

## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING MARCH 3, 2025**

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 February 3, 2025, 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 February 28, 2025, 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. Mayor's Report & Comments:**

- A. Mayor Duncan read a Proclamation proclaiming March as Art Month for Selbyville Youth in the Town of Selbyville. The Proclamation was presented to Diane Schmidt on behalf of the Selbyville Community Club. Ms. Schmidt added that the award ceremony for the Youth Art Show will take place on April 5, 2025, at 10:00 A.M. at the Selbyville Public Library. Mayor Duncan highly encouraged all to attend.

At this time, Mayor Duncan took a moment to welcome Councilman Snader and Councilman Steffen back on the council as a result of the 2025 Annual Municipal Election. They will be sworn in at the April meeting. Additionally, Mayor Duncan thanked Timothy Grote for his interest in the town and expressed hope that the community will continue to grow together.

### **3. Reports**

#### **A. Police Report – M. Hudson**

Chief Wilson reported there were 249 calls for service, 34 tickets issued, and 9 criminal arrests for the month of February 2025.

Chief Wilson presented three quotes to the Mayor and Council for their review. The first quote was for a new Chevrolet Tahoe for \$55,200.00. The second quote was for 12 new AEDs for \$24,098.04. The third quote was for 14 body cameras for \$30,970.00. He noted all three quotes were included in the budget. Councilman Hudson added that the AEDs needed to be replaced

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due to their age and lack of replacement parts. Councilman Hudson made a motion to accept the quotes for the new Chevrolet Tahoe for \$55,200.00, 12 new AEDs for \$24,098.04, and 14 body cameras for \$30,970.00 as presented. Motion seconded by Councilman Steffen and carried by all.

Chief Wilson took a moment to recognize Corporal Killian Klopp, recipient of a 2025 Joshua M. Freeman First Responders Award, for his actions on January 25, 2024, when he responded to a local convenience store for a strongarmed robbery. An individual assaulted and stole money from someone at the ATM and then ran off. After a long foot chase, Cpl. Klopp was able to tackle the individual and take them into custody. Chief Wilson thanked Cpl. Klopp for his bravery and commitment to the community.

Mayor Duncan acknowledged the appearance of the new police vehicle and graphics. Chief Wilson stated that once they have finished programming the camera, it will be out on patrol. The second vehicle is currently having all the necessary emergency lighting and equipment installed and will then have the new graphics installed.

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

See report for the month of February. Inspector Merollini reported they issued 21 building permits, conducted 90 building inspections, closed 97 open building permits, investigated 18 code violations, had 26 postings, and conducted 41 rental inspections. They came in contact with one contractor working in town limits without their Outside Contractors Business License.

Inspector Merollini requested the Mayor and Council allow the process to begin to make the code regarding trailers more specific due to a recent concern expressed by a resident. Mayor Duncan approved the request to begin the process with the Planning & Zoning Commission.

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

No report for the month of February. The Dukes Street property, previously addressed by the Hazard Inspection Committee, continues to make progress.

**D. Water – G. Steffen**

See report for the month of February. Councilman Steffen reported that the water plant produced 6,629,852 gallons of water. We continue to purchase water from Artesian to supplement the water pressure on the eastern side of town, and we continue to meet all State and Federal testing requirements. The raw water line replacement work was completed. The Water Department continues to take samples daily, read and repair meters as necessary, and mark water lines for Miss Utility locate requests. They have also been conducting winter maintenance within the water plant and ran a new water line in the plant, which is now online.

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Town Administrator Long recalled the discussion related to the purchase of new MXU batteries that was mentioned during her budget report at the previous council meeting. There are approximately 1,805 meters that need a new MXU, as they will eventually be incompatible with the meter software. Town Administrator Long stated they had received a quote to replace the applicable MXUs for \$165 per meter, or \$297,825.00 total. This was included within the budget. To receive this price, the town will have to commit to the whole order, but it can be spread over a period of two to three years. Approximately 500 MXU batteries must be ordered at a time, and the town would only pay for what is received each time. Councilman Steffen made a motion to commit to purchasing 1,805 MXU batteries from LB Water at \$165 each over the period of time allowed as presented. Motion seconded by Councilman Snader and carried by all.

