

## **MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING OCTOBER 6, 2025**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, 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 September 8, 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 Steffen and carried by all.
- C. Presentation of the September 30, 2025, bills by Mayor Duncan. Councilman Snader 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 shared that he attended the sendoff gathering for former Councilwoman Dr. Cary at Lighthouse Lakes, noting that it was a very nice event. He also attended the Hometown Heroes Banner Dedication Ceremony on September 11, 2025, and spoke highly of the ceremony. Mayor Duncan expressed his appreciation for the program and stated that he looks forward to continuing to honor local veterans through this initiative.

- A. Appointment of Councilmember to fulfill a vacancy for the remainder of the term set to end March 2026.

Mayor Duncan appointed William H. Kirsch, Jr. as Councilman to fulfill the vacancy on the Council for the remainder of the term set to end March 2026. Councilman Steffen made a motion to accept the appointment of William H. Kirsch, Jr. as Councilman to fulfill the vacancy on the Council for the remainder of the term set to end March 2026 as presented. Motion seconded by Councilman Snader and carried by all.

- B. Swearing in of Councilmember.

Town Administrator Long swore in William H. Kirsch, Jr. as Councilman. The Mayor and Council welcomed Councilman Kirsch.

- C. Chamber of Commerce Fire & Ice Festival Sponsorship Opportunity

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Town Administrator Long explained that sponsorship opportunities are now available for the 2026 Fire & Ice Festival, which will be themed "In the First State" in collaboration with the 250th anniversary of Delaware. Over the past eight years, Fire & Ice has generated more than \$175,000 in charitable contributions. The event originally began as an effort to provide an economic boost to local businesses during the off-season. Today, the festival attracts approximately 20,000 attendees during the special winter weekend. Emily Mais of the Bethany-Fenwick Area Chamber of Commerce noted that Fire & Ice is the Chamber's largest partnership event, drawing large crowds and offering a significant boost to area businesses. She added that several locations serve as host sites, including John West Park in Ocean View, Salted Vines Vineyard in Frankford, Evans Park in Millville, Bethany Beach, and a number of local businesses. Ms. Mais also mentioned that the Economic Development Committee has previously discussed the possibility of using the Town Park as a future host site. Mayor Duncan suggested that the Economic Development Committee review the sponsorship opportunities and make a recommendation to the Mayor and Council. After further discussion, the Mayor and Council agreed to table the matter pending a recommendation from the Economic Development Committee.

**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, MORE OR LESS, AND THE POSSIBILITY OF ANNEXING 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.**

Mayor Duncan read the Resolution into the Minutes by title only. Town Administrator Long explained that this is the same resolution that was discussed and passed at the last meeting with the exception of Gail M. Hickman and the second parcel, which needed to be included. As a result, the Annexation Committee needed to reschedule their meeting. Councilman Snader 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 the possibility of annexing 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

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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 as presented. Motion seconded by Councilman Steffen and carried by all. Mayor Duncan appointed Councilmembers Snader, Steffen, and Hudson to the Annexation Committee.

### **3. Reports**

#### **A. Police Report – B. Wilson**

Chief Wilson reported there were 326 calls for service, 78 tickets issued, and 2 criminal arrests for the month of September. He announced that Chase Carothers graduated from the Police Academy on September 19, 2025, and received the Outstanding Recruit Award. Additionally, the 5th Annual Selbyville Trunk or Treat will be held at the Selbyville Volunteer Fire Company on Saturday, October 18, 2025, from 10:00 A.M. to 1:00 P.M. Chief Wilson concluded by stating that the on-site accreditation is scheduled for December 12, 2025, and they are currently testing candidates for the next Police Academy class.

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

See report for the month of September. Inspector Merollini reported they conducted 111 building inspections, closed 112 open building permits, investigated 16 code violations, had 19 postings, received 3 inquiries related to rentals, and issued 44 building permits. They came in contact with three contractors working in town limits without their Outside Contractors Business License.

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

Councilman Snader reported that the committee did not meet in September. 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 September. Councilman Steffen reported that the water plant produced 12,626,418 gallons of water. He noted it was over a 600,000 gallon increase compared to 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.

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**F. Recreation – G. Steffen**

Councilman Steffen reported that four new park benches have been ordered. Once they have been installed Phase 4 will be complete.

1. Consideration of a Shared Sign Agreement with the Pepper Family & Cabinetry Unlimited for a new town park sign.

Town Administrator Long explained that this Shared Sign Agreement gives the Town permission to utilize the Pepper Family property to display the new town park sign along with Cabinetry Unlimited's. Councilman Steffen made a motion to accept the Shared Sign Agreement with the Pepper Family & Cabinetry Unlimited for a new town park sign as presented. Motion seconded by Councilman Kirsch and carried by all.

**G. Sewer Report – C. Snader**

See report for the month of September. Councilman Snader reported the plant had an average daily flow of 951,000 gallons and a peak flow of 1,256,000 gallons. The plant performed within all required permit parameters for the month. He noted that the department is currently waiting on parts for the chlorine crane rebuild project at the plant.

