

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING MAY 5, 2025**

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

The meeting was properly posted.

1. Opening of Meeting –

- A. Mayor Duncan led in the Pledge of Allegiance.
- B. Ratification of appointment of the Chief of Police – Brian Wilson, as read by Mayor Duncan.
- C. Ratification of motion to rehire Deborah L. McCabe as Secretary/Treasurer and Lisa Michaels as Assistant Secretary/Treasurer, as read by Mayor Duncan.
- D. Presentation of the Minutes of the April 7, 2025, meeting by Mayor Duncan. Councilman Hudson 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.
- E. Presentation of the April 30, 2025, bills by Mayor Duncan. Councilwoman Dr. Cary made a motion to pay all bills as presented. Motion seconded by Councilman Hudson and carried by all.

2. Mayor's Report & Comments:

Mayor Duncan reported that he had attended the Easter for Thousands event at Mountaire Farms and thanked Mountaire Farms for hosting the event and providing meals to the community.

- A. Presentation by Selbyville Community Club in recognition of Police Appreciation Week.

Mayor Duncan invited members of the Selbyville Community Club (SCC) to present to the Selbyville Police Department in recognition of Police Appreciation Week. Chief Wilson and Captain Parsons thanked the SCC for their support of the department. Mayor Duncan also expressed his gratitude, recognizing the SCC's ongoing efforts and contributions to the betterment of the Selbyville community.

- B. Appointment of Economic Development Committee Members – Blair Hall and Jessica Snader of Salem Church.

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Mayor Duncan appointed Blair Hall and Jessica Snader of Salem Church as members of the Economic Development Committee.

- C. AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF SELBYVILLE, BY REVISING CHAPTER 1, GENERAL PROVISIONS, SECTION 1-18.A, TO CLARIFY THAT THE TOWN MAY COLLECT REASONABLE ATTORNEYS' FEES AND COSTS WHEN COLLECTING ANY CHARGES DUE THE TOWN, AND BY REVISING CHAPTER 166, TAXATION, BY ADDING THERETO A NEW ARTICLE II, GENERAL PROVISIONS, SECTION 166-7, COLLECTION OF TAXES DUE THE TOWN, GENERALLY, TO CLARIFY THAT THE TOWN MAY COLLECT REASONABLE ATTORNEYS' FEES AND COSTS WHEN COLLECTING ANY KIND OF TAX DUE THE TOWN.**

Mayor Duncan read the Ordinance into the Minutes by title only. Town Administrator Long explained that this would allow the town to collect attorney fees associated with the process of collecting delinquent taxes. Councilwoman Dr. Cary made a motion to the adopt the ordinance to amend The Code of the Town of Selbyville. by revising Chapter 1, General Provisions. Section 1-18.A. to clarify that the town may collect reasonable attorneys' fees and costs when collecting any charges due the town. and by revising Chapter 166. Taxation. by adding thereto a new Article II. General Provisions. Section 166-7. Collection of Taxes Due the Town. generally. to clarify that the town may collect reasonable attorneys' fees and costs when collecting any kind of tax due the town. Motion seconded by Councilman Hudson and carried by all.

- D. AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF SELBYVILLE, BY REVISING CHAPTER 150, SOLID WASTE, BY ADDING THERETO A NEW SECTION 150-5, EFFECT OF FAILURE TO PAY TRASH AND GARBAGE REMOVAL EXPENSES, TO CLARIFY THAT, WHEN A DELINQUENT BALANCE EXISTS, THE TOWN MAY DISCONTINUE TRASH AND GARBAGE REMOVAL SERVICE UNTIL THE DELINQUENT BALANCE IS PAID IN FULL AND THAT THE TOWN MAY COLLECT REASONABLE ATTORNEYS' FEES AND COSTS WHEN COLLECTING TRASH AND GARBAGE REMOVAL EXPENSES DUE THE TOWN.**

Mayor Duncan read the Ordinance into the Minutes by title only. Town Administrator Long explained that this would allow the town to collect attorney fees associated with the process of collecting delinquent utilities. Councilman Hudson made a motion to adopt the ordinance to amend The Code of the Town of Selbyville. by revising Chapter 150. Solid Waste, by adding thereto a new Section 150-5. Effect of Failure to Pay Trash and Garbage Removal Expenses. to clarify that. when a delinquent balance exists. the town may discontinue trash and garbage removal service until the delinquent balance is paid in full and that the town may collect

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reasonable attorneys' fees and costs when collecting trash and garbage removal expenses due the town. Motion seconded by Councilman Snader and carried by all.

