

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING MARCH 2, 2026**

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

The meeting was properly posted.

1. Opening of Meeting –
  - A. Mayor Duncan led in the Pledge of Allegiance.
  - B. Mayor asked the Council to consider rehiring Deborah L. McCabe as Secretary/Treasurer. Councilman Kirsch made a motion to rehire Deborah L. McCabe as Secretary/Treasurer. Motion seconded by Councilman Steffen and carried by all.
  - C. Mayor asked the Council to consider rehiring Lisa Michaels as Assistant Secretary/Treasurer. Councilman Snader made a motion to rehire Lisa Michaels as Assistant Secretary/Treasurer. Motion seconded by Councilman Steffen and carried by all.
  - D. Mayor asked the Council to consider reappointing Brian Wilson as the Chief of Police. Councilman Hudson made a motion to reappoint Brian Wilson as the Chief of Police. Motion seconded by Councilman Kirsch and carried by all.
  - E. Presentation of the Minutes of the February 9, 2026, 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.
  - F. Presentation of the February 28, 2026, bills by Mayor Duncan. Councilman Kirsch inquired about a payment made to Wex Bank. Town Administrator Long explained that it was for the Royal Farms gas cards used for town vehicles. Councilman Snader asked about a payment to Philadelphia Business Forms Company. Town Administrator Long stated that the payment was for utility and tax billing forms. Councilman Steffen inquired about a payment made to Logo Motive Custom Apparel. Town Administrator Long noted that this was for town uniforms. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Kirsch and carried by all.
2. Public Hearing:
  - A. **PROPOSING TO CHANGE THE STREET STRUCTURE OF THE TOWN BY VACATING AN UNNAMED STREET, LOCATED BETWEEN 14 N. WILLIAMS STREET (SUSSEX**

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**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 opened the public hearing. Town Administrator Long explained that the Town received a request from the property owner of 14 N. Williams Street to vacate an unnamed street located between 14 N. Williams Street and 12 N. Williams Street. They currently use the unnamed street for parking purposes and to access a three-car garage located at the rear of their property. The roadway is currently in poor condition and would require repair and repaving. The street has never been opened by the Town and has not been used by the general public. Historically, the roadway was intended to serve as an extension of Holloway Street; however, that project was never completed. The Special Committee, which held a meeting on January 12, 2026, recommended that the Town vacate the unnamed street located between 14 N. Williams Street and 12 N. Williams Street, contingent upon receipt of letters of approval from surrounding property owners and with the understanding that all costs associated with the street vacation (including, but not limited to attorney fees for preparation of a deed, a survey, and recording fees) will be paid by the new owner as well as all maintenance of the street. Town Administrator Long noted that the Town Solicitor recommended the completion of a survey in order to determine precisely where this unnamed street is located in relation to the two properties on either side of it. Additionally, it was recommended that if the Mayor and Council approve vacating this unnamed street and deeding it over to the applicant, the survey be attached as an exhibit to the deed, and all involved will know exactly what has been vacated and deeded over to the applicant. Town Administrator Long read a letter from the neighboring property owner, William Parramore, which is attached to the Minutes. Town Administrator Long noted that this is not an easement. Being no further comments, Councilman Steffen made a motion to close the public hearing. Motion seconded by Councilman Kirsch and carried by all. Councilman Snader made a motion to approve the request to change the street structure of the Town by 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, contingent upon the understanding that all costs associated with the street vacation will be paid by the new owner and a survey is completed and recorded as presented. Motion seconded by Councilman Hudson and carried by all.

3. Mayor's Report:

- A. Mayor Duncan appointed Chairman Jay Murray, Councilman Snader, and Councilman Kirsch as members of the Planning & Zoning Commission for 3-year terms ending March 13, 2029.
- B. Mayor Duncan appointed Town Solicitor Mary Schrider-Fox, himself as Mayor, and Councilman Snader as members of the Board of Adjustment for 3-year terms.

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- C. Mayor Duncan read a Proclamation proclaiming April as Art Month for Selbyville Youth in the Town of Selbyville. The Proclamation was presented to the Selbyville Community Club.

Mayor Duncan reported that a local resident has brought awareness to some property maintenance concerns he has, which have been forwarded on to Code Enforcement.

4. Reports

A. Police Report – B. Wilson

Chief Wilson reported that during the month of February, there were 242 calls for service, 80 tickets issued, and 5 criminal arrests. He congratulated Senior Cpl. Eric Foskey on receiving an award for Officer of the Year at the 2026 Joshua M. Freeman First Responders Awards. Additionally, he reported that one of the new police vehicles is ready and will be picked up this week.

