

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING SEPTEMBER 8, 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, CHAPTER 200, ZONING (“ZONING CODE”), BY ADDING
THERE TO A NEW ARTICLE XXIII, TEMPORARY USES AND STRUCTURES.**

Mayor Duncan explained that this is in response to increased interest this past summer in utilizing temporary tent structures for the sale of fireworks around Independence Day. Being there were no further comments, Councilman Steffen made a motion to close the Public Hearing. Motion seconded by Councilman Snader and carried by all. Councilwoman Dr. Cary made a motion to adopt the ordinance amending the Town Code of the Town of Selbyville, Chapter 200, Zoning (“Zoning Code”), by adding thereto a new Article XXIII, Temporary Uses and Structures as presented. Motion seconded by Councilman Steffen and carried by all.

C. Presentation of the Minutes of the August 4, 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.

D. Presentation of the August 31, 2025, bills by Mayor Duncan. Councilman Snader inquired about a payment made to Matt's Management Family LLC. Town Administrator Long explained that that was payment to Matt's Paving for work that was done for the walking path at the Town Park. 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 announced that the Hometown Heroes Banners were up and look great.

A. Appointment of Annexation Committee Member to fulfil vacancy.

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Town Administrator Long stated that the current members on the Annexation Committee are Councilwoman Dr. Cary, Councilman Snader, and Councilman Steffen. Councilwoman Dr. Cary will no longer be on the committee, and therefore, a new member will need to be appointed to fulfil the vacancy. Mayor Duncan appointed Councilman Hudson to fulfil the vacancy on the Annexation Committee.

B. September Hunger Action Month Proclamation

Mayor Duncan read a Proclamation proclaiming September as Hunger Action Month in the Town of Selbyville. The Proclamation was presented to Chad Robinson, a representative of the Food Bank of Delaware. Mr. Robinson noted that hunger and food insecurity is at an all-time high, and the Food Bank of Delaware distributed over 17.2 million pounds of food throughout Delaware in 2024, which was the highest amount in its 44-year history. He thanked the Town Council for their support and efforts.

C. A CORRECTIVE 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 III, GENERAL PROVISIONS, SECTION 166-14, 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 Ordinance into the Minutes by title only. Town Administrator Long explained that the original ordinance was passed on May 5, 2025, however, inadvertently it was posted as Article II when it should have been Article III. Councilman Snader made a motion to adopt the corrective 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 III, General Provisions, Section 166-14, 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 as presented. Motion seconded by Councilman Hudson and carried by all.

D. RESOLUTION DIRECTING THE ANNEXATION COMMITTEE TO INVESTIGATE THE POSSIBILITY OF ANNEXING CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF SELBYVILLE, OWNED BY FAITH I. CARAS, SUSAN C. FOUST AND LOVELLA B. MCCABE, IDENTIFIED AS PART OF SUSSEX COUNTY TAX MAP AND PARCEL NO. 533-17.00-124.00, CONTAINING 9.019 ACRES,

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**MORE OR LESS; AND TO AMEND THE ZONING MAP AND ZONING
ORDINANCE OF THE TOWN OF SELBYVILLE TO INCLUDE SAID
TERRITORY IN THE R-4 RESIDENTIAL DISTRICT, WITH A
RESIDENTIAL PLANNED COMMUNITY (RPC) OVERLAY.**

Mayor Duncan read the Resolution into the Minutes by title only. Councilwoman Dr. Cary made a motion to adopt the resolution directing the Annexation Committee to investigate the possibility of annexing certain territory, contiguous to the present limits of the Town of Selbyville, owned by Faith I. Caras, Susan C. Foust And Lovella B. McCabe, identified as part of Sussex County Tax Map and Parcel No. 533-17.00-124.00, containing 9.019 acres, more or less; and to amend the Zoning Map and Zoning Ordinance of the Town of Selbyville to include said territory in the R-4 Residential District, with a Residential Planned Community (RPC) Overlay as presented. Motion seconded by Councilman Steffen and carried by all.

