

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING JUNE 2, 2025**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Dr. Carol Cary, 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 May 5, 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.
- C. Presentation of the May 31, 2025, bills by Mayor Duncan. Councilman Steffen inquired whether the payment to LB Water was for meters. Town Administrator Long confirmed that it was for the meter upgrades previously approved earlier this year and noted that the first pallet had been received. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Snader and carried by all.

2. Mayor's Report & Comments:

Mayor Duncan reported that he had attended the Board of Adjustment hearing last month regarding the adjustment of a property's setbacks.

A. Appointment of Park Committee Members.

After a brief discussion, Mayor Duncan appointed the following members to the Park Committee:

- (1) Gary Steffen, Councilmember
- (2) Carol Cary, Councilmember
- (3) Stacey Long, Town Administrator
- (4) Kevin Murray, Public Works Manager
- (5) Loryn Rose, HR Specialist

**B. RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, JULY 7, 2025, AT 6:00PM, AT THE SELBYVILLE TOWN HALL, 1 WEST CHURCH STREET, SELBYVILLE, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF SELBYVILLE, BY REVISING EXISTING CHAPTER 200, ZONING, § 200-3, DEFINITIONS AND WORD USE, TO INCLUDE A DEFINITION OF "SHORT-TERM RENTAL", AND BY REVISING § 200-11,**

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**PROHIBITED USES, TO PROHIBIT THE SHORT-TERM RENTAL OF ALL  
TYPES OF RESIDENTIAL DWELLINGS IN ALL DISTRICTS WITHIN THE  
JURISDICTIONAL LIMITS OF THE TOWN OF SELBYVILLE.**

Mayor Duncan read the Resolution into the Minutes by title only. Councilwoman Dr. Cary made a motion to accept the Resolution to hold a Public Hearing on Monday, July 7, 2025, at 6:00PM, at the Selbyville Town Hall, 1 West Church Street, Selbyville, Sussex County, Delaware, to consider amending the Town Code of the Town of Selbyville, by revising existing Chapter 200, Zoning, § 200-3, definitions and word use, to include a definition of "Short-Term Rental", and by revising § 200-11, Prohibited Uses, to prohibit the short-term rental of all types of residential dwellings in all districts within the jurisdictional limits of the Town of Selbyville. Motion seconded by Councilman Steffen and carried by all.

3. Reports

A. Police Report – B. Wilson

Chief Wilson reported there were 295 calls for service, 76 tickets issued, and 9 criminal arrests for the month of May. He reported that the recruit is entering week six of the Police Academy and is doing well.

Chief Wilson reported that the department had received complaints regarding speeding within Atlantic Lakes. As a result, they placed their speed trailer in a few spots within the development to collect data. From 5/16/2025 to 5/21/2025, the speed trailer was on Gennaker Lane. The average speed was 14.5 mph during that period. 85% of the vehicles did not exceed 18 mph. 97.3% were traveling below the speed limit. 2.4% were traveling above the speed limit. 0.3% traveled excessively above the speed limit. From 5/27/2025 to 6/1/2025, the speed trailer was on Spinnaker Lane. The average speed was 19.1 mph during that period. 81.5 % were traveling below 25 mph. 18.5% were traveling over 25 mph. 2.4% traveled excessively above the speed limit. 85% of the vehicles traveled under 26 mph. The majority of vehicles were traveling between 15-25 mph.

Chief Wilson presented a quote from Axon for \$48,096.00 to purchase 10 tasers. He noted that they are experiencing some failures related to their current tasers, and this was included in the budget, so a motion was not needed.

1. Citizen's Request for auxiliary batteries for police vehicles

Councilman Hudson revisited concerns raised during the previous council meeting regarding the possibility of the Town investing in auxiliary battery systems for police vehicles, as an alternative to leaving the vehicles idling. Chief Wilson contacted the equipment vendor to inquire about this option. The topics of concern expressed by the vendor were as follows: significant vehicle modifications, complex installation procedures, weight distribution and handling issues, limited space availability, cooling and ventilation requirements, and

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compatibility with the existing systems. Based on these factors, the vendor advised against installing auxiliary batteries. Chief Wilson also noted that implementing a secondary battery system would add extra costs per vehicle of approximately \$5,000.00 or more.

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

See report for the month of May. Inspector Merollini reported they issued 55 building permits, conducted 187 building inspections, closed 36 open building permits, investigated 19 code violations, had 15 postings, conducted 4 rental inspections, and addressed 4 new reports on Citizen Reporter. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License.

