

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING APRIL 13, 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. Reading of the Certificate of Election by HR Specialist Loryn Rose.
 - C. Swearing in of Councilman Monroe B. Hudson, Jr. and Councilman William H. Kirsch, Jr. by Town Administrator Stacey Long.
 - D. Presentation of the Minutes of the March 2, 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.
 - E. Presentation of the March 31, 2026, bills by Mayor Duncan. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Snader and carried by all.
2. Mayor's Report:
 - A. **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 M&M INVESTMENTS, LLC, IDENTIFIED AS "PARCEL B" IN THE SURVEY OF RECORD WITH THE OFFICE OF THE RECORDER OF DEEDS, IN AND FOR SUSSEX COUNTY, DELAWARE, AND PRESENTLY IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NO. 533-17.00-118.01, CONTAINING 2.00 ACRES, MORE OR LESS; AND TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF SELBYVILLE TO INCLUDE SAID TERRITORY IN THE R-4 RESIDENTIAL DISTRICT.**

Mayor Duncan read the Resolution into the Minutes by title only. Town Administrator Long explained that three properties had filed for annexation back in 2007, this being one of them. They combined the 2-acre parcel with Tax Map and Parcel No. 533-17.00-118.01. They were then divided into Parcel A, Parcel B, and Parcel C. During the annexation process, the committee

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had recommended annexing them into Town. The paperwork was filed incorrectly, and this property was not included. This resolution will resolve that issue. Mayor Duncan appointed Councilman Kirsch, Councilman Steffen, and Councilman Snader to the Annexation Committee and directed them to investigate the possibility of annexing certain territory, contiguous to the present limits of the Town of Selbyville, owned by M&M Investments, LLC, identified as "Parcel B" in the Survey of Record with the Office of the Recorder of Deeds, in and for Sussex County, Delaware, and presently identified as Sussex County Tax Map and Parcel No. 533-17.00-118.01, containing 2.00 acres, more or less; and to amend the Zoning Map and Zoning Ordinance of the Town of Selbyville to include said territory in the R-4 Residential District as presented.

3. Reports

A. Police Report – B. Wilson

Chief Wilson reported that during the month of March there were 292 calls for service, 84 tickets issued, and 17 criminal arrests. He noted that the two new vehicles have been delivered. They are scheduled to be programmed and road ready later this week. Additionally, the department will be conducting new hire testing at the Selbyville Volunteer Fire Company on April 18th. Chief Wilson invited all who are interested in applying to attend.

Chief Wilson presented a quote for an initial investment of \$4,970.00 with a \$20.00 per month service plan from Vector Security for an additional security camera in the front of the building and to replace the police side door camera. Councilman Hudson made a motion to accept the quote from Vector Security for an additional security camera in the front of the building and to replace the police side door camera for an initial investment of \$4,970.00 with a \$20.00 per month service plan as presented. Motion seconded by Councilman Kirsch and carried by all.

B. Building and Code Enforcement – A. Merollini

See report for the month of March. Town Administrator Long reported the department issued 39 building permits, conducted 100 building inspections, closed 32 open building permits, investigated 31 code violations, had 37 postings, and performed 5 rental inspections. They did not encounter any contractors working within town limits without their Outside Contractors Business License.

C. Hazard Inspection Committee – C. Snader

No report for the month of March.

D. Water – G. Steffen

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See report for the month of March. Councilman Steffen reported that the water plant produced 7,177,039 gallons of water. He noted it was approximately a 300,000 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 and read and repair water meters as needed. They are flushing hydrants throughout Town this week. Lastly, CR1 Well has been installed, tested, and is now back online.

Councilman Steffen reported that the first item on the agenda was the review and consideration of the Bulk Water Billing and Service Disconnection Policy. A copy of this policy is attached to the Minutes and is available on the Town's website. Councilman Steffen made a motion to adopt the Bulk Water Billing and Service Disconnection Policy as presented. Motion seconded by Councilman Snader and carried by all.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department has begun cutting grass and spraying weeds. They continue to clean the catch basins and cut up trees from the latest blizzard.

F. Recreation – G. Steffen

Councilman Steffen reported that the bathrooms at the Town Park are now open, and Phase 5 will begin soon, so please be aware of any construction. Additionally, the Town Park Committee has begun discussing Phase 6. They met with a retired professional ball field builder to discuss the dimensions of the ball field. He recommended 275ft left field, which tapers to 250ft right field, 4ft-6ft fence, and 70ft baseline. After a brief discussion, Councilman Steffen made a motion to accept the recommendation 275ft left field, which tapers to 250ft right field, 4ft-6ft fence, and 70ft baseline as presented. Motion seconded by Councilman Snader and carried by all.