**E. RESOLUTION AUTHORIZING SUBMISSION OF AN OUTDOOR
RECREATION, PARKS AND TRAILS (ORPT) GRANT PROGRAM
APPLICATION TO THE DELAWARE DEPARTMENT OF NATURAL
RESOURCES AND ENVIRONMENTAL CONTROL, THROUGH ITS
DIVISION OF PARKS AND RECREATION; IDENTIFYING A PROJECT
MANAGER FOR THE TOWN PROJECT TO BE FUNDED BY ANY GRANT
ASSISTANCE AWARDED; IDENTIFYING AND APPROVING THE
TOWN'S FINANCIAL INVESTMENTS FOR THE TOWN PROJECT TO BE
FUNDED BY ANY GRANT ASSISTANCE AWARDED; AND CONFIRMING
THE TOWN'S COMMITMENT TO MAINTAIN THE TOWN OF
SELBYVILLE COMMUNITY PARK THAT IS THE SUBJECT OF THE
GRANT APPLICATION AND THE TOWN PROJECT TO BE FUNDED BY
ANY GRANT ASSISTANCE AWARDED.**

Mayor Duncan read the Resolution into the Minutes by title only. Councilman Steffen made a motion to adopt the resolution authorizing submission of an Outdoor Recreation, Parks And Trails (ORPT) Grant Program Application to the Delaware Department of Natural Resources and Environmental Control, through its Division of Parks and Recreation; identifying a Project Manager for the Town project to be funded by any grant assistance awarded; identifying and approving the Town's financial investments for the Town project to be funded by any grant assistance awarded; and confirming the Town's commitment to maintain the Town of Selbyville community park that is the subject of the grant application and the town project to be funded by any grant assistance awarded as presented. Motion seconded by Councilman Snader and carried by all

At this time, Mayor Duncan presented Councilwoman Dr. Cary with a plaque in recognition of her dedicated service on the Town Council. Dr. Cary announced that she will be relocating to North Carolina and expressed her gratitude for the opportunity and privilege to serve the community.

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3. Reports

A. Police Report – B. Wilson

Chief Wilson reported there were 270 calls for service, 135 tickets issued, and 2 criminal arrests for the month of August.

1. Side entrance safety enhancements

Chief Wilson presented a quote from Straight Line Construction Group in the amount of \$15,500.00 for the Main Street side entrance safety enhancements. He noted that this would be funded through impact fees. Councilman Hudson made a motion to accept the quote from Straight Line Construction Group in the amount of \$15,500.00 for the Main Street side entrance safety enhancements as presented. Motion seconded by Councilwoman Dr. Cary and carried by all.

2. Emergency equipment for new police vehicle

Chief Wilson presented a quote from Magnum for \$20,736.36 for the installation of emergency equipment for the new police vehicle that was approved at the August Town Council Meeting. He added that they are investigating the possibility of utilizing state grant funds to offset a portion of the cost. If approved, the cost would decrease to \$15,871.74. They are also looking into a grant for the in-car camera system, which would award up to \$12,550.00. Councilman Hudson made a motion to accept the quote from Magnum for \$20,736.36 for the installation of emergency equipment for the new police vehicle as presented. Motion seconded by Councilman Steffen and carried by all.

At this time, Chief Wilson provided several general updates. He shared that the current recruit will graduate from the Police Academy later this month and will begin 12 weeks of field training afterward. The department will be testing applicants on September 20, 2025. Additionally, three decommissioned vehicles were auctioned off, generating \$5,950.00 in revenue. The on-site accreditation assessment has been postponed. Chief Wilson also encouraged residents with concerns about speeding to reach out and request the speed trailer. Mayor Duncan noted that the department now has a School Resource Officer (SRO) stationed at the schools.

B. Building and Code Enforcement – A. Merollini

See report for the month of August. Inspector Merollini reported they conducted 112 building inspections, closed 133 open building permits, investigated 16 code violations, had 19 postings, received 1 inquiry related to rentals, and issued 31 building permits. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License.

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C. Hazard Inspection Committee – C. Snader

Councilman Snader reported that the committee did not meet in August. Inspector Merollini noted that the owners of 40 Clendaniel Avenue are still moving through the legal process.

