

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING AUGUST 4, 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. Public Hearing –

Mayor Duncan opened the Public Hearing and invited public comment.

**AN ORDINANCE AMENDING THE TOWN CODE OF THE TOWN OF
SELBYVILLE, BY AMENDING CHAPTER 200, ZONING ("ZONING CODE"),
TO ADD THE MU MIXED-USE OVERLAY DISTRICT AND NB
NEIGHBORHOOD BUSINESS DISTRICT TO THE ZONING TABLE (200
ATTACHMENT 1).**

Town Administrator Long explained that this is to add the two new zoning districts to the table within our Town Code. The table lists the zoning district, acreage, and setbacks. This was not included during the hearings and votes when those original ordinances were passed, so an additional hearing was needed. Additionally, she noted that the list of properties eligible to request the MU Mixed-Use Overlay District are not required to rezone. Applying for the overlay is optional and at the property owner's discretion. Being there were no further comments, Councilman Hudson made a motion to close the Public Hearing. Motion seconded by Councilman Steffen and carried by all. Councilman Snader made a motion to adopt the ordinance amending the Town Code of the Town of Selbyville, by amending Chapter 200, Zoning ("Zoning Code"), to add the MU Mixed-Use Overlay District and NB Neighborhood Business District to the Zoning Table (200 Attachment 1) as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

- C. Presentation of the Minutes of the July 7, 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 Hudson and carried by all.
- D. Presentation of the July 31, 2025, bills by Mayor Duncan. Town Administrator Long noted that the payments to M2 Construction and Zaks Excavating were for the completion of sewer projects. Councilman Steffen inquired about a payment made to Tractor Supply. Town Administrator Long stated that she believed it was for work

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boots for one of the newly hired employees. Councilwoman Dr. Cary made a motion to pay all bills as presented. Motion seconded by Councilman Snader and carried by all.

2. Mayor's Report & Comments:

A. RESOLUTION TO ESTABLISH INITIAL ELECTION DISTRICTS FOR THE TOWN OF SELBYVILLE, AS SUCH ARE IDENTIFIED AND SHOWN ON THE ELECTION DISTRICT MAP PREPARED BY THE CENTER OF APPLIED DEMOGRAPHY AND SURVEY RESEARCH (CADSR) THROUGH THE UNIVERSITY OF DELAWARE USING THE DATA FROM THE 2020 FEDERAL DECENNIAL CENSUS.

Mayor Duncan read the Resolution into the Minutes by title only. Town Administrator Long explained that legislation signed into law by the Governor on June 24, 2025, established four election districts for Town Council representation. The Mayor will continue to be elected at-large. A copy of the Election District Map is attached to the Minutes for reference. Each district has been delineated based on data from the most recent decennial census. The Town will notify all currently registered voters of their assigned district and issue updated voter registration cards accordingly. Town Administrator Long also noted that redistricting may be necessary approximately every ten years, following the release of population data from each decennial census. After a brief discussion, Councilwoman Dr. Cary made a motion to adopt the resolution to establish initial election districts for the Town of Selbyville, as such are identified and shown on the Election District Map prepared by the Center of Applied Demography and Survey Research (CADSR) through the University of Delaware using the data from the 2020 Federal Decennial Census as presented. Motion seconded by Councilman Steffen and carried by all.

B. A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON THE SUBJECT OF AMENDING THE TOWN CODE OF THE TOWN OF SELBYVILLE, CHAPTER 200, ZONING ("ZONING CODE"), BY ADDING A NEW ARTICLE XXIII, TEMPORARY USES AND STRUCTURES, TO THE ZONING CODE.

Mayor Duncan read the Resolution into the Minutes by title only. He added that this is in response to increased interest this past summer in utilizing temporary tent structures for the sale of fireworks around Independence Day. Councilwoman Dr. Cary made a motion to accept the Resolution to hold a Public Hearing on Monday, September 8, 2025, at 6:00PM, at the Selbyville Town Hall, 1 West Church Street, Selbyville, Sussex County, Delaware, on the subject of amending the Town Code of the Town of Selbyville, Chapter 200, Zoning ("Zoning Code"), by adding a new article XXIII, Temporary Uses and Structures, to the Zoning Code. Motion seconded by Councilman Hudson and carried by all.

