

1 West Church St.  
P.O. Box 106  
Selbyville, Delaware 19975  
302-436-8314  
302-436-8018 Fax



**Mayor**  
Richard A. Duncan, Sr.  
**Council**  
Monroe B. Hudson, Jr.  
William H. Kirsch, Jr.  
Chris S. Snader, Sr.  
Gary L. Steffen  
**Town Administrator**  
Stacey L. Long

## AGENDA DECEMBER MEETING

Date: December 1, 2025  
Time: 6:00 P.M.  
Place: Selbyville Town Hall

### To Join the ZOOM Meeting Online:

<https://us06web.zoom.us/j/83552221479?pwd=PF7dEd8aYOeyb6ARF8OAgbDffYOlvY.1>

If your computer/laptop doesn't have a microphone, you may call into the event at the following phone number: 301-715-8592

- A. When prompted, the Meeting ID: **835 5222 1479**, followed by the # sign.
- B. There is no Member ID, just press the # sign.
- C. Enter the Passcode: **918358**, followed by the # sign.
- D. Attending by Zoom or calling into the event are for listening only. Public participation by Zoom or by calling in is not available at this time.

#### 1. Opening of Meeting:

- A. Call to order Mayor Duncan
- B. Pledge of Allegiance Mayor Duncan
- C. Approval of Minutes November 3, 2025, meeting Mayor Duncan
- D. Treasurer's report & authorization to pay bills Mayor Duncan

#### 2. Presentation by Solar on Earth on the possibility of Community Solar for Selbyville

#### 3. Mayor's Report & Comments:

Mayor Duncan

- A. Consideration of partnering with Solar on Earth for Community Solar for Selbyville
- B. Appointment of William H Kirsch, Jr. to the Economic Development Committee

#### 4. Reports – Council, Committees, Etc.:

- A. Police M. Hudson
- B. Building and Code Dept A. Merollini
- C. Hazard Inspection Committee C. Snader
- D. Water Dept G. Steffen
- E. Public Works G. Steffen
- F. Recreation Dept G. Steffen
- G. Sewer Dept C. Snader
- H. Planning and Zoning Committee C. Snader

##### 1. Report of November 24, 2025, meeting.

- a. Consideration of Final Site Plan Approval for Heron Cove, located at Lighthouse Road & Lynch Road, TMP #533-17.00-

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156.00, owned by Bruce & Sandra Bennett for a 32 single family lot Residential Planned Community.

b. Review and consideration of draft Sign Code updates prepared by AECOM

I. Industrial Park

S. Long

J. Annexation Committee

C. Snader

1. Report of November 25, 2025, meeting.

2. **RESOLUTION PROPOSING TO ANNEX 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 PROPOSING TO ANNEX CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF SELBYVILLE, OWNED BY GAIL M. HICKMAN, IDENTIFIED AS PART OF SUSSEX COUNTY TAX MAP AND PARCEL NO. 533-17.00-123.00, CONTAINING 1.256 ACRES, MORE OR LESS;**

**AND**

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

**AND**

**ESTABLISHING THAT A PUBLIC HEARING BE HELD ON SAID ZONING AMENDMENT ON THE 5TH DAY OF JANUARY, 2026, AT 6:00 O'CLOCK IN EVENING, PREVAILING TIME, AT THE TOWN OFFICE, 1 W. CHURCH STREET, SELBYVILLE, DELAWARE.**

K. Economic Development Committee

S. Long

1. Report of November 10, 2025, meeting.

L. Security Committee

M. Hudson

M. Administration

W. Kirsch

N. Administration

S. Long

1. New Business

a. Appointment of Board of Election members.

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- b. Review and consideration of quotes for paving the entrance of Victoria Forest
  - c. Review and consideration of incorporating a policy for Donated Sick Leave to the Personnel Handbook
- 2. Old Business
- 5. Visitors in Attendance – (Speakers limited to 3 minutes.)
- 6. Executive Session
  - A. Personnel Matters
  - B. Pending Litigation

THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE DELETION OF ITEMS, THE ADDITION OF ITEMS INCLUDING EXECUTIVE SESSIONS AND EXECUTIVE SESSIONS WHICH ARISE AT THE TIME OF THE MEETING.

Posted: November 24, 2025