G. Sewer Report – C. Snader

See report for the month of March. Councilman Snader reported the plant had an average daily flow of 1,210,000 gallons and a peak flow of 1,330,000 gallons. The plant performed within all required permit parameters for the month. He reported that the department completed 60 Miss Utility locates, and they are awaiting several quotes.

H. Planning & Zoning – C. Snader

1. Report on March 10, 2026, meeting.

See minutes of the March 10, 2026, meeting.

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The first item on the agenda was consideration of final site plan and record plan approval for Selbyville Landing, located at 31624 Lighthouse Road, TMP #533-17.00-154.00, for a 4-lot single-family subdivision, owned by Balsamo Real Estate, LLC. The plan was presented by Alan Decktor with Pennoni & Associates. The property is 2.3 acres and will incorporate 4 lots with a minimum lot size of 12,400 square feet. It is zoned R-4 Residential. The road is 28 feet wide and will have sidewalks on each side with streetlighting. There will be one wet pond onsite for stormwater management. The water will be connected to the main on Lighthouse Road. The sewer connection will have to be connected via an easement from Lighthouse Crossing HOA because the sewer main on Lighthouse Road is a forcemain in lieu of a gravity main. All agency approvals have been received, and the Town Engineer recommends final site plan and record plan approval. No buffering is being proposed along Lighthouse Road; however, swales and trees will buffer this development from the Lighthouse Crossing development. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the final site and record plan. There being no further questions, Councilman Snader made a motion to approve the final site plan and record plan for Selbyville Landing as presented. Motion seconded by Councilman Kirsch and carried by all.

The second item on the agenda was the consideration of amenity engineering site plan approval for Kingfisher. The plan was presented by D.J. White with GMB Engineering. The Kingfisher project consists of 322 lots and is currently under construction. The clubhouse was left out of the initial approvals as they were waiting for the builder, Beazer Homes, to decide how they wanted to build it. The amenities include a 5,070 square-foot clubhouse with a community room, a multi-purpose room, a kitchen, and a gym. There will be a 4,500 square foot inground pool, a kiddie pool, a children's play area, a few pickleball courts, and a mail kiosk. All agency approvals have been received, and the Town Engineer has recommended approval. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the amenity plan. There being no further questions, Councilman Kirsch made a motion to approve the amenity engineering plan for Kingfisher as presented. Motion seconded by Councilman Steffen and carried by all.

The third item on the agenda was consideration of elevations for proposed new home construction in Cypress Shores, located on Cypress Road. These were in addition to the elevations submitted with the approved site plan and have been built in other developments in Town. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the proposed elevations. After a brief discussion, Councilman Snader made a motion to approve the proposed elevations for Cypress Shores as presented. Motion seconded by Councilman Steffen and carried by all.

The fourth item on the agenda was consideration of a conditional use request for JD Cuban Bites Food Truck to be placed at 38475 DuPont Blvd., TMP #533-16.19-2.00. Town Administrator Long explained that the applicant is currently going through the process of applying for a new business in the structure that occupies this property. The proposed business will be a retail store that offers the sale of appliances, supplies, furniture, clothing, and much more. The food truck

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would be placed just past the entrance to the property on the side of the building. The parking lot currently has 12 parking spaces with one handicap accessible space, which is sufficient for both businesses. The food truck will stay in place most of the time, only moving if they have a catering request. The electricity will be supplied from the building, and they also have an on-board generator if needed for back-up. The water and sewer is self-contained on the trailer. Cuban and Columbia cuisines will be served from the food truck. Proposed hours of operation are Wednesday – Friday 9am-7pm, Saturday 10am-8pm, and Sunday 10am-5pm. They plan to take online orders and offer delivery. They plan to have one picnic table for those who are waiting for their food to cook. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve this conditional use request. There being no further questions, Councilman Steffen made a motion to approve the conditional use request for JD Cuban Bites food truck at the proposed location. Motion seconded by Councilman Kirsch and carried by all.

2. Report on March 24, 2026, meeting.

See minutes of the March 24, 2026, meeting.

