 1:30 P.M. at the new Advanced Auto Parts on DuPont Blvd.

Kenneth Daly, a resident of Lighthouse Crossing, requested an update on the Water Tower Project. Town Engineer Loar stated that it is in progress. He added there are some environmental concerns with the current location, so they are working through those while exploring the possibility of an alternative location. He stated that the well drilling is under contract, and they are working on finding a parcel for good quality water. Town Engineer Loar stated if they can only find high-iron water, they may need to explore an additional water treatment facility, so they are assessing the most cost-effective way to handle that now and in the future. Mr. Daly inquired about the capacity of the current water treatment facility/infrastructure and whether it can be upgraded. Town Engineer Loar stated the infrastructure is upgradable, but the current infrastructure is satisfactory for the current development that has been discussed. He added the issue is not volume or quality, but it is a pressure issue which is where the water tower comes into play. Mr. Daly expressed concerns about the possibility of the water tower construction not being completed before next summer. Town Engineer Loar stated that the Town has taken action to make sure there is enough water by interconnecting with Artesian and reiterated that it is a pressure issue, not a volume issue.

Diane Schmidt, a resident of Barkley Estates, commended the Town for its quick action to address a sinkhole concern she had reported. Ms. Schmidt, also a member of the Selbyville Community Club, stated they will be collecting "Coats and Sweat for Vets" again this year and are requesting permission for Town Hall to be a collection site. The Mayor & Council unanimously agreed it is a great program and to continue to allow Town Hall to be a collection site.

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Town Administrator Long reminded everyone that the Selbyville Community Club is the beneficiary of this year's Christmas Parade. 50/50 raffle tickets can be purchased at Town Hall or from a member of the Selbyville Community Club leading up to the parade and on the day of.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Loryn Rose
HR Specialist