1. Consideration of quote from M2 Construction to demo and replace wet well piping, hangers, supports, and hardware

Councilman Snader presented a quote from M2 Construction to demo and replace wet well piping, hangers, supports, and hardware. He stated that original quote that was approved for this project was for \$25,000, however, upon reevaluation of the scope of work, the quote increased to \$44,535.40 due to additional parts and necessary maintenance. Town Administrator Long noted that \$40,000 was originally budgeted for this. Town Engineer Loar made a recommendation to accept the updated quote. Councilman Snader made a motion to accept the \$44,535.40 quote from M2 Construction to demo and replace wet well piping, hangers, supports, and hardware as presented. Motion seconded by Councilman Steffen and carried by all.

**H. Planning & Zoning – C. Snader**

1. Report of September 23, 2025, meeting.

See Minutes of the September 23, 2025, meeting.

Councilman Snader stated the first item on the agenda was consideration of a lot partitioning for a vacant parcel on Strawberry Lane, TMP #533-16.15-35.00, owned by Rockswitch Properties, LLC. It was the recommendation of the Planning & Zoning Commission that the Mayor and Council approve this request. Councilman Snader made a motion to approve the lot partitioning

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for a vacant parcel on Strawberry Lane, TMP #533-16.15-35.00, owned by Rockswitch Properties, LLC as presented. Motion seconded by Councilman Hudson and carried by all.

Councilman Snader stated the second item on the agenda was consideration of a lot partitioning located at 60 W McCabe Street, TMP #533-16.15-116.00, owned by David and Ruth Koontz. It was the recommendation of the Planning & Zoning Commission that the Mayor and Council approve this request. Councilman Kirsch made a motion to approve the lot partitioning located at 60 W McCabe Street, TMP #533-16.15-116.00, owned by David and Ruth Koontz as presented. Motion seconded by Councilman Snader and carried by all.

Councilman Snader stated the third item on the agenda was consideration of Phase 2 Record Plan approval for Kingfisher. Daniel Bunting of West Selbyville Development explained that the final plan was approved by the Mayor and Council on October 7, 2024, with requested variances. The project was divided into two phases for a total of 322 lots. Phase 1 consists of 234 lots and Phase 2 consists of 88 lots. Phase 1 was recorded at the time of the approval. The reason that they did not record Phase 2 is because they had to relocate a prong of a tax ditch which required a subaqueous land permit with DNREC. Now the permit has been issued, they are having a court order change drafted for the relocation. The Town Engineer has reviewed the plan and recommends approval with the plans being signed after the town receives a copy of the court order change. It was the recommendation of the Planning & Zoning Commission that the Mayor and Council approve this request. Councilman Snader made a motion to accept the Phase 2 Record Plan approval for Kingfisher as presented. Motion seconded by Councilman Kirsch and carried by all.

Councilman Snader stated the fourth item on the agenda was discussions on 63 Handy Lane for a proposal for multi-family dwellings. Town Administrator Long stated the representatives for this request were unable to attend the meeting, so they have asked to have it tabled until the next meeting. Councilman Snader tabled the request.

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

Town Administrator Long deferred the report to New Business under her Administrative Report.

**J. Annexation Report – C. Snader**

No report for the month of September. The committee is scheduled to meet in November.

**K. Economic Development Committee – S. Long**

No report for the month of September. The committee is scheduled to meet in November.

**L. Security Committee – M. Hudson**

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Town Administrator Long reported that she had requested and received a list of online safety training videos. She also stated that she has requested to schedule an active shooter training through Workers' Compensation.

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

Town Administrator Long reported that Cabana Restaurant has applied to open a new business in Town, which will feature Hispanic cuisine. The applicants are currently awaiting Fire Marshal approval; once it is received, the Town will conduct a final inspection. Upon passing inspection, a business license will be issued.

Town Administrator Long also requested that the Mayor and Council select a non-profit beneficiary for the 64th Annual Christmas Parade's 50/50 raffle. Mayor Duncan recommended the Selbyville Historical Society, and the Council unanimously supported the recommendation.

**1. New Business**

**a. Discussion and consideration of determining the speed limits within all developments**

Town Administrator Long noted that the first item on her agenda was the discussion and consideration of determining the speed limits within all developments. She explained that the matter has been brought up by several HOAs in Town, and they agree that 25 mph is too fast for their streets. Town Administrator Long submitted an all-call to towns throughout Delaware, who noted most of their speed limits are 25 mph, but a few have 15 mph and 20 mph. She stated that she has reached out to the Town Solicitor who advised that this is a lengthy and costly process. Therefore, it would be best to address all developments at once if the Mayor and Council wish to move forward with any changes. Chief Wilson expressed that he does not believe the solution is one size fits all for varying reasons such as street width, on street parking, etc. Mayor Duncan requested that the Town Engineer provide a cost estimate for a traffic study at the next meeting. Several residents expressed concerns relating to the current speed limits and the safety of children and pedestrians within the developments. Mike Mercillott, a resident of Victoria Forest, shared that his development regularly sends out reminders to slow down and remain alert when driving through the development. After further discussion, the Mayor and Council agreed to table the matter pending receipt of a traffic study quote from Davis, Bowen & Friedel, Inc.