### **E. Public Works – G. Steffen**

Councilman Steffen reported that the Public Works Department continues plowing and salting roads and clean catch basins as needed. They are currently getting mowers ready for spring and filling potholes.

Councilman Steffen stated the next items on his agenda were the consideration of the RTV quote from Burke Equipment and the consideration of the 3500 HD Chevrolet Truck from I.G. Burton. The quote from Burke Equipment Company for the RTV was \$26,766.00. The quote from I.G. Burton for the 3500 HD Chevrolet Truck was \$69,750.00. Both were included in the budget. Councilman Steffen stated this was a ratification. Town Administrator Long added that the truck was picked up today, and the price for the plow is roughly \$8,000.00 and will need to be ordered by May to keep that discounted price. Also, the RTV was cheaper than what it was budgeted for. Mayor Duncan pointed out that the RTV would be safer than the golf cart that is currently used by the department. It will be utilized for various department needs, such as park maintenance and spraying weeds along the streets. They have discussed safety, tags, regulations, etc., with the police department and will be abiding by the state law. Councilman Steffen made a motion to accept the quote from Burke Equipment Company for the RTV for \$26,766.00 and the quote from I.G. Burton for the 3500 HD Chevrolet Truck for \$69,750.00 as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

### **F. Recreation – G. Steffen**

No report for the month of February.

### **G. Sewer Report – C. Snader**

See report for the month of February. Councilman Snader reported the plant had an average daily flow of 1,040,800 gallons and a peak flow of 1,154,000 gallons. The plant performed within all required permit parameters for the month. All of the equipment at Site B is operational. Wastewater Operator Fisher attended a DFIT Safety Meeting, and a WAS pump was replaced in the operations building this month as well. Councilman Snader reported there was a clog on Route 54, which was

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resolved. Town Engineer Loar provided an update related to the slide gates; they are expected to be shipped at the end of March.

Town Administrator Long stated that she, Councilman Snader, and Town Engineer Loar reviewed a \$15,663.00 quote from Design Plastic Systems, Inc. for emergency repairs to the grates over the Church Street Pump Station, which had collapsed, creating a safety hazard. After Town Engineer Loar reviewed and approved the quote, the repair work was authorized and has since proceeded.

### **H. Planning & Zoning – C. Snader**

#### **1. Report of February 19, 2025, meeting.**

See Minutes of the February 19, 2025, meeting.

The first item on the agenda was to discuss the five-year review of the Town's Comprehensive Land Use Plan. Town Administrator Long explained that this was a joint meeting of the Mayor and Council and Planning and Zoning Commission. She added that the Comprehensive Land Use Plan is a ten-year plan that must be reviewed every five years. There are three options the town has to complete this review. The options provided by the Office of State Planning are as follows:

1. The Planning and Zoning Commission and Town Council can review the plan and determine that the goals and objectives of the plan are still relevant. If that is the case, the town should submit a letter or minutes from the meeting to the Office of State Planning stating that the Town Council has determined no changes are needed which will then be filed so that the existing plan will remain, as is, in effect until the update is due in 2030.
2. The town can review the plan and determine whether minor changes are needed. In this case, the town would bring a comprehensive plan amendment through PLUS, and then through the town's public process, and that would be considered the 5-year review. The certification date does not change, and the town would need to update the plan on or before October 2030.
3. The town can review the plan and determine whether it no longer meets the goals and objectives of the town, and the town can then begin the update process for the plan. This would need to go through the full update process and would be reviewed for certification and if certified, it would be good for 10 years.

It is the recommendation of the Planning and Zoning Commission that the Mayor and Council approve this five-year review and proceed with option #1. Town Administrator Long stated that when properties begin applying for the MU-Mixed Used Overlay District, they will need to amend the Comprehensive Land Use Plan one at a time. Councilwoman Dr. Cary made a motion to proceed with option #1 as no changes are needed at the five-year review so the existing plan

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will remain, as is, in effect until the update is due in 2030 as presented. Motion seconded by Councilman Hudson and carried by all.

2. Report of February 27, 2025, meeting.

See Minutes of the February 27, 2025, meeting.