Chief Wilson presented a quote for \$6,990.00 from Advantech for the replacement of a security camera for the holding cell with a \$45.00 per month service plan. The current security camera was also from Advantech, but it is over 10 years old and has stopped working. Councilman Hudson made a motion to accept the quote for \$6,990.00 from Advantech for the replacement of a security camera for the holding cell with a \$45.00 per month service plan as presented. Motion seconded by Councilman Steffen and carried by all.

B. Building and Code Enforcement – A. Merollini

See report for the month of February. Inspector Merollini reported they issued 34 building permits, conducted 52 building inspections, closed 40 open building permits, investigated 14 code violations, had 47 postings, and performed 32 rental inspections. They received three requests on Citizen Reporter and encountered one contractor working in town limits without their Outside Contractors Business License.

Inspector Merollini presented the list of properties submitted by a local resident with property maintenance concerns. He stated that these matters have been addressed with the property owners.

C. Hazard Inspection Committee – C. Snader

Town Administrator Long reported that concerned neighbors have contacted the Town regarding a property located on Main Street. She stated that she will be coordinating with the committee to schedule a meeting to address the matter.

D. Water – G. Steffen

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See report for the month of February. Councilman Steffen reported that the water plant produced 7,165,481 gallons of water. He noted it was approximately 500,000 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. The Water Department continues to mark water lines for Miss Utility locate requests, read and repair water meters as needed, and take daily samples. They have been painting and cleaning the plant as well.

Councilman Steffen opened the discussion on the Hudson Road property that was deeded to the Town for the water tower project. Since the Town is moving forward with a different property, it is recommended to deed the property back to the Selbyville Volunteer Fire Company. Town Administrator Long noted that in the deed, dated April 9, 2021, it states that if the water tower is not erected within 120 months from the date of the deed, or the intended use is abandoned, the subject property will revert to the Selbyville Volunteer Fire Company. Councilman Steffen made a motion to deed the Hudson Road property back to the Selbyville Volunteer Fire Company as presented. Motion seconded by Councilman Snader and carried by all. Mayor Duncan thanked the Fire Company for the offer.

**E. Public Works – G. Steffen**

Councilman Steffen reported that the Public Works Department continues to clean the catch basins and plow and salt roads when necessary. Additionally, they have been painting and replacing ceiling tiles in Town Hall.

Mayor Duncan commended the department on a job well done during the latest snowstorm.

**F. Recreation – G. Steffen**

Councilman Steffen presented a quote from Vector Security to add an additional security camera at the Town Park for \$6,510.00 with a monthly investment of \$200.00 for a storage and service plan for the security cameras. Councilman Steffen made a motion to accept the quote from Vector Security to add an additional security camera at the Town Park for \$6,510.00 with a monthly investment of \$200.00 for a storage and service plan for the security cameras as presented. Motion seconded by Councilman Kirsch and carried by all.

**G. Sewer Report – C. Snader**

See report for the month of February. Councilman Snader reported the plant had an average daily flow of 857,600 gallons and a peak flow of 1,088,000 gallons. The plant performed within all required permit parameters for the month. He reported that maintenance had been completed on the fleet vehicles. Additionally, new probes have been ordered for Oxidation Ditch #2 at the plant. They are waiting on parts for pumps at the Hickory Tree Pump Station. Councilman Snader reported that a motor on the Digester #2 mixer at Site B has burned up. Town Engineer Loar stated this is an older motor, possibly the original, and recommended the Mayor and Council accept the

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quote as there are no other plans for that area at this time. Town Administrator Long presented a quote from Hills for \$36,126.00 to replace the motor and motor mount. Councilman Snader made a motion to accept the quote from Hills for \$36,126.00 to replace the motor and motor mount as presented. Motion seconded by Councilman Steffen and carried by all.

H. Planning & Zoning – C. Snader

Councilman Snader stated that the February Planning & Zoning Commission meeting was postponed to March 10, 2026, at 4:00 P.M. Additional information can be found on the Town's website.

I. Industrial Park Report – S. Long

No report for the month of February.

J. Annexation Report – C. Snader

No report for the month of February.

K. Economic Development Committee – S. Long

No report for the month of February.

L. Security Committee – M. Hudson

No report for the month of February.

