

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

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

The meeting was properly posted.

1. Opening of Meeting –

- A. Mayor Duncan led in the Pledge of Allegiance.
- B. Reading of the Certificate of Election by HR Specialist Loryn Rose.
- C. Swearing in of Mayor Richard A. Duncan, Sr. by Town Administrator Stacey Long.
- D. Swearing in of Councilman Chris S. Snader, Sr. and Councilman Gary L. Steffen by Town Administrator Stacey Long.

At this time, Mayor Duncan asked the Council to consider reappointing Brian Wilson as the Chief of Police. Councilman Snader made a motion to reappoint Brian Wilson as the Chief of Police. Motion seconded by Councilman Steffen and carried by all.

Mayor Duncan asked the Council to consider rehiring Deborah L. McCabe as Secretary/Treasurer. Councilman Steffen made a motion to rehire Deborah L. McCabe as Secretary/Treasurer. Motion seconded by Councilwoman Dr. Cary and carried by all.

Mayor Duncan asked the Council to consider rehiring Lisa Michaels as Assistant Secretary/Treasurer. Councilman Snader made a motion to rehire Lisa Michaels as Assistant Secretary/Treasurer. Motion seconded by Councilwoman Dr. Cary and carried by all.

- E. Presentation of the Minutes of the March 3, 2025, 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.
- F. Presentation of the March 31, 2025, bills by Mayor Duncan. Councilwoman Dr. Cary made a motion to pay all bills as presented. Motion seconded by Councilman Steffen and carried by all.

2. Mayor's Report & Comments:

Mayor Duncan thanked the Selbyville Public Library and Selbyville Community Club for their outstanding efforts associated with the Youth Art Show program and awards ceremony. Additionally, Mayor Duncan reported that he, Councilwoman Dr. Cary, and Corporal Liana

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

Dodson took time to participate in the One Town, One Book initiative and read to students at Phillip C. Showell Elementary School.

**3. Reports**

**A. Police Report – B. Wilson**

Chief Wilson reported there were 316 calls for service, 49 tickets issued, and 17 criminal arrests for the month of March. He reported that they have hired a recruit and a certified officer. The recruit will be attending the Police Academy that begins on April 27<sup>th</sup>. The certified officer is anticipated to begin his employment with the department at the end of this month. Additionally, the department has received the body cameras and AEDs that were approved at the last council meeting. The body cameras are currently being programmed. Installation of the transfer station and vehicle docks is still pending. The new AEDs have been programmed, and officer training will begin shortly. Both new police vehicles have been fully equipped and are expected to be on patrol later this month.

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

See report for the month of March. Inspector Merollini reported they issued 36 building permits, conducted 179 building inspections, closed 55 open building permits, investigated 16 code violations, had 7 postings, and conducted 16 rental inspections. They came in contact with one contractor working in town limits without their Outside Contractors Business License. Inspector Merollini reported that the department has assisted with the removal of approximately 15 inoperable vehicles over the past year. He provided a reminder that Citizen Reporter is up and running on the town's website. Citizen Reporter can be used to submit non-emergency requests in town such as overgrown grass, streetlight outages, etc.

Inspector Merollini requested that the Mayor and Council to consider a temporary trailer permit application for Holly Kia. He stated that this trailer would temporarily be on their property until no longer needed during the construction of their new facility. Town Administrator Long explained that this is a permitted use, but since it states the Mayor and Council authorized the issuance once approved, they wanted to bring it before them for the record. She added that the timeframe is not to exceed one year. The Mayor and Council had no objection to the temporary trailer permit application for Holly Kia.

Mayor Duncan inquired about a recent flood-related meeting that Inspector Merollini had attended. Inspector Merollini stated that the property in question does not have a permit from DNREC to operate in its current capacity and added that he will be meeting with the property owner soon. Mayor Duncan noted that they were given 60 days to implement a planning strategy and urged Inspector Merollini to continue following up.

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

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

No report for the month of March. 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 March. Councilman Steffen reported that the water plant produced 6,831,533 gallons of water, which is approximately a 200,000-gallon increase from the previous month. 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 Water Department continues to take samples daily, read and repair meters as necessary, and mark water lines for Miss Utility locate requests as well. Councilman Steffen reported that hydrant flushing, a twice-annual process that helps to keep the water clean, fresh, and safe, will take place the week of April 28, 2025. Residents and businesses are advised to check for discolored water, especially in their washing machines. If you observe discolored water, let your faucet run for a few minutes to see if it clears up. If it doesn't, contact the Water Department at 302-436-8349. For more information, call Town Hall at 302-436-8314.