### **3. Reports**

#### **A. Police Report – B. Wilson**

Chief Wilson reported there were 252 calls for service, 42 tickets issued, and 16 criminal arrests for the month of April. He reported that the recruit began attending the Police Academy on April 27<sup>th</sup> and is doing well. The certified officer is working on policies, procedures, and various other training, but will be out on patrol soon. He added that both of the new vehicles are on patrol, and the department has received a lot of positive feedback regarding the new design.

Chief Wilson reported that the department had received complaints regarding speeding along Route 54. As a result, they have placed their speed trailer on Route 54 near Atlantic Lakes. From 4/24/2025 to 5/2/2025, they collected the data from the speed trailer. The average speed was 46.2 mph during that period. 73.4% of the vehicles were traveling below the speed limit. 25.7% were traveling between 50-65 mph, with the majority at 53 mph. 1% of vehicles traveled above 65 mph.

Chief Wilson presented a Memorandum of Understanding (MOU) to the Mayor & Council regarding a \$5,000 sign-on bonus for certified officers to be paid throughout the duration of their contract. He added that two \$5,000 sign-on bonuses for certified officers were included in the budget, however, if any additional ones are needed, the request will be brought before the Mayor & Council. Councilman Hudson made a motion to adopt the MOU for a \$5,000 sign-on bonus for certified officers to be paid throughout the duration of their contract. Motion seconded by Councilman Snader and carried by all.

Councilman Hudson thanked Chief Wilson for urgently addressing the speed complaint and presenting the data collected by the speed trailer. He noted that the Mayor & Council previously voted to reduce the speed limit to 40 mph from the Lighthouse Crossing development up to Hudson Road, but the town had been waiting on DelDOT approval. Town Administrator Long announced that she received confirmation from DelDOT last week, which noted the speed reduction has been approved. The process has begun for the new speed limit signs to be posted.

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

See report for the month of April. Inspector Merollini reported they issued 43 building permits, conducted 186 building inspections, closed 50 open building permits, investigated 4 code violations, and had 40 postings. They did not need to perform any rental inspections this past month. They came in contact with one contractor working in town limits without their Outside Contractors Business License.

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Inspector Merollini stated that he had met with the property owner regarding a property in question that did not have a permit from DNREC to operate in its current capacity. They discussed a plan of action to remain in compliance, and Inspector Merollini stated he would continue to follow up.

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

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

**D. Water – S. Long**

See report for the month of April. Town Administrator Long reported that the water plant produced 7,195,493 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 Water Department continues to read and repair meters as necessary and mark water lines for Miss Utility locate requests. Last week, they completed hydrant flushing, a semi-annual process that helps to keep the water clean, fresh, and safe, and all went well.

Town Engineer Loar announced that the backwash tank was approved today, but he is still waiting for a few signatures. Mayor Duncan inquired about an update related to the water tower project. Town Engineer Loar stated that the process is moving in the right direction, but there are still some legalities they are working through associated with the deed.

**E. Public Works – S. Long**

Town Administrator Long reported that the Public Works Department has ordered the Kubota, and it is expected to be delivered this week. They continue to spray streets and cut grass.

**F. Recreation – S. Long**

Town Administrator Long reported that everything is open at the park, and Phase 4 improvements should begin soon. Last month, the Mayor & Council voted to accept Cunningham Recreation's proposal for the Phase 4 Playground Equipment, and they are awaiting more information regarding delivery and installation. Town Administrator Long added that there was a meeting last week regarding future phases of the park. She will be submitting the preapplication for grant funds for the Phase 5 improvements in mid-May. Councilwoman Dr. Cary requested to be added to the Park Committee.