M. Administrative Report – W. Kirsch

Councilman Kirsch reported that the Administrative Department has been busy completing end-of-year and end-of-fiscal-year reports. He noted that two staff members are currently out of the office, and the remaining staff is stepping up to cover those roles. Additionally, Town Administrator Long and HR Specialist Rose continue to meet weekly with Lexipol to develop an updated employee handbook. Town Administrator Long, Public Works Manager Murray, and Administrative Assistant Bullis have completed training for the new CodeRED Alerts, which Councilman Kirsch encouraged residents to sign up for. Lastly, Town Administrator Long and Public Works Manager Murray are scheduled to attend a meeting this Thursday regarding Emergency Operations Planning.

N. Administrative Report – S. Long

Town Administrator Long announced that the meeting dates have changed for the April and June Town Council meetings. They will take place on the second Monday of the month, instead of the

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first Monday, due to a lack of quorum. April's Town Council Meeting will be held on April 13, 2026, and June's Town Council Meeting will be held on June 8, 2026.

Town Administrator Long provided additional information on the upcoming Emergency Operations Planning meetings. The Town follows the Sussex County Hazard Mitigation Plan, which is adopted every five years. The Town also follows the State's Emergency Operation Plan. Sussex County has hired a consultant to work with local towns to discuss and create their own Emergency Operations Plan. She noted that this will occur over the course of two sessions, and they will be provided with templates, but towns may also meet with the consulting firm on a one-on-one basis.

Town Administrator Long presented a donation request from the Selbyville Community Club for Youth Art Month. She explained the town has supported it for many years and made a \$1,000.00 donation last year. Councilman Kirsch made a motion to donate \$1,000.00 to the Selbyville Community Club for Youth Art Month. Motion seconded by Councilman Snader and carried by all. The award ceremony for the Youth Art Show will take place on April 25, 2026, at 10:30 A.M. at the Selbyville Public Library. Mayor Duncan highly encouraged all to attend.

Town Administrator Long informed the Mayor and Council that the Sussex County Community Development Block Grant (CDBG), which was typically discussed in December, had been delayed. They have requested to hold the public hearing at the Town Council Meeting on June 8, 2026. CDBG projects are for owner-occupied home repairs, and the homes must be located in predominantly low-to-moderate income areas. Councilman Steffen made a motion to hold a public hearing for the Sussex County Community Development Block Grant on June 8, 2026, at 6:00 P.M. at the Selbyville Town Hall. Motion seconded by Councilman Hudson and carried by all.

Town Administrator Long stated that the last item on the agenda is the review and consideration of the Fiscal Year 2027 (FY2027) Budget. She noted this was a month delayed due to some setbacks, but it is now complete. A public workshop was held on February 17, 2026, to discuss the budget with the Mayor and Council. The FY2027 Budget covers February 1, 2026, through January 31, 2027. In summary, Town Administrator Long balanced the budget as \$11,892,067 as the total projected income and \$11,892,067 as the total projected expenses with a line item of \$102,618 for unforeseen miscellaneous expenses.

Town Administrator Long shared some of the budget highlights. Currently, trash and recycle rates increase annually by 3% per the contract with Republic Services. This year, there is a big enough gap between what the Town charges and Republic Services charges, so she is proposing a 2% rate increase. This equates to a total monthly increase of \$0.63 for trash and recycle. It has been proposed to increase the water and sewer impact fees from \$4,250 to \$4,500 per EDU each. She is not proposing any water or sewer rate increases; however, she is proposing to decrease the quarterly gallon allowance from 18,000 to 16,000.

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As a result of the 2024 Sussex County Reassessment, she is proposing separate town property tax rates for residential and commercial, each of which will be significantly lower than the previous fiscal year (\$2.15 per \$100 of assessed value). The proposed residential town property tax rate is \$0.135 per \$100 of assessed value. This will increase income by approximately \$132,340, which includes approximately 100 new homes. The proposed commercial town property tax rate is \$0.250 per \$100 of assessed value. This will increase income by \$58,050.

Due to the increase in meetings and committees, she is proposing a \$300 increase to the Mayor and Council's annual pay.

Town Administrator Long presented the proposed changes to the fee schedule. After reviewing amenities and maintenance at the Town Park, the following increases are being proposed:

- Pavilion Reservation Fee: An increase from a \$100 refundable fee to a \$100 non-refundable fee.
- Concession Area Fee: An increase from a \$100 refundable fee to a \$100 non-refundable fee. She noted that a refrigerator has been added to the concession area as well.
- Pickleball Court: Only one court can be reserved; the other court must remain open to the public. Also, an increase from a \$100 refundable fee to a \$25 per day non-refundable fee.

