

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING NOVEMBER 3, 2025**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Chris Snader, and William Kirsch were in attendance. Councilman Gary Steffen was absent.

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 October 6, 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 October 31, 2025, bills by Mayor Duncan. Councilman Snader made a motion to pay all bills as presented. Motion seconded by Councilman Kirsch and carried by all.

2. Mayor's Report & Comments:

- A. **A RESOLUTION TO APPOINT A COMMITTEE TO INVESTIGATE VACATING AN UNNAMED STREET, LOCATED BETWEEN 14 N. WILLIAMS STREET (SUSSEX COUNTY TAX MAP AND PARCEL NO. 533-16.12-99.00) AND 12 N. WILLIAMS STREET (SUSSEX COUNTY TAX MAP AND PARCEL NO. 533-16.12-98.00), IN THE TOWN OF SELBYVILLE.**

Mayor Duncan read the Resolution into the Minutes by title only. Mayor Duncan appointed Councilmembers Chris Snader, William Kirsch, and Monroe Hudson to a committee to investigate vacating an unnamed street, located between 14 N. Williams Street (Sussex County Tax Map and Parcel No. 533-16.12-99.00) and 12 N. Williams Street (Sussex County Tax Map and Parcel No. 533-16.12-98.00), in the Town of Selbyville.

Mayor Duncan took a moment to acknowledge and thank Loryn Rose, HR Specialist, Mackenzie Culley, Administrative Assistant, and the Selbyville Police Department for their contributions to the success of the 5th Annual Selbyville Trunk or Treat held last month. He further commended the Selbyville Volunteer Fire Company Auxiliary for organizing a successful craft show over the weekend.

3. Reports

- A. Police Report – B. Wilson

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Chief Wilson introduced the department's newest officer, Chase Carothers, who has begun field training. He also noted they are still hiring for the upcoming academy.

Chief Wilson reported there were 326 calls for service, 94 tickets issued, and 8 criminal arrests for the month of October. He echoed the success of the 5th Annual Trunk or Treat and reported no issues during traditional trick-or-treating on Halloween, however, he observed fewer trick-or-treaters this year, attributing the decline to the increasing popularity of trunk-or-treat events. He concluded his report by noting that they are still awaiting some of the equipment for the new vehicles.

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

See report for the month of October. Inspector Merollini reported they issued 34 building permits, conducted 127 building inspections, closed 74 open building permits, investigated 14 code violations, had 7 postings, and performed 56 rental inspections. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License nor receive any inquires on Citizen Reporter.

Inspector Merollini provide updates on a couple of properties. He noted that 106 W Church Street has an improvement plan in place and that exterior painting is scheduled to begin soon. Additionally, he reported that the green house at 67 Bethany Road is scheduled to be demolished in the spring.

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

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

**D. Water – G. Steffen**

See report for the month of October. Town Administrator Long reported that the water plant produced 7,814,305 gallons of water. She noted it was approximately 2,000,000 gallon decrease 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, reading water meters, and have completed upgrading MXUs.

Mayor Duncan reported that they need \$3,000,000 of additional funding for the Backwash Recovery Project, so there will need to be another referendum to seek approval for it. Town Administrator Long stated that a letter to request funding must be submitted to WIAC and will be decided on in March. She requested the Mayor and Council's approval to begin the process or

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wait until March. After a brief discussion, Mayor Duncan suggested speaking with the Town Engineer for a recommendation.

Town Administrator Long also announced that they are scheduling the loan closing on the Tingle Acres Lead Line Replacement Project.

**E. Public Works – G. Steffen**

Town Administrator Long reported that the Public Works Department continues to spray weeds, cut grass, and clean out catch basins.

**F. Recreation – G. Steffen**

Town Administrator Long reported that four new park benches have been ordered. Once they have been installed Phase 4 will be complete. She added that Public Works Supervisor Kevin Murray reported the bathrooms at the Town Park have been winterized. Following a discussion among Supervisor Murray, Town Administrator Long, and Councilman Steffen, it was agreed to place a port-a-potty on the property during the period the bathrooms are winterized.

**G. Sewer Report – C. Snader**

See report for the month of October. Councilman Snader reported the plant had an average daily flow of 1,013,900 gallons and a peak flow of 1,165,000 gallons. The plant performed within all required permit parameters for the month. He noted that the Mountaire WWTP inspection was completed on October 15<sup>th</sup>. Additionally, the chlorine hoist was rebuilt at Site A. He concluded by stating that the department completed approximately 175 Miss Utility Locates and six sewer inspections.

**H. Planning & Zoning – C. Snader**

Councilman Snader noted the Planning & Zoning Committee did not meet in October, however, the first item on the agenda was discussions on 63 Handy Lane for a proposal for multi-family dwellings, which was originally discussed at the September 23, 2025, meeting. Carter Belmont, Project Leader, presented some renderings to the Mayor and Council of the project they are proposing. The property is approximately 6,900 square feet of vacant land. The project consists of 2 duplex units of four high-quality, affordable rental units for Selbyville residents. Each unit is 1,036 sq. ft. and offers one bedroom and one bathroom. Their target tenants are local senior citizens, veterans or active military personnel, and service workers, all of which are considered low income. The property is currently zoned R-1, and single family detached homes are the only use permitted in this district. For this project to proceed, a rezoning would have to occur from R-1 to MR-Multi-Family Residential. The Planning & Zoning Commission agreed that this is a good project to move forward with, and they all were in favor of going through the rezoning.

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process. After a brief discussion, the Mayor and Council acknowledged the need for affordable housing in the community and presented no objection to proceeding with the formal process.