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At this time, Mayor Duncan opened a discussion on the Water Tower Project. Town Administrator Long informed the Council that the Town had received a letter from the developer's attorney, which is currently under review by the Town Solicitor. Following a brief discussion, the Mayor and Council unanimously directed Town Administrator Long to emphasize the importance of a timely review and response from the Town Solicitor to ensure the project can continue progressing.

Next, Mayor Duncan expressed his appreciation for the strong local support shown during the Little League World Series. He also thanked Salem Church for hosting their free Community Block Parties, highlighting the positive impact on the community. In conclusion, he noted that food trucks have been doing well and continue to be well-received by residents.

3. Reports

A. Police Report – B. Wilson

Chief Wilson reported there were 284 calls for service, 190 tickets issued, and 5 criminal arrests for the month of July. He reported that an officer that had been on medical leave has returned and will be completing training before heading back out to patrol. The recruit is entering week 15 of the Police Academy and is doing well.

Chief Wilson also announced that the 5th Annual Laura Madara Back to School event will take place on Saturday, August 16, 2025, from 10:00 AM to 1:00 PM at the Selbyville Volunteer Fire Company. He noted that some of the proceeds from the department's No Shave November and December fundraiser will be used to purchase school supplies for the event.

Chief Wilson revisited concerns regarding speeding complaints within Atlantic Lakes. He presented updated data collected using the department's speed trailer. From 7/8/2025 to 7/17/2025, the trailer was placed on Gennaker Lane. During that time, the average recorded speed was 16.1 mph. Data showed that 95.4% of vehicles were traveling below the speed limit, 4.1% were moderately over the limit, and 0.4% were recorded traveling at excessive speeds.

1. Consideration of purchasing a police vehicle

Chief Wilson presented a quote from I.G. Burton for a Chevrolet Tahoe in the amount of \$56,900.00, noting that the purchase would be funded through impact fees as it was not included in the budget. He informed the Council that one of the department's older Chevrolet Tahoes is experiencing several mechanical issues and will be decommissioned and sold at auction. After a brief discussion, Councilman Hudson made a motion to approve the purchase of a new Chevrolet Tahoe from I.G. Burton for \$56,900.00 as presented. Motion seconded by Councilman Steffen and carried by all.

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2. Consideration of quote from Vector Security for security camera server upgrade

Chief Wilson presented a quote from Vector Security for \$18,297.00 for the security camera server upgrade. He explained that the current server is maxed out, aging out, and is experiencing issues. The server upgrade is compatible with the current system and state regulations. It would also assist with accreditation. After a brief discussion, Councilman Hudson made a motion to accept the quote from Vector Security for \$18,297.00 for the security camera server upgrade as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

At this time, Mayor Duncan expressed concern related to dirt bikes riding through Town in the evening. Chief Wilson announced that if seen, call the police. Additionally, Chief Wilson provided an update regarding accreditation. He noted that they have been updating files and policies. They have a tentative assessment scheduled for late September.

B. Building and Code Enforcement – A. Merollini

See report for the month of July. Inspector Merollini reported they conducted 160 building inspections, closed 42 open building permits, investigated 28 code violations, had 22 postings, and received 14 inquiries related to rentals. They came in contact with one contractor working in town limits without their Outside Contractors Business License.

Inspector Merollini provided updates relating to three properties that were brought to his attention. He reported that there are plans to demolish the old green house at 69 Bethany Road. He is attempting to contact the owner of 106 W Church Street to discuss matters relating to their property. Lastly, he is working with the property owner of 29 Clendaniel Ave to address overgrowth and some other property maintenance matters.

C. Hazard Inspection Committee – C. Snader

Councilman Snader reported that the committee did not meet in July. He revisited previous discussions concerning 40 Clendaniel Avenue, which had been brought to the committee's attention. He noted that he and Inspector Merollini had recently visited the property and observed that the owners have cleaned it up. Inspector Merollini added that he has been in contact with the property owners, who are currently involved in litigation. They are aware of their responsibility to maintain the property throughout the legal process.

D. Water – G. Steffen

See report for the month of July. Councilman Steffen reported that the water plant produced 12,695,327 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 it was approximately 4 million gallons lower than this time last year. The

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Water Department continues to mark water lines for Miss Utility locate requests and read and repair meters as needed.