The only other proposed change to the fee schedule is a \$100 water turn-off fee for non-emergencies.

Lastly, Town Administrator Long reported that, other than the department heads, a 4% cost-of-living-adjustment (COLA) is being proposed for all departments except police, whose salaries are determined by their collective bargaining agreement. The salaries established in the collective bargaining agreement have been included in the budget.

Councilman Hudson made a motion to adopt the Fiscal Year 2027 Budget as presented. Motion seconded by Councilman Kirsch and carried by all.

Councilman Steffen made a motion to set the residential town property tax rate at \$0.135 per \$100 of assessed value as presented. Motion seconded by Councilman Hudson and carried by all.

Councilman Hudson made a motion to set the commercial town property tax rate at \$0.250 per \$100 of assessed value as presented. Motion seconded by Councilman Snader and carried by all.

Councilman Kirsch made a motion to adopt the FY2027 Fee Schedule as presented. Motion seconded by Councilman Snader and carried by all.

At this time, Mayor Duncan congratulated Town Administrator Long on the birth of her first grandchild. Additionally, Councilman Snader thanked Town Administrator Long for her efforts in creating the FY2027 Budget.

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**5. Visitors in Attendance:**

Donald Bouchelle, property owner of 14 N. Williams Street, acknowledged and agreed to the conditions regarding vacating the unnamed street.

Ruth Munoz of Mountaire Farms announced that the Easter for Thousands event will be held on March 28, 2026, and invited all to participate. They will be packing 18,000 boxes in Selbyville, which will be distributed throughout the area. Visit <https://mountaire.com/mountaire-cares/meals-for-thousands/> for more information.

Doug Smith of Mountaire Farms reported that 88 odor checks have been conducted since the last meeting, with 12 instances of odor detected. They had their odor control company take a look at their system, and they found an issue with the direction and location of the exhaust fan. They have requested that the vendor come weekly to check the system instead of monthly, which they believe will help reduce the instances of odor.

Susan Foust inquired about when Planning & Zoning would be meeting about Hayden's Harbor. Town Administrator Long stated that she is hoping to schedule a meeting in March.

Susan Bunting, representing the Selbyville Historical Society, invited all to attend their meetings, which take place at 6:00 P.M. at the Townsend Building. They are holding a meeting this Thursday.

Russell Shaw, representing Lighthouse Lakes HOA, inquired about the timeline for the water tower project. Town Engineer Loar explained that they are working on the design and permitting process and are hoping to begin within approximately one year. The water tower will be erected in Phase 2 of Coastal Villages off of Smithfield Acres.

Doug Staub, a resident of Sandy Branch, expressed additional property maintenance concerns and the desire for a clean community. Mayor Duncan acknowledged receipt of the list of property concerns and that all matters have been addressed or are being actively addressed with Code Enforcement. He recommended the use of Citizen Reporter on the Town's website as well.

Larry Lidenburger, a resident of Lighthouse Crossing, inquired about any resources when there are power outages and other weather events. Town Administrator Long stated that she participates in storm calls with various other towns and government organizations that inform of possible impacts and what's available during severe weather events, which are shared on their sites. She noted that the Town will attempt to link future resources on their site as well.

Councilman Snader asked for an elaboration on the Mayor and Council's salary amounts. HR Specialist Rose stated that with the adoption of the FY2027 Budget, the Mayor's annual salary is now \$1,500, and the Council's annual salary is now \$1,200.

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

**EXECUTIVE SESSION**

February 8<sup>th</sup>, 2026

William Parramore

[REDACTED]  
12 N Williams St.

Selbyville, DE 19975

Town of Selbyville

1 W Church St.

P.O. Box 106

Selbyville, DE 19975

Dear Selbyville Town Council,

It has come to my attention that my neighbor Donald Bouchelle at 14 N Williams St. is requesting to take the easement between our properties and make it his driveway. Donald has also told us that he would like to have a company come in and repave the area. My wife and I do not have any issue with Donald taking over the easement or re paving it. If Donald wishes to pursue this, we will need Donald to pay a reliable company to have our property surveyed. I would also like to obtain copies of the survey paperwork that Donald receives from the company doing the work. To our knowledge, our property line runs through the current easement, and we do not agree to give up any of our property for Donald's driveway. Donald will need to follow the proper laws and regulations, along with removal of the current easement. Donald will be responsible for removal of the current easement and placement of the new pavement. I would like to be notified before work takes place so I can make sure my vehicles are not in the way of any work.

Feel free to contact me if you have any further questions or concerns.

Sincerely,

William Parramore