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

No report for the month of May.

**D. Water – G. Steffen**

See report for the month of May. Councilman Steffen reported that the water plant produced 9,483,417 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. He noted that usage has been increasing with the onset of warmer weather. The Water Department continues to mark water lines for Miss Utility locate requests and read and repair meters as needed. Hydrant flushing, a semi-annual process that helps to keep the water clean, fresh, and safe, had been completed previously and all went well. They are painting the outside of the water towers, which should be completed this week. Lastly, they have hired another employee who began his employment with the town on June 2, 2025.

Mayor Duncan reported that they had received a letter from Artesian stating there will be a bulk rate increase, and noted that rates may need to be adjusted accordingly.

**E. Public Works – G. Steffen**

Councilman Steffen reported that the Public Works Department continues to spray streets and cut grass. They have begun preparing for the Old Timers' Day Classic Car Show & Family Festival.

**F. Recreation – G. Steffen**

Councilman Steffen reported that the Phase 4 Playground Equipment has been ordered and should be delivered soon. Weather permitting, installation of a new walking trail is scheduled to begin towards the end of the month. He noted that the pickleball courts are being utilized on a daily basis. Councilman Snader inquired about the status of the standing water issue on the

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pickleball courts. Councilman Steffen stated the contractor is supposed to come back to address and fix the issue.

**G. Sewer Report – C. Snader**

See report for the month of May. Councilman Snader reported the plant had an average daily flow of 1,089,100 gallons and a peak flow of 1,543,000 gallons. The plant performed within all required permit parameters for the month.

Councilman Snader reported that the slide gate project has begun, however, they discovered some valves in need of repair. M2 Construction, the company performing the slide gate repair, submitted a quote for \$10,000.00 to repair the valves. DSI also submitted a quote to perform the valve repair for \$12,000.00. Councilman Snader stated they will have M2 Construction complete the valve repair as they are on site performing the slide gate work. Additionally, he noted that they had to replace a pump at the Middle School Pump Station. Lastly, they had a clog at Clendaniel Extended.

**H. Planning & Zoning – C. Snader**

No report for the month of May.

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

No report for the month of May.

**J. Annexation Report – C. Cary**

No report for the month of May. Mayor Duncan and Town Administrator Long noted they had received an email from a developer inquiring about the area of Hosier Street Ext. and Blueberry Farm Road.

**K. Economic Development Committee – C. Cary**

Councilwoman Dr. Cary reported that the next committee meeting is scheduled for June 9, 2025, at 9:00 A.M. She added that they had received the promotional items for the Old Timers' Day Classic Car Show & Family Festival event and encouraged all to attend.

**L. Security Committee – M. Hudson**

Councilman Hudson reported that the committee met with the Town's insurance provider to evaluate ways to improve building safety and enhance security measures. Town Administrator Long noted that she is awaiting the results of the insurance company's assessment, which are expected later this month.

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

In response to a safety concern raised at the last council meeting, Town Administrator Long stated that two stop signs have been installed at the intersection of W. Dukes Street Extension and Baker Alley to improve traffic safety. Additionally, Harris is currently developing a template for the new utility bill format. Once completed, utility bills will be formatted on a trifold mailer, similar to the tax bills, rather than a postcard. Town Administrator Long added that she, Secretary Treasurer McCabe, and Administrative Assistant Long participated in a demo with Harris for an online payment portal. With the online payment portal, residents will have the option to go online to the portal to view and pay their utility bill. Once available, the town would end their agreement with Xpress Pay. Xpress Pay charges a 3.25% convenience fee whereas Harris will charge a 3% convenience fee. The convenience fee is passed directly to the customer.

Town Administrator Long reported that Wastewater Operator Chicano is in process of completing his retirement paperwork to submit to the town. With that, she stated she is beginning the process of hiring full-time wastewater operator.

Town Administrator Long reported that the Hometown Heroes Banner Dedication Ceremony is scheduled to be held on September 11, 2025, at the Town Park. Currently, 11 banner applications have been submitted. The deadline for applications is July 4, 2025. Program representatives will be handing out flyers at the Old Timers' Day Classic Car Show & Family Festival in hopes of receiving additional applications. More information can be found at Town Hall or on our website: <https://selbyville.delaware.gov/>.

