

**MINUTES OF THE TOWN OF SELBYVILLE  
TOWN COUNCIL MEETING MAY 4, 2026**

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

The meeting was properly posted.

1. Opening of Meeting –

- A. Mayor led in the Pledge of Allegiance.
- B. Presentation of the Minutes of the April 13, 2026, meeting by Mayor Duncan. Councilman Snader 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 April 30, 2026, bills by Mayor Duncan. Councilman Kirsch inquired about the purchase of gutters. Town Administrator Long explained that it was for the buildings at the town park and wastewater facilities. Being no further questions, Councilman Kirsch made a motion to pay all bills as presented. Motion seconded by Councilman Steffen and carried by all.

2. Mayor's Report:

Mayor Duncan expressed condolences to Councilman Hudson and family on behalf of the Council. He also congratulated the Selbyville Community Club on a successful Youth Art Month and Awards Ceremony.

- A. **A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON JUNE 8, 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 ROBERT BELMONT, LOCATED AT 63 HANDY LANE AND IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NUMBER 533-16.00-96.00, FROM R-1 RESIDENTIAL TO MR MULTIFAMILY RESIDENTIAL.**

Mayor Duncan read the Resolution into the Minutes by title only. Councilman Kirsch made a motion to adopt the resolution proposing that a public hearing be held on June 8, 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 Robert Belmont, located at 63 Handy Lane and identified as Sussex County Tax Map and Parcel Number 533-16.00-96.00, from R-1 Residential to MR Multifamily Residential as presented. Motion seconded by Councilman Steffen and carried by all.

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B. Mayor Duncan appointed Councilman Steffen to the Industrial Park Committee to fulfill the vacancy.

3. Reports

A. Police Report – B. Wilson

Chief Wilson reported that during the month of April there were 300 calls for service, 159 tickets issued, and 3 criminal arrests. He noted that 29 of the tickets were related to parking violations.

Chief Wilson shared they had begun new hire testing. There were seven applicants, and three moved to the next phase.

Chief Wilson presented quotes to equip the two new vehicles. Town Administrator Long confirmed that these expenses were included in the budget. The first quote, from Motorola, totaled \$19,200.00 for camera systems for both vehicles. Councilman Snader made a motion to accept the quote from Motorola for \$19,200.00 for the camera systems for both vehicles as presented. Motion seconded by Councilman Steffen and carried by all.

The second quote, from Magnum, was \$22,448.56 for lighting, partitions, and other equipment for each vehicle. Councilman Steffen made a motion to accept the quote from Magnum for \$22,448.56 for lighting, partitions, and other equipment for each vehicle as presented. Motion seconded by Councilman Snader and carried by all.

The third quote, also from Motorola, was \$13,820.36 for radios for both vehicles. Councilman Kirsch made a motion to accept the quote from Motorola for \$13,820.36 for the radios for both vehicles as presented. Motion seconded by Councilman Steffen and carried by all.

The fourth quote, from Stalker Radar, was \$5,990.00 for radar units for both vehicles. He noted that a portion of this cost may be reimbursed through a grant. Councilman Snader made a motion to accept the quote from Stalker Radar for \$5,990.00 for the radar units for both vehicles as presented. Motion seconded by Councilman Steffen and carried by all.

Councilman Steffen recognized that Police Memorial Week is next week and encouraged all in the department to stay safe.

B. Building and Code Enforcement – A. Merollini

See report for the month of April. Inspector Merollini reported that the department issued 59 building permits, conducted 160 building inspections, investigated 26 code violations, and had 44 postings. They encountered two contractors working within town limits without their Outside Contractors Business License. They did not close out any open permits nor conduct any rental inspections this month.

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Inspector Merollini shared the statistics for April 2025. One year ago, the department issued 44 building permits, conducted 187 building inspections, closed 50 open permits, contacted one unlicensed contractor, investigated 7 code violations, placed 40 postings, and had not completed any rental inspections. Councilman Kirsch inquired about the increase in code violations. Inspector Merollini noted the majority concerned leftover debris from the latest storm and grass violations.

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

No report for the month of April.

**D. Water – G. Steffen**

See report for the month of April. Councilman Steffen reported that the water plant produced 11,723,608 gallons of water. He noted it was approximately a 4,500,000 gallon increase compared to this time last year. He encouraged all to conserve water. 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, as well as read and repair water meters as needed. Hydrant flushing has been completed successfully with no issues reported. Additionally, Well CR1 is back online and operating as expected. Lastly, two fire hydrants damaged by an automobile were replaced, one at the intersection of Rt. 113 and Church Street, and another on Cypress Road.

