

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JANUARY 5, 2026**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Gary Steffen, and William Kirsch were in attendance. Councilman Chris Snader 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 December 1, 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 Kirsch and carried by all.
- C. Presentation of the December 31, 2025, bills by Mayor Duncan. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Kirsch and carried by all.

2. Public Hearing:

- A. **A RESOLUTION 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.**

Daniel Bunting, representing Bunting Development, appeared as the applicant. Mr. Bunting noted that he is not yet the property owner. Both properties are currently partially located within the Town limits of Selbyville, with the rear portions of the lots lying outside the Town limits. He stated that site plans are anticipated to be submitted to the Planning and Zoning Commission in January. There being no further questions, Councilman Hudson then made a motion to close the Public Hearing. The motion was seconded by Councilman Steffen and carried by all.

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Councilman Hudson made a motion to accept the resolution 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 as presented. The motion was seconded by Councilman Kirsch and carried by all.

3. Mayor's Report:

- A. **A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON FEBRUARY 9, 2026, AT 6:00 P.M., AT THE TOWN HALL, 1 W. CHURCH STREET, SELBYVILLE, SUSSEX COUNTY, DELAWARE, TO CONSIDER THE REZONING OF REAL PROPERTY OWNED BY LIGHTHOUSE OAKS NORTH, LLC, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NUMBER 533-17.00-156.04, FROM R-4 RESIDENTIAL TO NB NEIGHBORHOOD BUSINESS.**

Town Administrator Long provided a description of the subject property. She stated that on Lighthouse Road, there is currently a sign advertising Lighthouse Town Center, a project that has not yet been brought before the Town, and which is located directly across from the Coastal Villages development. The property presently under discussion is located directly behind the Lighthouse Town Center sign. Town Administrator Long explained that the first step for Lighthouse Oaks LLC is to schedule a Public Hearing and notify all property owners within 100 feet of the subject property. Those residents will be informed of the date, time, and location of the Public Hearing. At the hearing, Lighthouse Oaks, LLC will present the proposed project, and residents will have the opportunity to obtain information and ask questions. She emphasized that the current action is solely to set the date for the Public Hearing. Councilman Steffen made a motion to accept the resolution proposing that a Public Hearing be held on February 9, 2026, at 6:00 P.M., at the Town Hall, 1 W. Church Street, Selbyville, Sussex County, Delaware, to consider the rezoning of real property owned by Lighthouse Oaks North, LLC, identified as Sussex County Tax Map and Parcel Number 533-17.00-156.04, from R-4 Residential to NB Neighborhood Business as presented. Motion seconded by Councilman Hudson 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 AMENDING ARTICLE XIV, SIGNS, ALL SECTIONS THEREOF, §§ 200-102 THROUGH 200-105, TO INCLUDE NEW DEFINITIONS AND TO INCLUDE VARIOUS NEW**

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**REGULATIONS FOR AN OVERALL UPDATE AND MODERNIZATION OF
THE TOWN'S SIGN REGULATIONS.**

Town Administrator Long stated that a representative from AECOM will provide a presentation, similar to the one previously given to the Planning and Zoning Commission. She further noted that the Public Hearing will be held on February 9 at 6:00 p.m. at Selbyville Town Hall. Councilman Steffen made a motion to accept the 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 amending Article XIV, Signs, all sections thereof, §§ 200-102 through 200-105, to include new definitions and to include various new regulations for an overall update and modernization of the Town's Sign Regulations. The motion was seconded by Councilman Hudson and carried by all.