D. Water – G. Steffen

See report for the month of August. Councilman Steffen reported that the water plant produced 14,270,815 gallons of water. He noted it was approximately 100,000 gallons lower than this time last year. 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 mark water lines for Miss Utility locate requests and is working on upgrading MXUs.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department continues to spray streets, cut grass, and clean out catch basins. He added that they assisted Rogers Sign Co. with hanging the Hometown Heroes Banners throughout town as well.

F. Recreation – G. Steffen

Councilman Steffen reported that the walking path at the Town Park has been completed. He noted that it is approximately a quarter mile long. Next, they will begin working on Phase 5.

1. Consideration of a quote from Vector Security for installing an additional security camera in the Town Park

Councilman Steffen presented a quote from Vector Security in the amount of \$1,724.00 for the installation of an additional security camera at the Town Park pavilion. He noted that this was not included in the budget or covered by grant funds, and therefore, transfer tax revenue would be utilized. After a brief discussion, Councilman Steffen made a motion to accept the quote from Vector Security in the amount of \$1,724.00 for the installation of an additional security camera at the Town Park pavilion as presented. Motion seconded by Councilman Snader and carried by all.

At this time, Town Administrator Long provided an update on Phase 5 improvements at the Town Park. She stated that the resolution passed earlier under the Mayor's report authorizes the submission of an application for grant funding. The total projected cost for Phase 5 is approximately \$135,000.00. Planned improvements include: installation of 6-foot-high perimeter fencing, 8-foot-high fencing around the ball field, 4-foot-high fencing across the front of the park, electrical upgrades to support future installation of security cameras along the walking trail

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and ball field, Diamond-Tex surfacing for the ball field, and the addition of five pieces of outdoor exercise equipment to be installed along the walking path. Town Administrator Long noted that the security cameras are not currently included in the grant application; however, the ORPT Committee will consider including them during their next meeting. She also reported that the Town is awaiting the final invoice related to grading the walking path in Phase 4. Any remaining funds, estimated between \$5,000 and \$7,000, will be used to install benches along the walking trail. Mayor Duncan also suggested adding lighting along specific sections of the walking path to enhance security.

G. Sewer Report – C. Snader

See report for the month of August. Councilman Snader reported the plant had an average daily flow of 860,400 gallons and a peak flow of 1,139,000 gallons. The plant performed within all required permit parameters for the month.

Councilman Snader reported that the department worked with Sussex County and DNREC on an ocean outfall repair project. In addition, a meeting was held with DNREC inspectors on August 20th regarding the stormwater program at the plant. He noted that all equipment at Site B is currently operational.

Councilman Snader requested an update from Town Engineer Loar regarding the Ditch #2 at Site A. Town Engineer Loar explained that he is awaiting a quote from the manufacturer to update the cost of materials, and then they will be obtain a quote from the contractor for labor and installation.

Councilman Snader reported that the final utility line repair work has been approved by M2 Construction, however, they are awaiting materials to complete the repair. HVAC repairs at Site A have been completed. The department continues to work with CES to clean pump stations, and operators have installed a new charcoal filter at the Hudson Road Pump Station to assist with odor control.

At this time, Councilman Snader referred to the agenda items and presented a quote from Whel-Tech in the amount of \$27,997.00 for a new control panel for Polly Branch Pump Station and a quote from AET Electric Inc. in the amount of \$2,570.00 to demo the existing panel and install the new control panel for Polly Branch Pump Station. Councilman Snader made a motion to accept the quote from Whel-Tech in the amount of \$27,997.00 for a new control panel for Polly Branch Pump Station and the quote from AET Electric Inc. in the amount of \$2,570.00 to demo the existing panel and install the new control panel for Polly Branch Pump Station as presented. Motion seconded by Councilman Steffen and carried by all.

H. Planning & Zoning – C. Snader

1. Report of August 27, 2025, meeting.

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See Minutes of the August 27, 2025, meeting.