**b. Discussions on request for vacating a portion of the town street on N Williams Street**

Town Administrator Long stated that she received a request from Donal Bouchelle and Judy Garrett regarding vacating a portion of the town street on N Williams Street. Mr. Bouchelle explained that there is a 12-foot easement that is used as a driveway between 14 and 12 N Williams Street, which is used to access the house and garage on 14 N Williams Street for over 17 years. The driveway is in poor condition, and they wish to repave it, but do not feel

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comfortable doing so if it does not belong to them. They are requesting this area be vacated from the easement and turned over to them since it is the only way they can access their property. Town Administrator Long explained that since this is identified as part of the Town's street system, even though it was not utilized as such, the procedure for vacating and abandoning an existing street as listed in Section 21 of the Town Charter will need to be followed. Councilman Snader added that he has spoken with the neighboring property owner, and they have no issue with the request as long as the survey shows that it is not on his property. After a brief discussion, the Mayor and Council directed Town Administrator Long to begin the process of vacation and abandoning the street by preparing a resolution for the next meeting.

- c. Consideration of approving the fourth amendment to the Declaration of Protective Covenants for Selbyville Industrial Park to change the rear yard setback for Lot 17 as approved by the Board of Adjustment

Town Administrator Long stated the next item on the agenda was the consideration of approving the fourth amendment to the Declaration of Protective Covenants for Selbyville Industrial Park to change the rear yard setback for Lot 17 as approved by the Board of Adjustment. On September 15, 2025, the Board of Adjustment conducted a hearing on an area variance of 12.2 feet from the required 75-foot rear yard setback requirement imposed by Section 200-94.B(6) of the Zoning Code. This permits the warehouse on the subject property and the 2012 addition to remain and permits the eastward extension of the warehouse in the future if necessary. The 12.2-foot variance was approved by the Board of Adjustment. Town Administrator Long explained that there is another step to this as it is part of the Industrial Park. The Industrial Park is established in both the Zoning Code and by restrictive covenants, in this instance the Declaration of Restrictive Covenants, recorded at the Recorder of Deeds. The first step was a Board of Adjustment hearing and decision. The second step is that 75% of the owners of the Industrial Park must approve of the change as well. Since the Town owns the roads, they count towards the 75% required to amend the Declaration of Protective Covenants. Councilman Hudson made a motion to accept the fourth amendment to the Declaration of Protective Covenants for Selbyville Industrial Park to change the rear yard setback for Lot 17 as approved by the Board of Adjustment as presented. Motion seconded by Councilman Snader and carried by all.

**4. Visitors in Attendance:**

Ruth Munoz of Mountaire Farms announced that Thanksgiving for Thousands will take place on Saturday, November 22, 2025, 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.

Diane Schmidt of the Selbyville Community Club stated they will be collecting "Coats and Sweat for Vets" again this year and are requesting permission for Town Hall to be a collection site. The Mayor and Council unanimously agreed it is a great program and to continue to allow Town Hall to be a collection site.

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Emily Mais of the Bethany-Fenwick Area Chamber of Commerce announced that public voting is now open for the 2025 Best of the Quiet Resorts Awards through October 17, 2025. Selbyville businesses and organizations nominated this year include La Sierra, Advance Auto Parts Selbyville, Delmarva Design Center, Bishop-Hastings Funeral Home, and Salem Church. Ms. Mais also shared that there will be a ribbon-cutting ceremony for Jennifer Scott, who is joining the Edward Jones office in Selbyville, on October 14, 2025, at 2:30 p.m. She added that the Chamber looks forward to participating in the 5th Annual Selbyville Trunk or Treat. Ms. Mais concluded by inviting the Town and local organizations to attend upcoming meetings focused on emergency preparedness and cybersecurity. Additional information is available at [bethany-fenwick.org](http://bethany-fenwick.org).

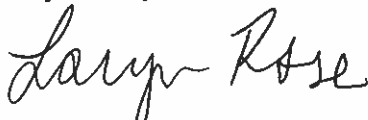
Russell Shaw, a resident of Lighthouse Lakes, inquired about the status of the water tower project. Mayor Duncan and Town Administrator Long stated that there is an upcoming meeting, and they are awaiting a clear deed.

Doug Smith of Mountaire Farms reported that 95 odor checks have been conducted since the last meeting, with four instances of odor detected. They had a third party company review their frac tanks, which displayed no issues. Mr. Smith also reported that the new traffic control devices are set to arrive tomorrow and should be put to use in about a week. He added that they have begun the landscaping improvements and are working with the Town on a house remodeling project for one of their properites.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Loryn Rose  
HR Specialist

**EXECUTIVE SESSION**