Mayor Duncan announced that an invitation to bid on the Water Treatment Backwash Tanks is currently open. Bids will be accepted until 2:00 PM on September 9, 2025, at which time they will be publicly opened at Town Hall. The formal invitation to bid is available on the Town's website: <https://selbyville.delaware.gov/>.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department continues to spray streets and cut grass. They are also working on fixing leaking storm drains.

F. Recreation – G. Steffen

Councilman Steffen reported that the playground equipment for children ages 5–12 has been installed and is now open to the public. Additionally, wind screen materials have been installed along the pickleball courts. Weather permitting, the walking path will be installed in August. He encouraged all to visit the park.

1. Discussions on the future plans for the property leased by the Town from the Indian River School District beside the Town Park.

Councilman Steffen opened the discussion relating to future plans for the property leased by the Town from the Indian River School District beside the Town Park. Town Administrator Long explained that the purpose of the discussion was to consider the potential purchase of the property, which is currently under a 25-year lease agreement. She noted that she had spoken with Jay Owens, who indicated that the matter would need to go before the School Board. She asked whether the Council wished to pursue this opportunity. After a brief discussion, the Council agreed they would like to continue to pursue the possibility.

G. Sewer Report – C. Snader

See report for the month of July. Councilman Snader reported the plant had an average daily flow of 1,084,600 gallons and a peak flow of 1,336,000 gallons. The plant performed within all required permit parameters for the month.

Councilman Snader reported that LH Excavating completed brush clearing behind the lagoons at Site B. At Site A, M2 Construction began repairs to the chlorine line in the effluent building, and the final utility line repair work has been approved for M2 Construction; he noted he would follow up with Town Engineer Loar regarding this. Additionally, a new RAS Keen pump and a Chicago pump were installed in the RAS building. He commended the department for their efforts in cleaning and organizing their office and installing new furniture. HVAC repair work at Site A was

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completed as well. Lastly, the department also responded to approximately 70 Miss Utility locate requests and performed lawn maintenance at the plant and pump stations.

H. Planning & Zoning – C. Snader

1. Report of July 23, 2025, meeting.

See Minutes of the July 23, 2025, meeting.

Councilman Snader stated the first item on the agenda was the consideration of subdivision application for Auto Zone located at 38166 Dupont Blvd., District 5-33, Map 16.00, Parcel 42.00, owned by Two Farms, Inc. Town Administrator Long explained that this property is currently owned by Royal Farms, but Auto Zone will be partitioning the lot and purchasing part of the property. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve this subdivision. Councilman Snader made a motion to approve the subdivision application for Auto Zone located at 38166 Dupont Blvd., District 5-33, Map 16.00, Parcel 42.00, owned by Two Farms, Inc. as presented. Motion seconded by Councilman Steffen and carried by all.

Councilman Snader stated the second item on the agenda was the consideration of conditional approval of the final site plan for Auto Zone located at 38166 Dupont Blvd., portion of District 5-33, Map 16.00, Parcel 42.00, currently owned by Two Farms, Inc. Todd Hamula, a representative of Auto Zone, introduced himself. Mr. Hamula explained that two items have changed since the preliminary plan was approved. One is that the monument sign has moved to the southern portion of the site to avoid the sewer utility lines and a fire hydrant. The second change is they have provided another cross-access easement to the southern part of the site to allow access to the undeveloped site on the south side of the Auto Zone store. That site is also owned by Two Farms and any future development there would have the same entrance and exit as the Auto Zone and Royal Farms. They have obtained the DelDOT Letter of No Contention. They have obtained approval from the State Fire Marshal as well. They have responded to a few minor comments they received from the Sussex Conservation District and will be sharing the stormwater management pond that was installed by Two Farms. The stormwater management pond was sized adequately when Royal Farms was built to handle additional businesses on the parcel. Mr. Hamula noted that they would like to begin construction next month and it typically takes 120-130 days to complete it. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve this final site plan. Councilman Snader made a motion to approve the final site plan for Auto Zone located at 38166 Dupont Blvd., portion of District 5-33, Map 16.00, Parcel 42.00, currently owned by Two Farms, Inc., as presented, with the condition that the plans will not be signed until the Sussex Conservation District approval is received. Motion seconded by Councilman Steffen and carried by all.