Mayor Duncan reported that he recently spoke with a member of the Indian River School District regarding the potential future relocation of Southern Delaware School of the Arts (SDSA). During their conversation, the member indicated that the SDSA may eventually move to a new

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location. In response, Mayor Duncan expressed interest in the town acquiring a portion of the current school property, should it become available for sale in the future. The member agreed to bring this matter before the school board for consideration. Members of the Council voiced their support for the town pursuing the opportunity to obtain part of the property if it becomes available.

### **G. Sewer Report – C. Snader**

See report for the month of April. Councilman Snader reported the plant had an average daily flow of 1,070,600 gallons and a peak flow of 1,161,000 gallons. The plant performed within all required permit parameters for the month. Councilman Snader reported that the department has been ordering the required parts to repair the chlorine system, and parts are on order for other electrical repair work.

Town Engineer Loar announced that the slide gates have arrived, but there is an issue with the clarifier that needs to be investigated further to see if it will cause a delay. If it does not cause a delay, he will request that the contractor proceed with the slide gate work as soon as possible. As soon as this is completed, they will begin looking at the replacement of the diffusers in the oxidation ditch.

Councilman Snader presented a quote from Ruppert Fence & Deck for \$11,845.00 for an 8' high vinyl fence with gates around Lighthouse Crossing's pump station. Councilman Snader made a motion to accept the quote from Ruppert Fence & Deck for \$11,845.00 for an 8' high vinyl fence with gates around Lighthouse Crossing's pump station as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

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

#### **1. Report of April 15, 2025, meeting.**

See Minutes of the April 15, 2025, meeting.

The first item on the agenda was a discussion on parking restrictions for campers or other trailers in town. Town Administrator Long stated that there have been several discussions related to where campers and other trailers can be parked. The Town Code states they may be parked in the side yard. She explained that some properties, especially downtown, may not have as much depth, so sometimes they stick out past the front of the house. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council revise the language in the Town Code to allow campers, boats, and other trailers to be parked in their driveways and the side yards, however, they can extend past the front of the house, but not so much that it hinders vision for vehicles entering and exiting the residence. Once the language is drafted, the Planning & Zoning Commission would like to review it before holding the public hearing, so a motion was not yet needed from the Mayor & Council.

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The second item on the agenda was discussions on short-term rentals. Town Administrator Long stated that this had been a grey area, as the town has always allowed long-term rentals. She noted that there is a section of the Town Code that states that if it is not listed, it is prohibited. It was the recommendation of the Planning & Zoning Commission to specifically prohibit short-term rentals in all zoning districts and to include language that defines long-term rentals within the Town Code. Town Administrator Long stated that if the Mayor & Council would like to move forward, she will request that the Town Solicitor prepare an amendment to the Town Code, which will then go to a public hearing. After a brief discussion, Councilwoman Dr. Cary made a motion to specifically prohibit short-term rentals in all zoning districts and to include language that defines long-term rentals within the Town Code. Motion seconded by Councilman Snader and carried by all.

I. Industrial Park Report – S. Long

No report for the month of April.

J. Annexation Report – C. Cary

No report for the month of April.

K. Economic Development Committee – C. Cary

1. Report of April 14, 2025, meeting.

See Minutes of the April 14, 2025, meeting.

Councilwoman Dr. Cary stated that the Economic Development Committee received quotes from Ad Art for four rider signs on the Welcome to Selbyville signs for \$130.00 each. The four Welcome to Selbyville signs are located on Main Street, Route 54, Route 17, and Cemetery Road. The rider signs will display the tagline: "Rooted in History, Growing with Opportunity." Additionally, the committee discussed the upcoming Old Timers' Day event and business incentives.

L. Security Committee – S. Long

At the last Town Council Meeting, the Mayor and Council agreed to table the renovation and security related discussion until construction drawings/site plans are reviewed and the committee meets with the worker's compensation risk assessment team. Town Administrator Long stated they are still in the process of collecting quotes, however, they have scheduled a safety and risk assessment to be completed in a few weeks. With that, she stated she would like to wait until the assessment report comes back and then meet with the Security Committee once more before proceeding with the bulk of the security enhancements and renovations.