**E. Public Works – G. Steffen**

Councilman Steffen reported that the Public Works Department has begun spraying streets and cutting grass.

**F. Recreation – G. Steffen**

Councilman Steffen reported that the water has been turned on at the park. They are getting ready to start Phase 4 of the park improvements. Mayor Duncan also commended the Public Works Department on keeping the medians on Route 113 cleaned up.

**1. Review and consideration of bids received for Phase 4 Playground Equipment.**

Town Administrator Long announced that a bid opening was held on Friday, April 4, 2025, at 2:00 P.M. for the Phase 4 Playground Equipment. One bid was received from Cunningham Recreation, the same company that previously installed the 2–5-year-old playground equipment during an earlier phase of park improvements. The bid from Cunningham Recreation, totaling \$115,681.72, covers equipment for the 5–12 year old playground. Highlights of the proposed equipment include a double wave zip slide, balance walk, double cargo net wall, and poured-in-place rubber safety surfacing. The total cost, including site work and installation, was initially \$120,336.22, but a \$9,047.50 discount was applied, reducing the final price. Town Administrator Long noted that the town has received \$137,500.00 in grant funds to support this phase, with a 25% matching requirement from the town. She also mentioned that this phase will include a walking trail and interconnectivity improvements. She recommended that the Mayor and Council accept Cunningham Recreation's proposal for the Phase 4 Playground Equipment in the amount of \$115,681.72. After a brief discussion, Councilwoman Dr. Cary made a motion to accept the

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

bid for the Phase 4 Playground Equipment from Cunningham Recreation for \$115,681.72 as presented. Motion seconded by Councilman Steffen and carried by all.

Mayor Duncan inquired about how this affects the town's liability insurance. Town Administrator Long explained that she meets with the insurance representative annually to discuss any improvements or changes, and they update the policy and premiums accordingly.

**G. Sewer Report – C. Snader**

See report for the month of March. Councilman Snader reported the plant had an average daily flow of 968,900 gallons, which has decreased from last month, and a peak flow of 1,140,000 gallons. The plant performed within all required permit parameters for the month. Councilman Snader reported that the department has been working in coordination with DNREC on maintenance of the chlorine system. He noted that he met with the Town Engineer last week and confirmed that they are still awaiting materials for the Ditch #2 project. Additionally, wastewater operators have been power washing the disc filter panels and conducting routine maintenance as needed. Councilman Snader concluded his report by stating that a clog occurred at Shady Grove, which the department worked with CES to resolve.

**H. Planning & Zoning – C. Snader**

**1. Report of March 18, 2025, meeting.**

See Minutes of the March 18, 2025, meeting.

The first item on the agenda was consideration of the preliminary site plan approval for Auto Zone located at 38166 DuPont Blvd, TMP #533-16.00-42.00. Town Administrator Long turned the floor over to Todd Hamula with Zaremba Group, who represents Auto Zone stores, to present the preliminary site plan for Auto Zone. The site of the proposed store will be just south of the Royal Farms store. There is currently an entrance on DuPont Blvd for the Royal Farms store, and Auto Zone will be utilizing this existing entrance/exit for this store. Royal Farms will be giving Auto Zone an access easement, and both stores can be accessed off DuPont Blvd and Cemetery Road. The site is approximately 0.80 acres, and the building will be approximately 7,380 square feet. The code requires 20 parking spaces for this project; however, they are providing 38 parking spaces. The typical store hours range from 8:00 A.M.-9:00 P.M. Monday through Saturday and 10:00 A.M.-7:00 P.M. on Sundays. There will be approximately 12 employees for this store, ranging anywhere from 3-5 employees per shift. He acknowledged that they are aware that there are 3 other auto parts stores in the town limits of Selbyville already. He stated that market studies have been conducted to see what businesses will be successful in certain areas, in which Auto Zone is certain they can be profitable in this area. The stormwater management pond was originally constructed to handle the full build out for the entire Royal Farms site and future buildings. Auto Zone will be utilizing the existing stormwater management pond that is on site, and they have had discussions with the Sussex Conservation

## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING APRIL 7, 2025**

District to ensure compliance with their regulations. The water and sewer connections will be connected to the existing lines that were installed when Royal Farms store was constructed. The connections will be at the rear of the building. Mr. Hamula stated that the purchase of the property is all conditioned upon receiving the approvals from the town, county, and state to develop the property. The project is proposed to begin late summer, early fall, dependent upon all regulatory approvals being received. During this process, this parcel will be partitioned off the existing Royal Farms parcel.