Councilman Steffen reported that the first item on the agenda was the consideration of a quote from Elvin Schrock & Sons for the installation of a new water main on South Williams Street. The quote totals \$31,545.00 and includes replacing the existing ¾-inch galvanized water line between Bethany Road and W. McCabe Street with a new 4-inch C900 water main. He noted that asphalt restoration is not included in the quote. Councilman Kirsch asked whether any additional quotes had been obtained. Town Administrator Long responded that Elvin Schrock & Sons is a reputable company familiar with the Town's water system. She added that the project is driven by concerns over extremely low water pressure, reported to be as low as 9 PSI at times, for homes served by this line. Mayor Duncan asked whether the project would also need to be submitted to the Department of Public Health for review. Town Engineer Loar stated that he would look into this, noting it may qualify as maintenance due to the existing line. After brief discussion, the Council agreed to have Public Works Manager Murray request an additional quote for the project.

At this time, Councilman Steffen thanked Councilman Kirsch for visiting the water plant and meeting with Public Works Manager Murray.

**E. Public Works – G. Steffen**

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Councilman Steffen reported that the Public Works Department continues to cut grass, spray weeds, and clean the catch basins.

**F. Recreation – G. Steffen**

Councilman Steffen reported that the Phase 5 Town Park improvements will begin soon. He noted that the first item on the agenda was the consideration of fencing quotes for the ball field. Ruppert Fence submitted a proposal totaling \$27,279.00. The project includes 4-foot perimeter fencing along the front of the park, 6-foot fencing along the side bordering Southern Delaware School of the Arts, and 6-foot fencing along the rear bordering property leased through the Indian River School District. In total, the project will install 250 feet of black chain-link perimeter fencing. The contractor will also remove and dispose of the existing fencing. Town Administrator Long noted that this was included in the budget and will be covered with grant funding. Councilman Steffen made a motion to accept the quote for \$27,279.00 from Ruppert Fence as presented. Motion seconded by Councilman Snader and carried by all.

**G. Sewer Report – C. Snader**

See report for the month of April. Councilman Snader reported the plant had an average daily flow of 1,055,100 gallons and a peak flow of 1,348,000 gallons. The plant performed within all required permit parameters for the month.

Councilman Snader noted that the first item on the agenda was the consideration of quotes for the chlorine hoist replacement. Initially, it was reported that the hoist could not be repaired, however, it has since been determined that parts are available for this repair, though they are obsolete and may not be available for future repairs. Crane 1 submitted a quote of \$9,687.12 for the repair and \$20,050.46 for full replacement of the chlorine hoist. Town Engineer Loar recommended obtaining additional quotes for the replacement, and Council agreed.

Councilman Snader reported the second item on the agenda was the review and consideration of quotes from M2 Construction for Ditch #1 diffuser installation project and a quote from HIE for the electrical work. Town Engineer Loar explained that the oxidation ditch is a vital component of the wastewater treatment process. The plant has operated using one ditch while the other has remained empty. He strongly recommended proceeding with the quote from M2 Construction for the Ditch #1 diffuser installation project, along with the quote from HIE for the associated electrical work, so that Ditch #1 can be placed online. He noted that Ditch #2 has several issues that require repair; therefore, bringing Ditch #1 online will allow Ditch #2 to be taken out of service for necessary maintenance. Once completed, both ditches can operate simultaneously as they should. Additional quotes were requested from two other contractors, however, one did not respond, and the other was unable to provide a quote in time. He emphasized that this work constitutes necessary maintenance.

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The quote from M2 Construction totaled \$299,027.02 to replace all diffusers, faulty valves on the blowers, the mixer, servicing the mixers, and evaluating the blowers. Town Engineer Loar noted that there could be additional work needed for the blowers, but they will not know until after they are evaluated. After a brief discussion, Councilman Snader made a motion to accept the quote from M2 Construction for \$299,027.02 for Ditch #1 diffuser installation project as presented. Motion seconded by Councilman Steffen and carried by all.

The quote from HIE totaled \$9,013.20 for the electrical work associated with this project. After a brief discussion, Councilman Snader made a motion to accept the quote from HIE for \$9,013.20 for the electrical work as presented. Motion seconded by Councilman Steffen and carried by all.

H. Planning & Zoning – C. Snader

No report for the month of April.

I. Industrial Park Report – S. Long

See Minutes of the April 20, 2026, meeting.

The first item on the agenda was the consideration of CRDN services occupying 107 Dixon Street TMP #533-16.00-137.00 as a new business that provides fire, flood, storm, or other disaster restoration services for residential and commercial customers. The use of the building will be for cleaning and storage of contents. Town Administrator Long stated that the committee met with the President of CRDN, who informed them that they have currently leased the building for two months in hopes of settlement taking place shortly thereafter. They intend to hire 10 employees for this location and have plans for 25-30 over the next few years. Currently, 67 projects are being stored at 107 Dixon Street. Some examples of cleaning supplies they utilize are Dawn dish detergent, laundry detergent, Simple Green, etc. Town Administrator Long noted that the committee was informed that there will not be any hazardous chemicals discharged in the Town's sewer system. It is the recommendation of the Industrial Park Committee that the Mayor & Council approve this request. Councilman Kirsch made a motion to allow CRDN services to occupy 107 Dixon Street TMP #533-16.00-137.00 as a new business that provides fire, flood, storm, or other disaster restoration services for residential and commercial customers and to utilize the building for cleaning and storage of contents as presented. Motion seconded by Councilman Steffen and carried by all.