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Councilman Snader stated the third item on the agenda was the consideration of a conditional use for a food truck to be located at Marleyz Smoke Shop, 38472 Dupont Blvd., District 5-33, Map 16.00, Parcel 21.00. The property is owned by Penco. Travis Moore was in attendance to request the food truck at this location. He is part owner of the Smash Burger food truck, and he would like to park it beside the smoke shop. They plan to sell smash burgers and fries. He already has been inspected by the state, and he also has approval from both the smoke shop and Penco to park the truck at the proposed location. In response to a question from Mayor Duncan regarding trash removal, Mr. Moore stated that trash would be removed daily. He also noted that water and grease disposal would be handled off-site at another business he operates. While the food truck would be stationed at the location most of the time, it may leave occasionally to participate in special events. Mayor Duncan also inquired whether the truck would be using propane. Mr. Moore confirmed it would and added that the propane tank would be secured in a cage mounted to the truck. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the conditional use. Councilman Hudson made a motion to approve the conditional use for a food truck to be located at Marleyz Smoke Shop, 38472 Dupont Blvd., District 5-33, Map 16.00, Parcel 21.00 as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

I. Industrial Park Report – S. Long

Town Administrator Long reported they have the Right of First Refusal for 123 Dixon Street TMP #533-16.00-143.00. Aaron Woods, Vice President of Alutech United, was invited to speak. He stated the company has been located in the Industrial Park for 25 years and would like to purchase 123 Dixon Street for warehouse storage and manufacturing of retractable awnings and shutters. Town Administrator Long noted that she had run this by the Chairman of the Industrial Park Committee, and since this business is already located within the Industrial Park, the committee did not need to meet. Councilman Snader made a motion to refuse the purchase of 123 Dixon Street TMP #533-16.00-143.00 and allow the sale to continue as presented. Motion seconded by Councilman Steffen and carried by all.

J. Annexation Report – C. Cary

No report for the month of July.

K. Economic Development Committee – C. Cary

Councilwoman Dr. Cary reported the next committee meeting is scheduled for August 11, 2025, at 9:00 AM.

L. Security Committee – M. Hudson

Town Administrator Long reported that upgrades to the Police Department's Main Street entrance are in process, so that all police matters will be able to be handled through there once

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completed. She added that the assessment from the workers' compensation insurance provider has been received. She noted that the committee will need to schedule a meeting to review and discuss the details further once the current upgrades are complete.

M. Administrative Report – C. Cary

Councilwoman Dr. Cary introduced Amanda Murray as the recently hired administrative assistant and wished her well.

1. Discussions on the Redmen's Cemetery brick wall

Councilwoman Dr. Cary opened the discussion on the Redmen's Cemetery brick wall. She reported that a member of the Selbyville Community Club had expressed concerns about the wall leaching and suggested that it be cleaned. After conducting some research, it was found that the estimated cost to clean the wall would be approximately \$5,000. In addition, discussions with the owner of Redmen's Cemetery revealed concerns about potential damage that could occur if the wall were to be power-washed. Should any damage result from the cleaning, the Town would be held liable. Councilwoman Dr. Cary emphasized that this matter remains a work in progress.

N. Administrative Report – S. Long

Town Administrator Long provided an update on the Hometown Heroes Banner Program. Following Old Timers' Day and assistance of the Selbyville Historical Society, the final number of banners to be processed was 57, which was 17 more than initially anticipated. As a result, the Town purchased additional brackets and identified 17 more poles for installation, ensuring the banners do not interfere with the Christmas lights. The banners are going to print this week and should take approximately two weeks to process. We are working with the Public Works Department to schedule the hanging of the brackets and banners prior to the ceremony that will be held on September 11th. Town Administrator Long also announced the opening of a new business in Selbyville: Snader Co. LLC. Snader Co. LLC is a construction office located at 5 W Church Street in Unit 201.