The first item on the agenda was consideration of preliminary site plan approval and requested waivers for Hayden's Harbor for a 26-lot minor residential planned community located on Lighthouse Road, TMP #533-17.00-123.00 & 124.00. Daniel Bunting of Rt. 54 Development and Bob Palmer of Beacon Engineering were in attendance, representing the Hayden's Harbor project. Mr. Bunting explained that this will have an HOA and a small pocket park onsite. The Mill Pond community abuts a portion of this project. Mr. Bunting explained that he will be installing a perimeter ditch on this property, and it would significantly help Mill Pond's drainage concerns. That drainage would then dump into the Town's storm drains and ultimately flow to a tax ditch. There will be a 30-foot landscape perimeter around the community. They intend to only remove the necessary trees in the rear of the property to be able to construct the ditch, and keep as many trees as possible during the construction. DelDOT has reviewed the plan and given guidance on the entrance plan. There will be a sidewalk on one side of the street. Due to the long, narrow shape of the property, the stormwater pond would be long and not very wide. This could cause maintenance issues in the future, and it would be the HOA's matter to fix. The following waivers are requested so that the pond could be wider to allow for better management of stormwater and easier maintenance, in addition to creating the best layout for the development:

1. Road width of 28 feet; minimum of 34 feet is required.
2. Right-of-way width of 45-feet is being requested; minimum 50 feet is required.
3. Units per acre, 2.55 units per acre is requested; maximum of 2.2 units per acre is required.
4. Lot area of 7,000 square feet is being requested; 9,000 square feet is required.
5. Front yard setback of 25 feet is being requested; 30 feet is required.
6. Rear yard setback of 20 feet is being requested; 30 feet is required.
7. Open space of 42.68% is being requested; not less than 50% is required.
8. Elimination of RV/Boat storage lot; number of spaces equal to 20% of total units required.

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9. Cul-de-sac in excess of 1,000 feet long; maximum of 1,000 feet is allowed.

It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the preliminary site plan with requested waivers for Hayden's Harbor. After a brief discussion, Councilman Kirsch made a motion to approve the preliminary site plan for Hayden's Harbor with the requested waivers as presented. Motion seconded by Councilman Snader and carried by all.

The second item on the agenda was consideration of lot a partitioning for 20 Bethany Road, owned by Thomas, Natalie Jo, and Gregory McCabe, TMP #533-16.16-154.00. The applicants would like to partition the lot for a family member to build a home. The Town Engineer has reviewed this, and it all meets minimum lot size requirements, and he recommends approval. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve this request. There being no questions, Councilman Steffen made a motion to approve the lot partitioning at 20 Bethany Road as presented. Motion seconded by Councilman Snader and carried by all.

The third item on the agenda was consideration of final site plan approval for A Moment Cafe, owned by Matt the Carpet Guy, LLC located at 2 E. Church Street, TMP #533-16.16- 121.00. Mr. Leimbach stated that his plans are to build a cafe that sells ice cream, coffee, pastries, and have Christian Music on Friday and Saturday evenings. He and his family plan to run the shop themselves. In addition, his plan is to have two apartments on the second floor, which requires a height waiver of 5 feet. As for parking, he is requesting permission to utilize 8 of the Town's municipal parking spaces to comply with the off-street parking requirements. They submitted a draft joint-use parking agreement to the Town for review. There will be 11 onsite parking spaces in front of the building as well. This project is requesting the new mixed-use district overlay that was adopted recently. This has received DeIDOT approval, with the reduced entrance being on E. Church Street and removing the full entrance from Main Street. There will be a landscaped strip along Main Street and space for a seating area. Sussex Conservation District has given their approval for this project. Mr. Leimbach is currently waiting on the final approval from the State Fire Marshal's office, which is forthcoming. The Town Engineer has reviewed the final site plan and has recommended approval, if the requested waivers are granted. He further stated that when a customer walks into the first level entrance, they could go up a commercial staircase where there will be a space for meetings or gatherings with a kitchenette. It was the recommendation of the Planning & Zoning Commission that the Mayor & Council approve the final site plan. After a brief discussion, Councilman Snader made a motion to approve the final site plan for A Moment Cafe project with requested waivers and a joint-use parking agreement to be finalized between the Town and the applicant as presented. The motion was seconded by Councilman Steffen and carried by all.

Mr. Leimbach also informed the Mayor & Council that he has a contract on the J. Conn Scott building and plans to turn it into a rolling skating rink with some arcade games.

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I. Industrial Park Report – S. Long

Town Administrator Long deferred the Industrial Park Report to the Administrative Report.

J. Annexation Report – C. Snader

No report for the month of March.

K. Economic Development Committee – S. Long

No report for the month of March.