Mayor Duncan asked if there had been any consideration of other businesses for the site, or had it been intended for Auto Zone. Mr. Hamula stated he was not aware, however, there are additional sites available for other businesses south of their site. He added that Auto Zone had put this site under contract approximately six months ago. Mayor Duncan extended the offer to Mr. Hamula, a real estate developer, to meet with the Economic Development Committee to possibly discuss additional businesses for the area. Mr. Hamula noted that as the community continues to grow additional businesses will be attracted to the area.

Town Administrator Long stated that the town has received a letter from the Town's Engineer, Jason Loar of Davis, Bowen & Friedel, recommending approval of the preliminary site plan for Auto Zone. It was the recommendation of the Planning and Zoning Commission for the Mayor and Council to approve this request. Councilwoman Dr. Cary made a motion to approve the preliminary site plan for Auto Zone located at 38166 DuPont Blvd, TMP #533-16.00-42.00 as presented. Motion seconded by Councilman Steffen and carried by all.

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

#### **1. Report of April 2, 2025, meeting.**

See Minutes of the April 2, 2025, meeting.

Town Administrator Long stated the first item on the agenda was the consideration of First-Rate Movers occupying a 9,800 square foot building located at 144 Dixon Street, TMP #533-16.00-133.00. At the April 2<sup>nd</sup> meeting, Chairman Stevens informed everyone that this is a meet and greet meeting to get information on the business that will be moving into the Industrial Park and to verify that it is not in any violation of the Declaration of Covenants of the Park. Mr. Shields had presented a map of 144 Dixon Street to the Industrial Park Committee that represents all the buildings on the parcel. A copy of the map is attached to the original Industrial Park Committee Minutes. There are currently 9 buildings on this property, and they are numbered accordingly. Building #9 is the building that this company would like to occupy. As soon as Avalanche (Amazon) empties out building #6, First-Rate Movers will be utilizing that building as well. Amazon will continue to occupy buildings 2, 3, and 8. The remaining buildings on the property are currently up for lease. Mr. Tustin, owner of First-Rate Movers, explained to the Industrial Park Committee that the primary use of the building will be for storage. There will not be any customers onsite and no storage of outside material or business vehicles/trucks. There will not be

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

any storage of hazardous chemicals, only furniture and household and business items. There are typically 3 employees per truck. Storage of the items is short-term, typically between 2-3 months, and no more than a year maximum. The Industrial Park Committee advised the tenants to review the Declaration of Covenants to become familiar with the rules and regulations of the Industrial Park. Since there is no new construction and no change in use of the building, the committee members stated that there is no need to make a recommendation to the Mayor and Council. Town Administrator Long concluded by stating the Industrial Park Committee had made a motion to approve the new business, First-Rate Movers, to occupy buildings 9 and 6, located at 144 Dixon Street in the Industrial Park. Mayor Duncan welcomed First-Rate Movers to 144 Dixon Street on behalf of the Council and wished them well.

J. Annexation Report – C. Cary

No reports for the month of March.

K. Economic Development Committee – C. Cary

I. Consideration of purchasing promotional giveaways for the Old Timers' Day Event.

Councilwoman Dr. Cary stated that the Economic Development Committee is requesting to utilize \$3,000 towards promotional giveaways at the annual Old Timers' Day event. These items would be Selbyville focused. She stated the next meeting is scheduled for April 14, 2025, at 9:00 A.M., however, the committee wanted to request approval from the Mayor and Council prior to discussing which items to purchase. Town Administrator Long reviewed several promotional items that had been briefly discussed, including khaki hats, neoprene can coolers, challenge coins, and window decals featuring the town's tagline. She reported that the cost for 168 khaki hats starts at approximately \$270.00, while 200 neoprene can coolers are estimated at \$258.00. The cost for 500 challenge coins, similar to those previously created for the Christmas Parade, is estimated at \$1,863.00. She noted that shipping costs significantly impact the price of the challenge coins due to their weight. Finally, Town Administrator Long stated that she is awaiting a quote for 200 window decals. Councilman Steffen made a motion to allow the Economic Development Committee to utilize up to \$3,000 towards promotional giveaways for the annual Old Timers' Day event. Motion seconded by Councilman Snader and carried by all.