Councilman Snader stated the first item on the agenda was the consideration of a lot consolidation plan for Kenneth and Susan Foust, located at 62 S. Main Street, TMP's 533-16.00-108.01 & 108.02. He explained Mr. and Mrs. Foust own two neighboring lots and wish to combine them so that they can construct a 20-foot-wide addition on the side of their existing home. Without the consolidation of the lots, the addition would encroach onto the side yard setback/building restriction line. Town Engineer Loar reviewed the plan and it meets all town code requirements. It was the recommendation of the Planning and Zoning Commission for the Mayor and Council to approve this request. Councilman Snader made a motion to approve the lot consolidation plan for Kenneth and Susan Foust, located at 62 S. Main Street, TMP's 533-16.00-108.01 & 108.02 as presented. Motion seconded by Councilman Steffen and carried by all.

I. Industrial Park Report – S. Long

No report for the month of February.

J. Annexation Report – C. Cary

No reports for the month of February.

K. Economic Development Committee – C. Cary

See Minutes of the February 10, 2025, meeting.

Councilwoman Dr. Cary reported the Economic Development Committee discussed the projector that will be installed at Town Hall to assist with the audience's ability to view meeting presentations. Additionally, the committee reviewed several sign quotes from Ad-Art for signs displaying the town's mission statement, vision statement, and tagline, totaling \$785.00. Councilwoman Dr. Cary made a motion to accept the \$785.00 quote from Ad-Art for the mission statement, vision statement, and tagline signs to be displayed at Town Hall as presented. Motion seconded by Councilman Hudson and carried by all. Town Administrator Long also received a quote from Ad-Art for two additional rider signs, which will display the tagline and be added to the signs in the Route 113 median, for \$160.00 each. Councilwoman Dr. Cary made a motion to accept the quote from Ad-Art for the two additional rider signs, which will display the tagline and be added to the signs in the Route 113 median, for \$160.00 each as presented. Motion seconded by Councilman Hudson and carried by all.

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Councilwoman Dr. Cary concluded her report by stating the next meeting is scheduled for April 14, 2025, at 9:00 A.M.

### **L. Administrative Report – S. Long**

Town Administrator Long began her report with some general updates. Regarding the Building and Code Department, in 2024, 228 building permits were issued for new residential homes. Four commercial building permits were issued; two in the Industrial Park and two buildings were for Sullivan's Landscaping. Additionally, four development applications were approved: Holly Kia Dealership, Selbyville Textile Printing, Cypress Shores – 98 homes, and Kingfisher – 332 homes.

Town Administrator Long announced that the Hometown Heroes Banner Program is moving forward. This program is a living tribute designed to honor and recognize the brave men and women who have served in the United States Armed Forces, whether currently enlisted or veterans. To qualify for the program, Veterans and active military personnel must have a familial or historical connection to Selbyville—this could include attending school, having relatives in the area, etc. Those honored on War Memorials and Veterans, as recommended by the local VFW and American Legion Posts, are also eligible. Each banner will be 30" x 60", crafted from durable Sunbrella material, printed on both sides. The banner will feature the hero's photograph, their full name, branch of the Military, and the era of service (e.g., WWI, WWII, Vietnam, etc.). These banners will be displayed along Cemetery Road, Main Street, and Church Street in Selbyville. Applications are available on the town's website and at the Town Hall.

Town Administrator Long and Inspector Merollini met with AECOM on February 25, 2025, to discuss changes to the sign code. AECOM is preparing the updates which will be ready to be reviewed by the Planning and Zoning Commission and then the Mayor and Council in the upcoming months. Additionally, as reported by Councilwoman Dr. Cary, a projector and screen will be installed at Town Hall later this week.

Town Administrator Long reported that she and Chief Wilson will be meeting on March 12<sup>th</sup> to discuss this year's Community Reinvestment Fund. The application is due in May.

The last general update concerns Mosquito Control Spraying for 2025. It is a free program that the town has elected to continue participating in. Spraying will begin in March. Mayor Duncan inquired about the steps if there is a specific area of concern. Town Administrator Long suggested they reach out to the town, and we can provide contact information, so they may request to schedule additional spraying.

Town Administrator Long stated the only item on her agenda was a donation request from the Selbyville Community Club for Kid's Art Month. She explained the town has supported it for

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many years and made a \$1,000.00 donation last year. Councilwoman Dr. Cary made a motion to donate \$1,000.00 to the Selbyville Community Club for Kid's Art Month. Motion seconded by Councilman Snader and carried by all.