Councilman Snader stated the first item on the agenda was the consideration of a conditional use to allow for the continuation of the existing residential rental house, and adding a commercial pole barn for online retail sales and storage in the rear of the property, located at 210 Hosier Street Ext., District 5-33, Map 16.00, Parcel 16.00, owned by Diana & Robert Auker. Town Administrator Long explained a conditional use was required in order to have two uses, residential and commercial, on the property. It was the recommendation of the Planning & Zoning Commission to approve this request. Councilman Snader made a motion to approve the conditional use to allow for the continuation of the existing residential rental house, and adding a commercial pole barn for online retail sales and storage in the rear of the property, located at 210 Hosier Street Ext., District 5-33, Map 16.00, Parcel 16.00, owned by Diana & Robert Auker as presented. Motion seconded by Councilman Steffen and carried by all.

Councilman Snader stated the second item on the agenda was the review and consideration of the draft Sign Code prepared by AECOM. Due to ongoing revisions in response to comments from the Planning & Zoning Commission, this item has been tabled.

I. Industrial Park Report – S. Long

No report for the month of August.

J. Annexation Report – C. Cary

No report for the month of August.

K. Economic Development Committee – C. Cary

No report for the month of August.

L. Security Committee – M. Hudson

Town Administrator Long reported that the committee will be meeting once the current upgrades are complete and noted additional information related to the security system upgrade for Town Hall will be part of her Administrative Report.

M. Administrative Report – S. Long

1. New Business

a. Consideration of Beneficial Acceptance for Maple Crest Subdivision

Town Administrator Long noted that the first item on her agenda was the consideration of beneficial acceptance for the Maple Crest Subdivision. Town Engineer Loar recommended

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granting beneficial acceptance and noted that he had spoken with the developer, who intends to apply the final coat of pavement after the completion of home construction. He added that he is working with the developer to ensure that the necessary bonds are secured. Mayor Duncan inquired about the status of the Homeowners' Association (HOA). Town Administrator Long explained that the developer initially acts as the HOA, which will be turned over to the homeowners once 75% of the development is completed. She also noted that all HOA documents are reviewed by the Town Solicitor prior to final acceptance. Councilman Hudson also asked whether speed limit and stop signs were included in the plans. Town Engineer Loar confirmed that they will be. Additionally, he reported that a previously identified stormwater issue had been addressed. Councilman Snader made a motion to approve beneficial acceptance for the Maple Crest Subdivision as presented. Motion seconded by Councilman Hudson and carried by all.

Referring to prior discussions, Town Administrator Long added that the developer of Creekhaven and Atlantic Lakes has agreed to install signage within those communities. Town Engineer Loar noted that sample signage will be submitted in advance of installation to ensure DelDOT compliance.

- b. Consideration of request from Selbyville Historical Society regarding waiving or discounting their utility fees and/or taxes.

Town Administrator Long reported that the Selbyville Historical Society is currently developing a proposed budget for the transformation of the Townsend Building into a community facility to benefit both residents and visitors. As part of their planning, Irene Bunting, President of the Selbyville Historical Society, emailed the Town requesting consideration of waiving or discounting utility fees or property taxes. Town Administrator Long noted that, historically, water charges have typically been waived for non-profit organizations, however, sewer charges cannot be waived due to conditions tied to existing loans. Property taxes have never been waived. Mayor Duncan suggested the development of a formal regulation regarding the waiving of water charges for non-profits, including the potential implementation of a cap on the amount waived. Following a discussion, Councilman Steffen made a motion to waive water charges for the Selbyville Historical Society. Motion seconded by Councilwoman Dr. Cary and carried by all.

At this time, Councilman Hudson inquired about why the library is not charged for sewer service. Town Administrator Long clarified that this arrangement was established prior to the current loan agreements. Following further discussion, the Mayor and Council unanimously agreed that a formal regulation or standard should be established regarding the waiving of utility charges for non-profit organizations.