1. New Business

- a. Consideration of new traffic control devices to be utilized by Mountaire on Hosier Street

Town Administrator Long invited Doug Smith, a representative of Mountaire Farms, to present the request to the Mayor and Council. Mr. Smith explained that they currently utilize handheld stop signs to assist with traffic control. They are proposing switching to Cart-Mounted AFADs as there are several advantages. He noted the footprint is only four to six inches wider than the existing handheld stop signs that they push around on wheels. The Cart-Mounted AFAD is capable of multiple traffic control functions as it has a red light as well as a six-foot arm when deployed and a blinking yellow caution light when not in use. With the switch, personnel would not need to enter the street as the Cart-Mounted AFAD is controlled via a remote. One person

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would be able to operate both devices, which would streamline the process. Mr. Smith noted that they are overall safer and present a much more professional appearance. The lights can be elevated up to eight feet and in turn provide a much earlier warning system to the vehicle approaching that area of Hosier Street. Mr. Smith added that the DelDOT uses these and brought it to Mountaire Farms' attention. Mayor Duncan suggested mentioning it to the neighboring school and fire department to make them aware as well. After a brief discussion, Councilman Snader made a motion approve the new traffic control devices to be utilized by Mountaire on Hosier Street as presented. Motion seconded by Councilman Steffen and carried by all.

b. Consideration of Town Hall and Police Department phone system upgrades

Town Administrator Long stated the next item on the agenda was the consideration of phone system upgrades for Town Hall and the Police Department. She explained that the current phone system, provided by Telewire, is outdated and has reached its maximum number of phone lines. The proposed upgrade is a cloud-based system, offering features such as call forwarding, hold music, and a desktop application. Telewire submitted a quote with a one-time fee of \$8,659.00 and a recurring monthly fee of \$480.00, which represents a \$60 increase from the current monthly cost. Town Administrator Long highlighted that Telewire is a reliable, local company that has served the Town for over 20 years. A second quote was received from Hillyards, based on the original quote provided by Telewire. Hillyards' proposal included a one-time fee of \$3,342.94 and a recurring monthly fee of \$518.44. In response to the price difference, Town Administrator Long reached out to Telewire for clarification. Telewire explained that Hillyards, being a larger corporation, is able to purchase phones at lower wholesale prices, whereas Telewire, as a smaller company, does not have access to the same discounts. Telewire also noted they offer financing options, if needed. Town Administrator Long confirmed that the cost of the upgrade is included in the budget and recommended accepting the quote from Telewire, citing their long-standing working relationship, local presence, and consistent reliability. Following a discussion, Councilwoman Dr. Cary made a motion to accept the quote from Telewire for the cloud-based phone system for a one-time fee of \$8,659.00 and a reoccurring monthly fee of \$480.00 as presented. Motion seconded by Councilman Snader and carried by all.

4. Visitors in Attendance:

Mike Mercilliot, a resident of Victoria Forest, noted that he is impressed by the efficiency of this Town Council.

Doug Smith of Mountaire Farms reported that 108 odor checks had been conducted since the last meeting, with four instances of odor detected. He informed the Mayor and Council that the paving and concrete work on Hosier Street went well.

Barbara Schuchmam of the Bethany-Fenwick Area Chamber of Commerce introduced herself.

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Joe Semola, a resident of Creekhaven, inquired about the possibility of obtaining a copy of all permits issued within the development following the completion of the homes. Inspector Merollini confirmed that he could provide that information. Mr. Semola also expressed concerns about speeding within the development and asked who is responsible for installing speed limit signs. Town Administrator Long explained that the responsibility typically falls to the developer, however, if speed limit signage was not included in the site plan, then the Town would handle the installation. She added that she would follow up with the Public Works Department to address the issue. Councilwoman Dr. Cary suggested that the Police Department's speed trailer be placed in the area at some point to help deter speeding.

Doug Hiob, a resident of Creekhaven, expressed concerns regarding the retention pond in the development. He noted that the pond emits an odor, lacks a functioning fountain, and that grass and weeds are overgrown in the surrounding area. Town Administrator Long explained that while the pond would have been reviewed and inspected by the Sussex Conservation District, it is ultimately the responsibility of the HOA. She advised that the HOA would need to contact the Sussex Conservation District to schedule a meeting and discuss the issues and potential remedies. She offered to take Mr. Hiob's contact information, so she could assist in connecting him with the Sussex Conservation District.

Town resident Dawn Lekites thanked Councilwoman Dr. Cary for listening and reacting when informed about the cemetery wall.

Resident Bill Kirsch inquired about the possibility of building a wall in front of the existing cemetery wall, however, due to the location of the existing wall that would not be possible.

There being no further business to discuss, Councilman Snader made a motion to adjourn the meeting and go into Executive Session to discuss personnel matters. Motion seconded by Councilwoman Dr. Cary 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

EXECUTIVE SESSION