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Town Administrator Long noted that the rear door security enhancements have started and should be completed tomorrow. Additionally, she informed the Mayor & Council of the current Town Hall renovations plan, which includes relocating the police department's security equipment from the police secretary's office on the first floor to the second floor. Town Administrator Long presented a quote from Vector Security for \$6,411.00 for the relocation of the police department's security equipment. This would need to be completed before any changes could occur on the first floor, however, renovations to repurpose the existing code enforcement office and adjacent hallway on the second floor for police storage and other departmental needs would be able to proceed. Straight-line Construction submitted a quote for \$5,600.00 to complete the renovations to repurpose the existing code enforcement office and adjacent hallway on the second floor to the police department. Town Administrator Long added that this was included within the budget. After a brief discussion, Councilman Hudson made a motion to accept the quote from Vector Security for \$6,411.00 for the relocation of the police department's security equipment and the quote from Straight-line Construction for \$5,600.00 to complete the renovations to repurpose the existing code enforcement office and adjacent hallway on the second floor to the police department as presented. Motion seconded by Councilman Snader and carried by all.

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

Town Administrator Long reported that she attended a Traffic Impact Study meeting with DelDOT in April to discuss a proposed development within the town limits, known as Lighthouse Towne Center. The proposed project is located at the corner of Lynch Road and Lighthouse Road and is zoned NB Neighborhood Business. The owner is proposing approximately 32,900 square feet of retail space and a 2,000 square foot coffee shop with a drive-thru on approximately 3.93 acres. They are requesting two entrances/exits, one on Route 54 and one on Lynch Road, which are currently under review by DelDOT. Town Administrator Long emphasized that this project is still in the preliminary stages, and the owner will be continuing discussions with DelDOT before any formal presentation is brought to the town.

She also noted that Senate Bill 39, which proposes a change to the Town Charter regarding district voting, is scheduled to appear on the Senate's agenda tomorrow for consideration. If the bill is passed, the Town will send letters to residents informing them of their designated voting district for future elections.

Town Administrator Long continued by reporting that she is currently reviewing an application for a new business at 38475 DuPont Boulevard, located at the corner of W Church Street and Route 113. The applicant is requesting to retail camping supplies, beach items, artisan merchandise, and tobacco products with related accessories. The Town is awaiting the Fire Marshal's report before moving forward with the application.

A safety concern was also brought to Town Administrator Long's attention regarding the intersection of Dukes Street Ext. and Baker Alley. Currently, the intersection is marked with

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yield signs, however, they will be installing two stop signs to improve traffic safety. The police department is in support of this change.

Town Administrator Long then provided an update regarding utility billing procedures. The Town will no longer post red notices for pending water shut-offs. Instead, after 30 days of non-payment, residents will receive a past due notice that includes the original bill and applicable late penalties. 15 days after that, they will receive a voice call and text message informing them that payment is due and that water service will be shut off if payment is not received by the date stated in the message. On the scheduled shut-off date, residents will receive an additional call and text message that morning advising them that their water service will be shut off around 12:00 PM. Administrative Assistant Long began using the CallMultiplier system last month to reach residents with overdue utility accounts. Residents can update their contact information by scanning the QR code available at Town Hall or by visiting the Town's website at <https://selbyville.delaware.gov/update-your-contact-information/>. Additionally, the Town is working toward transitioning from postcard-style utility bills to a tri-fold format in hopes of alleviating the postal concerns.

Town Administrator Long then proceeded with her report on the remaining items listed on the agenda. The first item on the agenda was the consideration of the E. & W. Dukes Street Extended name change. She explained that the Mayor and Council had previously 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. After polling E. & W. Dukes Street residents, it was determined that a majority wished to change the street name. Per the Mayor & Council's recommendation, E. & W. Dukes Street residents were asked to provide up to three new street name suggestions for their review. The results were as follows:

- 6 votes to remove E., W., and Ext. and keep the name Dukes Street, but give new house numbers
- 2 votes for Pepper Box Lane
- 2 votes for Strawberry Lane
- 2 votes for Strawberry Street
- 1 vote for Sampson Street
- 2 votes for Millberry Street
- 1 vote for Responder Way
- 1 vote for Mitchell Street
- 1 vote for Selby Court or Place in lieu of Street
- 1 vote for Townsend Court or Place in lieu of Street
- 1 vote for Cypress Court or Place in lieu of Street