**C. AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF SELBYVILLE,
CHAPTER 184, VEHICLES AND TRAFFIC, § 184-1 RESTRICTED PARKING,
BY ADDING A NEW SUBPARAGRAPH K THERETO TO PROHIBIT PARKING
ON RAILROAD AVENUE IN THE TOWN OF SELBYVILLE.**

Town Administrator Long stated that this matter has been discussed at prior Council meetings regarding parking along Railroad Avenue, particularly during Mountaire shift changes, despite existing "No Parking" signage. She explained that the Selbyville Police Department is currently unable to issue citations because the area has not been formally designated as a no-parking zone. She further explained that establishing a no-parking zone would apply to both sides of Railroad Avenue, from Cemetery Road to West McCabe Street, including the area from Dukes Street to the front of the Mountaire plant and extending to the recruiting center. Residents have expressed concerns about limited visibility due to parked vehicles. Town Administrator Long noted that Mountaire's parking security would be willing to assist by encouraging compliance with the no-parking restrictions; however, only the Selbyville Police Department would have the authority to issue citations. Fines for violations would range from \$25.00 to \$100.00 per day, as provided in the Town Code. Councilman Kirsch made a motion to adopt the ordinance to amend the code of the Town of Selbyville, Chapter 184, Vehicles and Traffic, § 184-1 Restricted Parking, by adding a new subparagraph K Thereto to prohibit parking on Railroad Avenue in the Town of Selbyville as presented. The motion was seconded by Councilman Steffen and carried by all.

4. Reports

A. Police Report – B. Wilson

Chief Wilson reported that during the month of December, there were 305 calls for service, 99 citations issued, and 9 criminal arrests. He further reported that the Department has hired two new officers, and that Officer Carothers has successfully completed field training and has been assigned to a regular shift. Chief Wilson noted that one of the new police vehicles has been sent

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out for installation of the appropriate equipment. He also reported that the Selbyville Police Department completed the accreditation process on December 12. Additionally, Chief Wilson advised that one officer will be on medical leave for several months.

B. Building and Code Enforcement – A. Merollini

See report for the month of December. Inspector Merollini reported they issued 41 building permits, conducted 99 building inspections, closed 36 open building permits, investigated 4 code violations, had 120 postings, and performed 106 rental inspections. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License. There were three inquiries submitted through the Citizen Reporter that have been addressed.

C. Hazard Inspection Committee – C. Snader

Town Administrator Long reported that the committee did not meet in December.

D. Water – G. Steffen

See report for the month of December. Councilman Steffen reported that the water plant produced 5,693,810 gallons of water. He noted it was approximately 6,393,463 gallon decrease compared to this time last year. CR1 Well pump started pumping sand and gravel, and after further examination, it will need to be replaced. All permits have been obtained and should be back running in January. The Water Department continues to mark water lines for Miss Utility locate requests and reading water meters.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department is continuing to clean the drains and salt the roads for weather conditions when necessary

F. Recreation – G. Steffen

Councilman Steffen reported that the walking trail is having a great turnout and is getting daily use by the community.

G. Sewer Report – C. Snader

See report for the month of December. Town Administrator Long reported the plant had an average daily flow of 1,106,000 gallons and a peak flow of 994,000 gallons. The plant performed within all required permit parameters for the month. She reported that the dissolved oxygen air system for Ditch No. 2 requires further evaluation. The proposed diffuser installation for Ditch No. 1 remains under review by Council. She also stated that, at this time, only one 3,000-gallon tank of magnesium hydroxide can be utilized for chemical addition, as the chemical mixer in the tank is

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not operational. The gearbox requires repair, and the Department is awaiting scheduling from Hills to complete the work. She further reported that Council has approved the M2 Construction Utility water system repair quote, and M2 has scheduled the repair work for January 12. Regarding pump stations, she stated that the exhaust fan at the Church Street Pump Station is not functioning, and a replacement fan quote from Boland has been submitted to Kevin Murray for review. She also reported that the fan at the Polly Branch Pump Station has an electrical issue; A.E.T. Electric will troubleshoot the problem, and a new cabinet has been ordered from Whel-Tech. She concluded by reporting that the Department completed approximately 70 Miss Utility locates.

H. Planning & Zoning – C. Snader

Town Administrator Long noted the Planning & Zoning Committee did not meet in December.

I. Industrial Park Report – S. Long

No report for the month of December.

J. Annexation Report – C. Snader

Town Administrator Long stated the committee did not meet in December.