**1. New Business**

- a. AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF SELBYVILLE ("TOWN CODE") BY AMENDING CHAPTER 100, IMPACT FEES, §§ 100-5. AND 100-7., TO PROVIDE THAT ONLY FIRE COMPANIES INCORPORATED IN AND LOCATED IN THE STATE OF DELAWARE, WITH A COVERAGE AREA/DISTRICT THAT INCLUDES PROPERTY LOCATED WITHIN THE JURISDICTIONAL LIMITS OF THE TOWN, ARE ELIGIBLE TO RECEIVE FIRE PROTECTION IMPACT FEES COLLECTED BY THE TOWN; THAT THE FIRE PROTECTION IMPACT FEES COLLECTED BY THE TOWN SHALL BE PAID TO ELIGIBLE FIRE COMPANIES IN SUCH AMOUNTS AND AT SUCH TIMES, AS DETERMINED BY THE MAYOR AND TOWN COUNCIL IN THEIR SOLE AND ABSOLUTE DISCRETION; AND THAT ALL ELIGIBLE FIRE COMPANIES RECEIVING FIRE PROTECTION IMPACT FEES FROM THE TOWN MUST ADHERE TO THE ANNUAL AUDIT REQUIREMENTS SET FORTH IN §100-7 OF THE TOWN CODE.**

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Town Administrator Long read the Ordinance into the Minutes by title only. She explained that the town had previously received a letter from the Roxana Volunteer Fire Company (VFC) requesting that they receive the impact fees collected for the properties that are within their jurisdiction as district lines determine which fire company is due first. Town Administrator Long added that this ordinance removes reference to a specific fire company and allows the first responding fire company to receive the impact fees at the Mayor and Council's discretion. Councilman Steffen inquired about a breakdown of the number of calls Roxana VFC is requested to respond to in town. Town Administrator Long stated she was not aware of a breakdown but explained that a portion of Lighthouse Lakes is in Roxana VFC's jurisdiction, and that Kingfisher and another recently annexed property are within their jurisdiction as well. Building permits have not been issued for Kingfisher or the other annexed property at this time. Town Administrator Long added that when Lighthouse Lakes was constructed, there was not an ordinance for a fire protection impact fee, and the town was solely donating a portion of its permit fees. With that, no impact fees have been collected within the Roxana VFC district since the ordinance was adopted. After a brief discussion regarding the process, Town Administrator Long explained that the resolution regarding this impact fee is currently \$500 per new home, however, if they wanted to change the amount or distribute a certain percentage, they would need to adopt a new resolution. This ordinance is just removing the language of a specific fire company. After further discussion, Councilman Steffen apologized to the Selbyville VFC and the Roxana VFC for the lack of prior meetings on the matter. He added that the town is committed to improving communication and working collaboratively with both departments moving forward. Councilman Snader then invited a representative from each fire company to make a statement. Chris Magee, President of the Roxana VFC, acknowledged the apology and expressed appreciation for the opportunity to move forward in partnership. He affirmed the department's commitment to serving the community and encouraged the Council to reach out with any questions or to schedule meetings as needed. Howard Pepper, President of the Selbyville VFC, also acknowledged the apology and emphasized the department's proud 102-year history of service and ongoing commitment to the community. He expressed a desire to maintain a strong, cooperative relationship with the town and similarly encouraged continued communication with the Council. At this time, Councilwoman Dr. Cary made a motion to adopt the Ordinance to amend the Code of the Town of Selbyville ("Town Code") by amending Chapter 100, Impact Fees, §§ 100-5. and 100-7., to provide that only fire companies incorporated in and located in the State of Delaware, with a coverage area/district that includes property located within the jurisdictional limits of the Town, are eligible to receive Fire Protection Impact Fees collected by the Town; that the Fire Protection Impact Fees collected by the Town shall be paid to eligible fire companies in such amounts and at such times, as determined by the Mayor and Town Council in their sole and absolute discretion; and that all eligible fire companies receiving Fire Protection Impact Fees from the Town must adhere to the annual audit requirements set forth in §100-7 of the Town Code as presented. Motion seconded by Councilman Hudson and carried by all.

b. Citizen's Request for a possible farmer's market

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Town Administrator Long reported that the next item on the agenda was a citizen's request for a possible farmer's market. Town Administrator Long reported that the next item on the agenda was a citizen's request for a possible farmer's market and read the letter received from a citizen. A copy of the letter and proposed map is attached to the Minutes. She noted that the grassy area and the parking lot behind Town Hall would not be suitable for use and explained that hosting a weekly or monthly farmer's market would require significant planning and staffing. However, she mentioned that an annual event might be more feasible in the future. The Town Park was identified as a potential location due to its insurance coverage, ample space, and sufficient parking. Following a brief discussion, the Mayor and Council agreed to place the request on the Economic Development Committee's June agenda for further exploration with the Bethany-Fenwick Area Chamber of Commerce regarding potential organizers and vendors, as the town does not have adequate staffing to manage such an event.

