

**MINUTES OF THE TOWN OF SELBYVILLE**  
**SPECIAL WORKSHOP MEETING JANUARY 21, 2025**

Mayor Duncan called the special workshop to order at 10 o'clock a.m. Councilmembers Dr. Carol Cary, Monroe Hudson, Chris Snader and Gary Steffen were in attendance. Also in attendance was Town Administrator Stacey Long.

Mayor Duncan thanked the commissioners for meeting with the town administrator to discuss their department's upcoming needs. He then turned the meeting over to Administrator Long to review the proposed budget in full detail.

Administrator Long stated that the first page is a summary of all the department's income and expenses. The budget is balanced to \$0, with an income of \$12,762,244. Known expenses are \$12,714,956 and unforeseen misc. expenses are \$47,288, which brings the income versus expenses to \$0. Last year's budget was balanced at approximately \$9,700,000. Some of the increases are related to the new public safety impact fee account, increases of transfer tax, building permits, outside contractors' business licenses, an increase of property taxes due to the amount of homes that were built over the last year, and the Tingle's Mobile Home Park grant of \$707,000.

Some highlights this year are that the trash and recycling rates will not be increasing, the water and sewer impact fees will increase to \$4,250 each. The water and sewer rates will be increased by 3.5%, which increases the monthly customer bill by \$2.53 for in-town customers and \$2.55 for out-of-town customers. There was discussion on lowering the 18,000-gallon minimum usage for that rate to 16,000 gallons. It was asked to get a percentage of the number of customers who go over the minimum usage. A 2003 water & sewer SRF loan will be paid off this year. The budget also includes new software upgrades for the administrative department. I have also included security upgrades for the town hall and some renovations to allow for additional offices, to allow each employee to have their own office. It also includes a new administrative employee and a water & streets employee. It was discussed to possibly add additional job duties to an existing position so that the employee would be a field supervisor for the water, streets, and sewer departments. It was decided to get a job description of the additional duties and check to see how this position can be posted whether publicly or in-house only.

Administrator Long presented the proposed FY2026 Fee Schedule. The water turn off fee for delinquent accounts is increasing from \$28 to \$100, and as explained earlier the water

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and sewer impact fees are increasing from \$4,000 to \$4,250. Moving on to the administrative department, Administrator Long stated that the permits and transfer taxes were based off the average number of permits issued for new homes in FY2025 to total 180. Dr. Cary mentioned the economic development expense and noted that the committee requested that \$50,000 be obligated towards a possible part-time employee and other misc. items. Another administrative employee is included in this budget as well. Fixed Assets for this department include security upgrades, new software, new furniture and a computer for a new hire. There were no questions regarding the trash & recycling department. Chief Wilson had requested the town budget \$5,000 each hiring bonus for certified officers only. We currently have two vacant positions that we are trying to fill in addition to hiring two more officers. Also, the hiring of another recruit to put in the fall academy. Fixed assets for the police department include two fully equipped Tahoe's, equipping the one Tahoe already ordered, yet not received. It also includes body camera upgrades, portable and base radios, squad room computers, AED replacements and taser replacements. The police department's fixed assets will be funded entirely by the public safety impact fees that are collected from the new construction building permits. This also includes the income from the Community Reinvestment Fund to apply towards the new police building project. The Parks and Recreation department has a list of fixed assets to include Phase 4 upgrades and wind fencing for the pickleball courts. A grant has been applied for in the amount of \$125,000 from the State of Delaware for the upgrades. For the wastewater department the fixed assets totals \$380,000 to include a Ras Pump, portable generator, utility water repair, diffuser replacements, disc filter repairs, upgrades to the control cabinets and property /building upgrades to Site A. There is also a wastewater facilities plan to be prepared by the town engineer for \$30,000. This study will give the town a better look at what the top priorities are for upgrades to the plant. The streets department is splitting the cost of a new truck and a new RTV for spraying weeds and other uses with the water department. Kevin Murray has also requested an additional water/streets employee. For the water department the town has been awarded a \$50,000 grant for Emerging Contaminants. We were also awarded a \$707,000 principal forgiveness loan to replace the Lead Service lines in Tingle's Trailer Park. For fixed assets, lighting upgrades, a new command link for meter readings, replacement of the raw water line entering the plant, and splitting the cost of the new truck are included on the list. There are approximately 1800 MXU's that need to be changed out. We were offered to purchase these for \$165 each however, we have to commit to purchasing all of them. The purchases do not have to happen at one time and can be split over a period of years. That total comes


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to \$297,825. Administrator Long moved on to the Municipal Street Aid income and revenues. The anticipated income from the state is \$85,365, which is based off the town owned street mileage. This helps offset the costs of street lighting and other street maintenance and repairs. The Industrial Park is a wash for income and expenses since we cut the right-of-ways there and then send the bills to the owners of each property owner.

There is a proposed 4% COLA raise for water, streets, admin and wastewater departments. The police department officers are receiving what is in their Collective Bargaining Agreement. The Mayor and Council are to set the salaries for the Town Administrator and Chief of Police. The captain would be a certain percentage below the Chief's salary.

At this time, the Mayor & Council thanked Administrator Long for presenting the budget and going through details of each department. Councilman Steffen made a motion to adjourn the special workshop. The motion was seconded by Councilman Chris Snader and carried by all.

Respectfully submitted,

  
Stacey Long  
Town Administrator