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

No report for the month of October.

**J. Annexation Report – C. Snader**

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

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

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

**L. Security Committee – M. Hudson**

Town Administrator Long reported that she received a list of online safety training videos from the Town's workers' compensation carrier. The videos offered through Safety Source are designed for group instruction, allowing an entire department to complete the training together. Additional online training modules are available through Safety National, which operates as a learning management system and would be completed individually. Town Administrator Long is continuing to review these options and will provide an update with a recommended plan moving forward.

**M. Administrative Report – W. Kirsch**

Councilman Kirsch reported that the new business licensing software is almost live. He also announced that the Town has received a credit card machine and now accepts credit card payments for miscellaneous items such as business and rental licenses, building permits, and more. Councilman Kirsch concluded his report by sharing that he had attended a demo with Lexipol regarding updating the Town's personnel policies, and additional information will be forthcoming under the Town Administrator's report.

**N. Administrative Report – S. Long**

Town Administrator Long reiterated the success of the 5<sup>th</sup> Annual Selbyville Trunk or Treat and commended HR Specialist Rose, Administrative Assistant Culley, and Senior Corporal Bunting on a job well done. Additionally, she announced that preparation for the 64<sup>th</sup> Annual Selbyville Christmas Parade is in full swing. The parade will take place on Friday, December 5, 2025, at 7:00 PM along Church Street. Registration is now open. More information can be found on the Town's website. Lastly, Town Administrator Long reported that Cabana Restaurant has received all of the necessary approvals and is now open.

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**1. New Business**

- a. Review and consideration of quote from Lexipol to update the Town's personnel policies

Town Administrator Long noted that the first item on her agenda was the review and consideration of quote from Lexipol to update the Town's personnel policies. Following the demo she, Councilman Kirsch, and HR Specialist Rose attended, Lexipol submitted a discounted quote for \$12,286.20. The one-time implementation fee is \$8,602.50. The annual Local Government Administration Policy Manual & Daily Training Bulletins are \$3,107.70. The annual LocalGovU Full Library is \$576.00. She noted that the Selbyville Police Department already uses Lexipol. Councilman Kirsch made a motion to accept the \$12,286.20 quote from Lexipol to update the Town's personnel policies as presented. Motion seconded by Councilman Hudson and carried by all.

- b. Consideration of final acceptance and performance bond release for Coastal Villages Phase 1 Subphase 1

Town Administrator Long stated the next item on the agenda was the consideration of final acceptance and performance bond release for Coastal Villages Phase 1 Subphase 1. Davis, Bowen, and Friedel, Inc. (DBF) conducted an on-site inspection and drafted a punch list, in which all items have been addressed and corrected. Town Engineer Loar of DBF has recommended final acceptance and performance bond release for Coastal Villages Phase 1 Subphase 1. After a brief discussion, Councilman Snader made a motion to approve final acceptance and performance bond release for Coastal Villages Phase 1 Subphase 1 as presented. Motion seconded by Councilman Kirsch and carried by all.

**4. Visitors in Attendance:**

Diane Schmidt of the Selbyville Community Club announced that the "Coats and Sweat for Vets" collection site has been set up at Town Hall.

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 over 15,000 boxes in Selbyville. Visit <https://mountaire.com/mountaire-cares/meals-for-thousands/> for more information.

Town Administrator Long provided an update on behalf of Doug Smith from Mountaire Farms. The traffic control devices have been in place for a few weeks and appear to be very effective. In addition, their new training facility adjacent to the East Gate was inspected and approved by the Fire Marshal, so they will begin using it soon.

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Pastor Eloise Henry-Gordy of Zoar United Methodist Church thanked the fire department and police department for all they do. Additionally, she, Rev. Majorie Belmont, and Ruth Handy Dorsey shared their support for the proposed multi-family dwelling project at 63 Handy Lane. Ms. Carter Belmont thanked them for their support as well as the Mayor and Council.

Kathy Danza, a resident of Creekhaven, asked Inspector Merollini to follow up on a notice that was posted in May regarding trash bins needing to be off of the front of the property.

Doug Hipp, a resident of Creekhaven, presented a Google search results regarding fees for building permits in Town. After a brief discussion, Town Administrator Long asked Mr. Hipp to refer to the Town website for current building permit fee schedule.

Joe Semola, a resident of Creekhaven, stated that he believes that 25 mph is too fast for the development. Town Administrator Long acknowledged that this is an ongoing issue that is currently being investigated and discussed. Chief Wilson acknowledged requests to place the speed limit trailer in the development to collect speed data as well. Additionally, Mr. Semola inquired about any local clean up events for picking up trash along Polly Branch Road. Town Administrator Long noted that there is an annual Coastal Clean-Up event in the spring around Earth Day through the Bethany-Fenwick Chamber of Commerce.

Town Administrator Long shared that she, Councilman Steffen, and Public Works Supervisor Murray had a discussion regarding utility bill adjustments. If a customer has a water leak on their side of the meter pit, they should be charged for the water that passed through the meter as it has been treated. However, the sewer bill should be adjusted since it did not go through the sewer system. They believe there should not be any limitations on the number of times the sewer bill is adjusted as it is in the best interest of the property owner to repair the leak. The Mayor and Council unanimously agreed.

Russell Shaw, a resident of Lighthouse Lakes, inquired about the status of lowering the minimum gallons for water bills. Town Administrator Long noted that this is still in process.

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 and pending litigation. Motion seconded by Councilman Hudson and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Loryn Rose  
HR Specialist

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**EXECUTIVE SESSION**