### **4. Visitors in Attendance:**

Mike Mercilllott, a resident of Victoria Forest, revisited a concern he had previously raised with Town Administrator Long about the development sign in poor condition and requested an update. Town Administrator Long explained that Code Enforcement had inspected all development signs and identified several in disrepair. She contacted DelDOT, who stated that the signs were not their responsibility and recommended the town reach out to legislators for funding to replace them. Mr. Mercilllott offered to remove the sign, but Town Administrator Long informed him that the Public Works Department would handle its removal.

Diane Schmidt, a representative of the Selbyville Community Club, thanked the town for the proclamation, donation, and continued support for the art show. She formally invited the Mayor, Council, and town staff to attend the 2025 Youth Art Show and Award Ceremony to be held on April 5, 2025, at 10:30 A.M. at the Selbyville Public Library. Local K-12 & IRHS Art will be displayed at the Selbyville Public Library from March 31st to April 30th.

Zach Evans of Mountaire Farms announced that Easter for Thousands will take place on Saturday, April 12, 2025, from 7:00 A.M. to 1:00 P.M. They plan to pack 8,000 meal boxes, the equivalent of 32,000 meals, at their Selbyville location. Box registration and volunteer registration are now open. More information can be found at <https://mountaire.com/mountaire-cares/meals-for-thousands/>. Mr. Evans thanked the town for their continued support, and Mayor Duncan spoke highly of the event and encouraged all to participate. Additionally, Mr. Evans thanked and congratulated those who were recognized at the 2025 Joshua M. Freeman First Responders Award.

David White of Mountaire Farms reported they had performed 96 odor checks since the February meeting and detected 5 instances of odor. He informed the Council that their charcoal filtration vendor will be at the plant next week to ensure the system is running optimally. Additionally, Mayor Duncan mentioned that he had reached out to Doug Smith regarding some potholes, to which Mr. White responded he would be obtaining quotes shortly.

Oliva Lease of the Bethany-Fenwick Area Chamber of Commerce announced that registration for the Ocean to Bay Bike Tour event is open. The event will take place May 2, 2025, through May 3, 2025, and one of the rest stops will be at the Selbyville Town Park. Additionally, they have begun planning Old Timer's Day which will take place on Saturday, June 14, 2025. Vehicle registration is set to open this weekend. More information on these events, and more, can be found at <https://thequietresorts.com/>.

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Tim Grote, a resident, expressed his gratitude for the opportunity to run for Council. He also inquired about whether the town puts vehicles out to bid and when the last water and sewer audits were conducted. In response, Mayor Duncan explained that town vehicles are acquired through state contracts, and the State of Delaware regularly monitors both the water and sewer systems and samples. Mr. Grote proposed the idea of organizing a running event within the town to the Bethany-Fenwick Area Chamber of Commerce. Additionally, he voiced his desire to see improvements to the medians on Route 113. In response, Mayor Duncan pointed out that the town spends over \$10,000 annually on median maintenance, purchased new mowing equipment last year, and employs professional landscapers for upkeep.

Mary Jo Beach, a resident of Atlantic Lakes, shared that their HOA is awaiting the Mayor and Council's decision on short-term rentals before establishing regulations within their development. She inquired about the timeline for the implementation of code regulations related to short-term rentals. Town Administrator Long explained that the town is currently finalizing changes to the sign code and will then proceed with addressing short-term rentals in the code. She noted that this process should move forward within the next few months. Mayor Duncan added that the town is researching how other municipalities regulate short-term rentals. Several residents suggested that the HOA establish regulations in the meantime, with the understanding that the more stringent code would take precedence.

Andrew Waskey, a resident of Sandy Branch, reported that the stop sign at the entrance of their development had been hit and is in need of repair. He also asked about the process for repaving the roads within their development. Mayor Duncan recommended that he contact the Public Works Department to address both the stop sign and the paving concerns. Mr. Waskey then inquired about plans for the old Georgia House building. Mayor Duncan explained that the building has been purchased, will be demolished, and a new structure will be constructed on the site. Lastly, Mr. Waskey asked about the prospects for additional restaurants and businesses in town. Mayor Duncan noted that this is one of the initiatives the Economic Development Committee is currently working on.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,

A handwritten signature in cursive script that reads "Loryn Rose".

Loryn Rose  
HR Specialist