L. Security Committee – M. Hudson

Councilman Hudson reported that there has been some concerning behavior at Town Hall, so the committee has been investigating security enhancements to protect the staff. Town Administrator Long presented two quotes from Straight Line Construction Management Group LLC for \$7,650.00 to modify the front entrance at Town Hall and \$10,840.00 for the audio intercom system. The scope of work includes relocating the existing secondary entryway doors and frame to the existing entryway, installation of a service window and counter, and installation of a call station and intercoms. She noted that if a visitor needs to enter the lobby, they will need to be let in by a staff member, as the door will remain locked for security purposes. The quote from Vector Security for the door buzzer is forthcoming. Town Administrator Long noted this was within the budget. Councilman Hudson made a motion to accept the quotes from Straight Line Construction Management Group LLC for \$7,650.00 to modify the front entrance at Town Hall and \$10,840.00 for the audio intercom system as presented. Motion seconded by Councilman Kirsch and carried by all.

M. Administrative Report – W. Kirsch

Councilman Kirsch reported that the Town Administrator had attended over 16 meetings last month. Additionally, she oversaw the distribution of tax bills and facilitated a loan closing on the Water Tower Project. He noted that she is actively preparing for the upcoming annual audit as well.

N. Administrative Report – S. Long

Town Administrator Long stated that the loan closing has been completed for the Water Tower Project, and the next step in the process includes DeIDOT entrance permits and paperwork for supplemental funding.

Town Administrator Long, Public Works Manager Murray, Chief Wilson, and Captain Parsons attended two Emergency Operations Planning Courses at the Emergency Operations Center

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regarding the preparation of an Emergency Operations Plan for the Town. She noted that the Town currently follows the State of Delaware and Sussex County plans, but they are working on creating one for the Town.

Town Administrator Long shared that the following projects are currently under review:

- Wawa Convenience Store and Retail Building in the rear corner of Rt. 113 and Cemetery Road
- Lighthouse Towne Center – 1 restaurant and 1 shopping center

Town Administrator Long reported that the first item on the agenda was the Right of First Refusal for 107 Dixon Street in the Selbyville Industrial Park. Councilman Steffen made a motion to refuse the purchase of 107 Dixon Street, allowing the sale to continue as presented. Motion seconded by Councilman Snader and carried by all.

The second item on the agenda was the review and consideration of a proposal from Davis, Bowen & Friedel for assistance with the Downtown Development District (DDD) application. Town Administrator Long explained that Governor Meyer's Executive Order was signed on January 30, 2026, which opened a new round of DDD applications. The application and supporting materials are due by June 15, 2026. The purpose of DDD consists of housing and community development as well as economic development. The application must demonstrate the following four things:

1. Administration of the District
2. Need and Impact
3. A District Plan
4. Local Incentives

Town Administrator Long presented a quote from Davis, Bowen & Friedel for \$30,000.00 for assistance with the Downtown Development District application. This includes the following:

- Creation of a District Plan
- Evaluation of specific needs and potential impacts within the DDD
- Development of Local Incentives applicable to properties within the DDD
- Creation of maps of the DDD
- Attendance at meetings with the Town (i.e. staff, council, planning commission) to develop key components of the plan.
- Facilitation of public engagement, including preparation of materials, to review the varied aspects of the program with the community and incorporate public input into the plan.
- Attendance at meetings with the Office of State Planning and the Cabinet Committee on State Planning Issues to present the application.

She noted that this is a very competitive application with only three spots remaining. Councilman Kirsch noted that even if the Town is not awarded the DDD, there will be a plan in place that the Town could utilize. After a brief discussion, Councilman Kirsch made a motion to

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accept the proposal from Davis, Bowen & Friedel for assistance with the Downtown Development District application for \$30,000.00 as presented. Motion seconded by Councilman Steffen and carried by all.

The next item on the agenda was the review and consideration of Victoria Forest's entrance paving quote. Town Administrator Long explained that the front entrance of Victoria Forest never received a topcoat once the development was finished. She presented a quote from Matt's Paving for \$19,750.00 to correct the problem, which is a reduction from the original quote of \$23,000.00. This was included in the budget. Councilman Hudson made a motion to accept the quote from Matt's Paving for \$19,750.00 to pave Victoria Forest's front entrance as presented. Motion seconded by Councilman Snader. The motion passed 4-0, with Councilman Steffen abstaining.