### **2. Old Business**

At this time, Mayor Duncan revisited the discussion regarding delinquent tax and utility bills. Town Administrator Long noted that the ordinances addressing the issue were passed at the last meeting. She proposed sending a letter from the Town, with copies of the ordinances attached, to the affected property owners. This would provide them an opportunity to either pay the outstanding amounts or establish a payment plan before the Town Solicitor proceeds with the formal collection process.

Lastly, Mayor Duncan requested that, as part of the annual budget process, meetings be scheduled with the fire companies approximately 30 to 60 days in advance to gather data for the allocation discussion related to impact fees.

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

Town resident Dean Thompson expressed concern that the estimated \$5,000.00 cost for auxiliary batteries for police vehicles seemed excessive. He also felt the cost of tasers was high and suggested that the purchase be put out to bid. Councilman Hudson explained that the tasers were part of the state contract. Mayor Duncan clarified that the estimated cost for the auxiliary batteries includes not only the batteries themselves but also additional design work, labor, wiring, and materials. Councilwoman Dr. Cary then asked Mr. Thompson if he opposed his farmer's market request being shared with the Economic Development Committee and the Bethany-Fenwick Area Chamber of Commerce. Mr. Thompson responded that he was not opposed.

Mike Mercilliot, a resident of Victoria Forest, acknowledged that some fire calls require responses from multiple fire companies and expressed his appreciation for their service. He also thanked the town for the prompt removal of the old and worn signs he had previously reported. Town Administrator Long noted that she will be applying for funding for new signs later this year.

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Russell Shaw, a resident of Lighthouse Lakes, inquired about the requirement for a backflow irrigation tag, noting that a salesperson had been in the neighborhood selling them. Mayor Duncan explained that the tag is legally required, as backflow prevention systems must be tested annually; however, it is unclear which company the salesperson represents. Town Administrator Long asked Mr. Shaw to contact her directly so the matter could be discussed further with the Water Department.

Doug Smith of Mountaire Farms reported that 88 odor checks had been conducted since the last meeting, with four instances of odor detected. He informed the Mayor and Council that paving and concrete work on Hosier Street is scheduled to take place on weekends later this month.

David Beach Sr., a resident of Atlantic Lakes, reported that his gas main was recently struck by a mower and expressed his gratitude to the Selbyville VFC Assistant Fire Chief who responded to the incident, commending his assistance and professionalism. He also thanked the police department for their prompt response.

Town resident Dawn Lekites thanked the town for repairing the pothole near the entrance for Meadowview.

At this time, Mayor Duncan asked Town Engineer Loar if he had any updates to report. Town Engineer Loar stated there were not any updates regarding a property settlement. However, the backwash tower will be going out to bid next week and the S/E Sewer Project is set to finish next week as well. Councilman Snader asked if Town Engineer Loar had anything additional to report regarding the slide gate work. He added that part of the clarifier will be replaced as part of a maintenance repair.

Mayor Duncan announced that Senate Bill 39 regarding a change to the Town Charter for district voting is waiting on a signature from the Governor. Town Administrator Long stated once finalized, the town will be mailing letters with additional information as well as explaining further at additional meetings.

Councilwoman Dr. Cary inquired about an update related to the E. & W. Dukes Street Extended name change. Town Administrator Long stated the Sussex County confirmed the availability of Selby Court, Townsend Court, and Strawberry Lane. She is awaiting response from the Town Solicitor regarding the next steps.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.



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Respectfully submitted,

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

Loryn Rose  
HR Specialist

**EXECUTIVE SESSION**

Demerits, ① Proposed Farmers market would create a place for our citizens to participate in togetherness and action.

② Give citizens a place to purchase ~~their~~ fresh produce from local farms in the area.

③ Give those farms a way to sell to the public.

④ make our town one where people want to come and have something to do.

⑤ Promote our area.

⑥ Give downtown a lift with activity.

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### considerations

① it's free use of land used for the betterment of our town.

②. it's seasonal and only one day a week

③. it's something which will not require much money to implement.

④ we have adequate parking

⑤ what will be needed is someone to organize it!

⑥ There is great exposure opportunities here because we are set in the heart of the town!

\* MAP of Proposed site of Farmers market in Selbyville and parking.

\* stipulation it can only be done on SUNDAY!