L. Security Committee – S. Long

Town Administrator Long reported that the Security Committee met on March 28, 2025, at 9:30 A.M. to discuss proposed security upgrades for Town Hall aimed at enhancing staff safety. The committee also discussed renovation plans to create additional office space on the first floor and to reassign portions of the second floor for police department use. They discussed repurposing the police secretary's office, storage room, and police lobby into offices for Town Hall. In turn,

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

the existing code enforcement office and adjacent hallway on the second floor would be repurposed for police storage and other departmental needs.

A quote of \$12,300 was received from Straight-line Construction, previously contracted to build the wall between the Council Chambers and Town Hall lobby, for completion of the renovations and minimal security improvements. Additionally, second-floor lighting would require modifications at an estimated cost of \$400-\$600 due to the renovations.

Town Administrator Long noted that \$9,000 had been allocated in the FY26 budget for Town Hall renovations. By separating the minimally necessary security costs, the committee is confident the renovation expenses will remain within budget. \$28,000 was budgeted specifically for security enhancements, which include reducing the size of office windows, installing bulletproof glass in administrative areas, and adding a speaker and pass-through ledges for secure public interaction.

The committee also received preliminary quotes from Vector Security for further security upgrades. Town Administrator Long expressed interest in meeting with the committee again before finalizing a full security proposal for Mayor and Council consideration. She noted that the town's workers' compensation insurance provider offers a risk assessment team available to consult on security needs. Additionally, Councilman Hudson has a contact who may assist with the assessment. Town Administrator Long emphasized the importance of a professional evaluation to ensure effective security improvements.

Town Administrator Long requested that the Mayor and Council approve the renovation costs up to \$9,000 and allow for minor associated security expenses of up to \$5,000 from the designated security upgrade budget. Chief Wilson advised that police files, security cameras, and other equipment would need to be relocated prior to the start of renovations as well. A quote from Vector Security for relocating this equipment was presented at \$6,411.

Councilman Steffen asked which entrance residents would use to speak with an officer once the renovations had been completed. Town Administrator Long responded that residents would continue using the Town Hall lobby until additional security upgrades, including modifications to the police side entrance, are implemented in a future phase. Councilwoman Dr. Cary requested access to construction drawings or a site plan before moving forward. Councilman Snader recommended scheduling a meeting with the workers' compensation risk assessment team as well. Following further discussion, the Mayor and Council agreed to table the matter until construction drawings/site plans are reviewed and the committee meets with the risk assessment team.

M. Administrative Report – S. Long

## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING APRIL 7, 2025**

Town Administrator Long reported that between January 1 and March 31, 2025, the town collected \$26,500 each for the Fire Company Impact Fee and the Library Impact Fee. These funds have been submitted to the respective entities. Additionally, Town Administrator Long noted that she has a Traffic Impact Study meeting scheduled with DelDOT on April 11, 2025, to discuss a proposed project within town limits, known as Lighthouse Towne Center. The development is planned for the corner of Lynch Road and Lighthouse Road and is zoned NB Neighborhood Business.

Next, Town Administrator Long reported on some miscellaneous meetings that were attended in March. They met with NRG to discuss the disposal of leachate. Town Engineer Loar explained that NRG has a decommissioned plant, where all processed water is directed to a landfill site. There, the water filters through the soil before entering the groundwater system. Although classified as industrial wastewater, the water is not considered hazardous. Town Engineer Loar expressed concern about the volume of wastewater involved, but noted, if the disposal is split evenly between the town and Sussex County, it could be advantageous for the town. They are currently awaiting sample results from Sussex County to confirm there will be no adverse impacts on the wastewater plant. Secondly, they met with Travis Martin regarding an Industrial Park on Route 113 outside of town limits. Town Engineer Loar is investigating the possibility of the town supplying this site with town water and sewer, as well as any pump station upgrades that may be necessary to collect the wastewater. Lastly, the Water Advisory Committee met. An email was sent to the State's Conservationist with the USDA to request a meeting to discuss water conservation measures during the summer months, particularly related to residential lawn irrigation. Town Administrator Long hopes the representative will be able to meet with the town and a representative from each of the HOAs in town to discuss this matter further.