The fourth item on the agenda was the review and consideration of quotes from IG Burton for a public works truck, two Building & Code vehicles, and two police vehicles. Town Administrator Long explained the Town budgeted for \$87,090 for a dump truck for the streets department, \$55,000.00 for a vehicle for the building and code department, and \$177,000.00 for two fully equipped Chevrolet Tahoes for the police department. IG Burton provided quotes for \$80,400.00 for the dump truck, \$42,771.18 for a Chevrolet Silverado 1500 or \$22,415.54 each for two Chevrolet Trax, and \$55,500.00 per Chevrolet Tahoe. Town Administrator Long noted that if the Town were to purchase five vehicles (the dump truck, two Chevrolet Trax – in lieu of the Chevrolet Silverado 1500, and two Chevrolet Tahoes), we would save \$18,495.00, and they would increase the powertrain warranty on all five vehicles to 100,000 miles. The Chevrolet Tahoes are in stock. The Chevrolet Trax are three to four months out, and the dump truck will be available in mid-late summer. Payments would be made at the time of pick up. All the vehicles are through the State contract pricing. After a brief discussion, Councilman Steffen made a motion to accept the quotes to purchase the five vehicles, \$80,400.00 for the dump truck, \$22,415.54 each for two Chevrolet Traxes, and \$55,500.00 per Chevrolet Tahoe, as presented. Motion seconded by Councilman Snader and carried by all.

The final item on the agenda was the consideration of sponsorship opportunities for Salem Church's summer block parties. Town Administrator Long stated that the Town received a letter sharing sponsorship opportunities for the 2026 summer block parties. This free community event will take place from 6:00 P.M. to 8:00 P.M. on the third Friday of the summer months. The 2026 dates are as follows: June 19th, July 17th, and August 21st. The sponsorship opportunities to choose from include a Community Sponsor for \$500.00, Neighborhood Sponsor for \$250.00, and Connecting Sponsor for \$100.00. After a brief discussion, Councilman Steffen made a motion to participate as a Community Sponsor for \$500.00. Motion seconded by Councilman Hudson. The motion passed 4-0, with Councilman Snader abstaining.

4. Visitors in Attendance:

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Mike Mercilliot, a resident of Victoria Forest, thanked Town Administrator Long, staff, and Council for allowing the paving work to move forward in Victoria Forest.

Doug Smith of Mountaire Farms expressed appreciation for the continued support of their Easter for Thousands event. He noted it was a success. Mr. Smith reported that 108 odor checks have been conducted since the last meeting, with three instances of odor detected. He added that they are performing work on the chopper pump that goes to the wastewater facility.

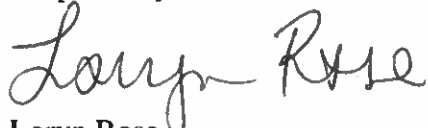
Diane Schmidt, a member of the Selbyville Community Club, spoke highly of the Salem Church summer block parties and thanked the Council for their support. Additionally, she invited all to attend the awards ceremony for the Youth Art Show on April 25, 2026, at 10:30 A.M. at the Selbyville Public Library.

Mary Jo Beach, a resident of Atlantic Lakes, inquired about the number of criminal arrests in Town as it relates to the population growth. Chief Wilson noted that currently it has decreased in comparison to previous years.

There being no further business to discuss, Councilman Kirsch made a motion to adjourn and go into Executive Session to discuss personnel matters. 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

EXECUTIVE SESSION

Town of Selbyville
Bulk Water Billing and Service Disconnection Policy

Non-Payment and Service Disconnection

Failure to Pay

If water service is disconnected due to non-payment:

- A **\$50 service disconnection fee** will be charged.
 - A **\$50 reconnection fee** will be charged prior to restoring service.
 - **Full payment of the outstanding balance** is required before water service will be restored.
-

Voluntary Water Service Disconnection

Short-Term Disconnection (Less Than 3 Months)

Customers requesting water service to be turned off for a period of less than three (3) months will be subject to:

- **\$100 turn-off fee**
- **\$100 turn-on fee**
- **Minimum quarterly water/sewer bill**

Long-Term Disconnection (More Than 3 Months)

Customers requesting water service to be turned off for longer than three (3) months will be subject to:

- **\$100 turn-off fee**
 - **\$100 turn-on fee**
 - **Average quarterly sewer bill**, as determined by the Town
-

Bulk Water Sales (Contractors)

- Contractors requesting to purchase water for off-site use (e.g., tank filling and hauling) will be charged: **\$20 per 1,000 gallons**
- The Town reserves the right to refuse the sale of bulk water at its discretion, based on operational capacity, system demand, or plant conditions