Town Administrator Long explained that the street name will need to go through Sussex County for approval. Councilwoman Dr. Cary asked how removing E., W., and Ext. but keeping the name Dukes Street while providing new house numbers would affect first responders. Chief

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Wilson explained that the way it is currently laid out can be confusing, and in the event of an emergency seconds matter. Councilwoman Dr. Cary asked if the E. & W. Dukes Street Ext. would each be receiving their own new street name, or would it be one street. Town Administrator Long explained that that most likely would each receive their own new street name; **for example**, E. Dukes Street Ext. could change to Pepper Box Lane and W. Dukes Street Ext. could change to Mitchell Street. After a brief discussion, the Mayor & Council requested to have Town Administrator Long submit Selby Court, Townsend Court, and Strawberry Lane to Sussex County for their comments.

The second item on the agenda was the request for a speed limit reduction from the Atlantic Lakes HOA. Town Administrator Long reported that she had received a letter from the HOA President requesting a reduction of the speed limit to 15 mph, citing safety concerns. Chief Wilson noted that most town-maintained roads currently have a posted speed limit of 25 mph. Several residents in attendance expressed concerns that many drivers typically exceed posted limits by approximately 10 mph, even within residential developments. They also urged the council to consider road width when evaluating speed limits. One resident mentioned that only one speed limit sign is currently posted near the entrance of Atlantic Lakes and suggested that additional signage may be needed throughout the community. Town Administrator Long clarified that it is the responsibility of the developer to install speed limit signs during the construction phase. Following a brief discussion, Mayor Duncan recommended compiling a list of existing speed limits in each development, gathering relevant speed data, and exploring the possibility of establishing a consistent speed limit across all developments in town.

At this time, Mayor Duncan inquired about the status of the proposed amendment to the fire protection impact fee. Town Administrator Long responded that she had previously distributed a draft ordinance to the Mayor & Council for their review and is awaiting direction to place it on a meeting agenda, pending approval of the language. The Mayor & Council requested that the Town Administrator resend the draft ordinance and add it to the agenda for the next meeting.

#### 4. Visitors in Attendance:

Ruth Munoz, Mountaire Cares Manager, reported on behalf of Doug Smith and shared they had performed 88 odor checks since the April meeting and detected 2 instances of odor. Additionally, she thanked the community for all the support for the Easter for Thousands event. They had 243 volunteers and packed 8,000 meal boxes.

Town resident Dean Thompson requested that Town Administrator Long read aloud a letter he had submitted to the Mayor & Council. In the letter, Mr. Thompson urged the Town to invest in auxiliary batteries for police vehicles, as an alternative to leaving them running. He referenced a prior conversation with Chief Wilson, who had explained that the vehicles remain running to support necessary computer equipment/systems. Mr. Thompson acknowledged that this matter could not be voted on at the current meeting but requested that it be placed on a future agenda for discussion. In addition, Mr. Thompson expressed concerns about recent rate increases related to

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building permits and licenses. He also shared his interest in organizing a farmers market on Sundays, to be held on the grassy knoll behind Town Hall and/or an adjacent empty lot he owns near the Napa Auto Parts store. Mayor Duncan recommended that Mr. Thompson submit his proposal to the Economic Development Committee, which could then forward it to the Bethany-Fenwick Chamber of Commerce for further consideration. Regarding the auxiliary battery proposal, Mayor Duncan stated that the Town would need to consult with vehicle maintenance personnel to determine whether such a solution is viable. Councilman Hudson noted that the onboard computer systems in police vehicles are typically active at all times, and in the event of an emergency, officers must be able to respond immediately, hence the need to keep vehicles running. He added that, based on his experience as a retired member of the Delaware State Police, this practice is standard. Mr. Thompson stated that he would also follow up with county and state officials regarding this matter as well.

There being no further business to discuss, Councilwoman Dr. Cary 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 cursive script that reads "Loryn Rose".

Loryn Rose  
HR Specialist