- c. Consideration of new business licensing software through Cloud Permit – Business License Module

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Town Administrator Long stated the next item on the agenda was the consideration of new business licensing software through Cloud Permit. She explained that the Town currently uses Black Mountain, which has proven to be not user-friendly and provides inadequate customer service. The annual cost of Black Mountain is \$1,400.00. Town Administrator Long recommended switching to Cloud Permit, which offers expanded functionality, including future use for building permits and code enforcement. The initial implementation cost for the business license module is \$4,250.00, with an annual fee of \$1,250.00 for ongoing maintenance, support, and updates. She noted that \$7,500.00 had been budgeted for this. Councilwoman Dr. Cary made a motion to accept the quote from Cloud Permit for the initial cost of \$4,250.00 and annual cost of \$1,250.00 for the Business License Module as presented. Motion seconded by Councilman Snader and carried by all.

d. Security System Upgrades

Town Administrator Long stated that the fourth item on her agenda is regarding security system upgrades. As a result of the upgrades associated with the security camera server for the Police Department, corresponding updates are also required on the Town Hall side to maintain access to its own security cameras. Due to accreditation requirements, Town Hall will not have access to the Police Department's camera system. Vector Security submitted a quote of \$6,811.00 for the initial installation. The upgrade will also increase the monthly service cost by \$17.00. Councilwoman Dr. Cary made a motion to accept the quote from Vector Security for \$6,811.00 for the initial installation and \$17.00 monthly increase as presented. Motion seconded by Councilman Hudson and carried by all.

2. Old Business

Councilman Hudson asked the Town Administrator if employees had completed an active shooter training. Town Administrator Long stated that it had been suggested as part of the assessment from workers' compensation, which she will follow up with them regarding webinars and training.

Mayor Duncan opened a discussion regarding the status of the property associated with the Water Tower Project. He noted that a response had been received from the Town Solicitor and expressed interest in meeting with a representative from D.R. Horton to advance the project. Town Engineer Loar recommended that the Town Solicitor initiate contact with D.R. Horton's attorney. Mayor Duncan emphasized the urgency of the matter to ensure the project can move forward without further delay.

4. Visitors in Attendance:

Mike Mercilliot, a resident of Victoria Forest, expressed appreciation for the Hometown Heroes Banners displayed throughout Town.

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Ruth Munoz of Mountaire Farms announced that Thanksgiving for Thousands is coming up and invited all to participate. They will be packing 14,750 boxes in Selbyville. Visit <https://mountaire.com/mountaire-cares/meals-for-thousands/> for more information.

Doug Smith of Mountaire Farms reported that 92 odor checks have been conducted since the last meeting, with four instances of odor detected. In an effort to further reduce odors, Mountaire has purchased and installed two frac tanks, which they believe will be beneficial in minimizing future occurrences. Mr. Smith also shared several site improvement updates. The company will be enhancing the area near the east gate by adding flowers and additional landscaping. They will also be installing new signage. In support of employee well-being, Mountaire is exploring hosting a mobile dental clinic. The clinic would operate from a 55-foot trailer on an existing concrete pad. This initiative is currently in its early planning stages. Lastly, Mr. Smith confirmed that the new Cart-Mounted AFADs, approved at the previous meeting, have been purchased.

Joe Semola, a resident of Creekhaven, thanked Town Administrator Long for her efforts regarding the anticipated installation of speed limit signs in the development. He also inquired about the possibility of reducing the speed limit from the current 25 mph. The Mayor and Council stated they would like to maintain consistent speed limits within the developments, which is on average 25 mph. Additionally, it was noted that the Town is currently awaiting a DelDOT utility permit for the installation of a streetlight. Mr. Semola also referenced a prior discussion about the cleaning of the Redmen's Cemetery brick wall. He explained that he had been informed the cleaning process would require three steps to be completed properly.

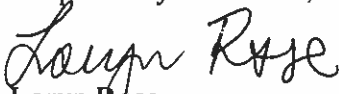
Rick Semola, a resident of Atlantic Lakes, stated that he had reached out to Town Administrator Long regarding a down/split utility pole, and wanted to thank her for getting it taken care of.

Charles McMillion, a resident of Atlantic Lakes, referenced previous discussions related to the development speed limits. He noted that through his research, four developments are 25 mph, three developments are 20 mph, and two developments do not have posted speed limits. He suggested reducing the speed limit to 20 mph across the board. Councilwoman Dr. Cary noted that it is believed that the differing speed limits have to do with the different road widths. The Mayor and Council recommend further discussions on this matter.

There being no further business to discuss, Councilman Snader made a motion to adjourn the meeting. Motion seconded by Councilman Steffen and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,


Loryn Rose
HR Specialist