K. Economic Development Committee – S. Long

The Economic Development Committee did not meet in December. However, Town Administrator Long advised the Mayor, Council, and the community that Old Town Thrift and Gifts is now under new ownership. She further announced that a ribbon-cutting ceremony will be held on January 8, 2026, from 4:00 p.m. to 5:00 p.m., with a photo opportunity scheduled for 4:30 p.m.

L. Security Committee – M. Hudson

Councilman Hudson reported there are no updates.

M. Administrative Report – W. Kirsch

Councilman Kirsch reported that the Town has hired two new employees for the Administrative Assistant positions. One employee began employment on December 22, 2025, and the second is scheduled to begin on January 12, 2026. He stated that the new hires will undergo extensive cross-training and learn multiple roles to support the daily operations of the Town. This approach will ensure continuity of services and coverage of all positions in the event of staff absences.

N. Administrative Report – S. Long

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Town Administrator Long reported that the February 2, 2026, Town Council meeting has been postponed and rescheduled for February 9, 2026. She also reported that on January 8, Town Administrator Long and Chief Wilson have been invited to attend the Selbyville Community Club meeting, where they have been asked to provide updates on Town matters and information regarding upcoming initiatives for the year. Additionally, Town Administrator Long advised that a new business has applied for a Town License. The business, Aris Coffee and Deli, is proposed to be located at Unit 7, 36742 Dupont Boulevard, also known as the Derrickson Plaza. The establishment plans to sell coffee, sandwiches, shakes, ice cream, and smoothies. She noted that the business is currently obtaining Fire Marshal and Department of Health approvals. Upon receipt of those approvals, the Building Inspector will conduct a final inspection, after which the business license may be issued.

5. New Business

- A. Consideration of the final acceptance of the Creekhaven subdivision. Town Administrator Long reported that it has been one year since the warranty bond was posted for the Creekhaven Subdivision. The Town Engineer, along with the Building Inspectors, conducted final inspections of the development in preparation for final acceptance and the release of the warranty bond. The Town Engineer has approved the final inspection, as noted in a memo sent via email, and will be submitting a formal letter of approval. Councilman Hudson made a motion for the final acceptance of the Creekhaven Subdivision and to release the warranty bond as presented. The motion was seconded by Councilman Kirsch and carried by all.

6. Visitors in Attendance:

Jean Truskowski from Atlantic Lakes Development inquired regarding the proposed no-parking zone on Railroad Avenue, specifically asking where family members or rides for employees would wait while employees complete their shifts. Doug Smith from Mountaire responded that family members or rides would need to use the employee parking lot, which has ample space. He also noted that a crosswalk is provided to allow employees to safely cross the road to access the building.

Doug Smith of Mountaire Farms reported that the company conducted 88 odor checks, with nine instances where an odor was identified or reported. He also noted that the fitting room exhaust motor has failed and requires replacement. Mr. Smith expressed his appreciation to the Mayor and Council for passing the parking ordinance, which he stated helps maintain organization and safety.

Peter Curran inquired about the lead and copper testing notifications that were sent via mail. Town Administrator Long explained that the State requires all municipalities to identify lead and copper service lines. She clarified that if a resident receives a letter, it indicates that the Town is currently unable to determine the type of service line connected to their property. The Town is

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aware that newer developments do not have lead or copper service lines. The letter also provides instructions for residents on the steps to take. Town Administrator Long noted that there are approximately 700 service lines whose material has not yet been identified. She stated that residents can notify the Town if their homes were built after lead and copper lines were no longer used, so that the Town's records can be updated. The Town has until 2027 to identify all remaining unknown service lines. Homes built after 1990 are known to be free of lead and copper lines; only the Town's records need to be updated in such cases.

Irene Bunting, representing the Historical Society, expressed appreciation to the Town for the 50/50 Christmas Parade tickets, noting that the proceeds totaled over \$300. She also announced that the next Historical Society meeting is scheduled for January 22, 2026, at 6:00 p.m. The guest speaker will be Kevin Lynch, who will speak on Animal Health Sales and Donald Lynch. She noted that the Historical Society is located at 11 S. Main Street in Selbyville and is not yet open on a daily basis.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Mackenzie Culley
Administrative Assistant