Town Administrator Long concluded her report by revisiting a discussion regarding delinquent tax and utility payment options. The Town Solicitor suggested the town consider amending the Town Code to include a general provision that makes it clear that the town can recover reasonable attorneys' fees whenever it is collecting a tax, utility fee, trash/recycle charge or any other kind of charge due and owing the town. This would go in the General Provisions chapter and does not require a public hearing, just a reading and a vote at a Council meeting. She recommended that this be done prior to the town requesting the solicitor send any demand letters, so the town may collect attorney fees associated with the process. Additionally, the Town Solicitor suggested the revision of Chapter 150 of the Town Code to make it clear that the trash/recycle service can be cut off when there is a delinquent balance and that the delinquent owner is subject to a collection action by the town. Currently, it states that residents are required to use a town-sponsored trash and garbage removal service at the property owner's expense. Mayor Duncan inquired about the property owner attempting to purchase trash service as a result. Town Administrator Long stated that it is against the Town Code, so they would not be able to. The Mayor and Council agreed to have the Town Administrator request the Town Solicitor draft amendments to the Town Code to be discussed at the next Council meeting.



## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING APRIL 7, 2025**

At this time, Town Engineer Loar explained that the town had received a letter from Artesian, who is interested in providing water service to several properties north of town. He stated that one is within the town's CPCN, but the additional properties are within the future growth area. Town Engineer Loar noted that he does not see the town providing water service that far north in the near future. Based on this, Mayor Duncan recommended the town relinquish those properties. The Council agreed and instructed Town Engineer Loar to move forward with the process of relinquishing said properties.

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

Celeste McTighe, a resident of Lighthouse Crossing, expressed concerns related to the lack of crosswalks and adjustments to the sidewalk along Main Street as a result of a recent accident that occurred involving a pedestrian. Town Administrator Long stated the town had submitted a request to DelDOT for a crosswalk. Additionally, the library had discussed the TAP Program with DelDOT, however, the discussions seemed to have dissolved during the construction of the new facility. Mayor Duncan recommended contacting the state representatives to discuss further options and asked Town Administrator Long to continue these discussions.

Emily Mais, Membership Director of the Bethany-Fenwick Area Chamber of Commerce, announced several upcoming events. Spring Fling 2025: Shop, Dine, Stay & Play will take place from April 11-19, 2025, offering shoppers the chance to win a grand prize by visiting participating area businesses. Church Street Fabrics, Old Town Thrift & Gift, and Antique Junction are a few of the businesses participating in Selbyville. The Delaware Coastal Community Clean Up is scheduled for April 12, 2025, inviting both groups and individuals to adopt and clean sections of roadway throughout The Quiet Resorts. The Ocean to Bay Bike Tour will occur May 2-3, 2025, with a rest stop planned at Selbyville Town Park. Old Timers' Day is scheduled for June 14, 2025, and The Friends of the Selbyville Public Library will host a book sale at Salem Church from June 11 through the day of the event. More information about these and other events is available at <https://thequietresorts.com/>. Ms. Mais noted that the discussion regarding sidewalks and crosswalks does overlap with Economic Development, so those discussions may continue there as well if desired.

Ruthie Munoz, Mountaire Cares Manager, 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. More information can be found at <https://mountaire.com/mountaire-cares/meals-for-thousands/>. Ms. Munoz thanked the first responders who will be present at the event and invited the Mayor and Council to attend.

Doug Smith of Mountaire Farms reported they had performed 104 odor checks since the March meeting and detected 6 instances of odor. He informed the Council that a third party came in and made a few adjustments to ensure the system is running optimally. Additionally, Mr. Smith stated they had received some bids for work on Hosier Street and had met with the Public Works Department as well.

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING APRIL 7, 2025**

Charles McMillion, a resident of Atlantic Lakes, stated they have adopted a section of road as part of the cleaning event and invited additional residents to participate.

Diane Schmidt, a representative of the Selbyville Community Club, thanked the town for their continued support for the Youth Art Show and Award Ceremony. Local K-12 & IRHS Art will continue to be displayed at the Selbyville Public Library until the end of the month.

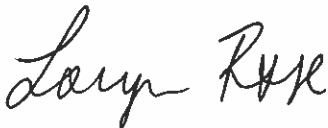
Chris Mercurio, a resident of Lighthouse Lakes, inquired about an update related to the water tower. Town Engineer Loar stated they are working on property related matters. Additionally, Mr. Mercurio asked if the Economic Development Committee has reached out to property owners to discuss what they would like to see for commercial property. Councilwoman Dr. Cary stated they have met with Daniel Bunting, who has contacted many commercial businesses in hopes of drawing them to the area, but the committee will continue to investigate options.

Mayor Duncan reminded residents that there is a Planning & Zoning Commission meeting scheduled for April 15, 2025. More information can be found on the town's website.

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,

A handwritten signature in black ink, appearing to read "Loryn Rose". The signature is written in a cursive, flowing style.

Loryn Rose  
HR Specialist