J. Annexation Report – C. Snader

1. Report on April 28, 2026, meeting.

- a. 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

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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.

See Minutes of the April 28, 2026, meeting.

Town Administrator Long explained that back in 2007, the property owner annexed two parcels into town, which included TMP #'s 533-17.00-118.00 and 533-17.00-118.01. The adjacent property, TMP #533-16.00-105.00, was already within town limits. The survey further identifies them as Parcel A, B, and C. During the annexation committee meeting, they voted to recommend the Mayor & Council annex the two parcels as requested. When the required documents were forwarded to the Office of State Planning Coordination to go through the Plan of Services review, the back parcel identified as Parcel B was erroneously omitted from the paperwork. Town Administrator Long stated this was just discovered when the property owner inquired about applying for a building permit for a house on Parcel B. She further reached out to the town solicitor to inquire about how to fix the error. It was the advice of the solicitor that this property go back through the annexation process and be filed correctly. The committee understood that this was a filing error on the town's part and felt this needed to be corrected so that the property owner can obtain a building permit and move forward with the construction of a house. Members of the committee agreed the requested annexation is in line with the town's Comprehensive Plan and the strategies for State Policies and Spending and Livable Delaware initiatives. This will also continue to help clean up the town's boundaries. It is the recommendation of the Annexation Committee that the Mayor and Council accept this annexation into the Town of Selbyville, subject to final approval by the State of Delaware Office of Planning Coordination for Sussex County Tax Map and Parcel No. S-33-17.00-118.01, containing 2.00 acres, more or less. The Annexation Committee also recommends the property be zoned R-4 in keeping consistent with the zoning in that area.

- b. RESOLUTION PROPOSING TO ANNEX 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, IN PLOT BOOK 48, PAGE 146, 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;**

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**AND  
ESTABLISHING THAT A PUBLIC HEARING BE HELD ON SAID  
ZONING AMENDMENT ON THE 8TH DAY OF JUNE, 2026, AT 6:00  
O’CLOCK IN THE EVENING, PREVAILING TIME, AT THE TOWN  
HALL, 1 W. CHURCH STREET, SELBYVILLE, DELAWARE.**

Mayor Duncan read the Resolution into the Minutes by title only. Councilman Steffen made a motion to adopt the resolution proposing to annex 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, in Plot Book 48, page 146, 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; and establishing that a public hearing be held on said zoning amendment on the 8th day of June, 2026, at 6:00 o’clock in the evening, prevailing time, at the Town Hall, 1 W. Church Street, Selbyville, Delaware as presented. Motion seconded by Councilman Snader and carried by all.

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

No report for the month of April. The next meeting is scheduled for May 7, 2026, at 9:00 A.M. at the Selbyville Public Library. They will be meeting with Sharon Cruz, the Planning Consultant with Davis, Bowen & Friedel, Inc., to begin discussing the Downtown Development District application. The deadline for the application is June 15, 2026.

**L. Security Committee – M. Hudson**

Town Administrator Long presented a quote from Straight Line Construction Management Group LLC for \$4,200.00 to install an access control system for the front-door releases associated with the modified front entrance at Town Hall. She noted that this was included within the budget. Councilman Kirsch made a motion to accept the quote from Straight Line Construction Management Group LLC for \$4,200.00 to install the access control system for the modified front entrance at Town Hall as presented. Motion seconded by Councilman Snader and carried by all.

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

Councilman Kirsch reported that the Administrative Department is working on the annual audit this week. He noted the Town Administrator had attended over 12 meetings last month.

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

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Town Administrator Long stated that the Park Committee met with a sales representative to get ideas for the Phase 6 improvements at the Town Park. The proposed improvements include one ADA-compliant swing, two sets of concrete bag toss games, four activity/sensory panels, four benches, and poured in-place rubber surfacing. She noted that she has begun the pre-application process for ORPT grant funding for the Phase 6 improvements. While the proposed scope of work may change before submission of the full application, the pre-application serves to notify the state that the Town intends to continue improvements to the park. She is applying for \$130,000 in grant funding.

Town Administrator Long presented a quote from Delmarva Two Way Radio for \$7,590.00 for the purchase of 15 radios. She explained that the cost would be split among the Streets, Water, Wastewater, and Administration departments, with each department contributing \$1,897.50. She noted that the expense was included in the budget. She further explained that the radios would be used during events, and three of the radios would be mounted in vehicles, including two dump trucks and a backhoe, which are utilized during weather-related events. It was noted that the radios are web-based and do not require a license. Councilman Steffen made a motion to accept the quote from Delmarva Two Way Radio for \$7,590.00 for the purchase of 15 radios as presented. Motion seconded by Councilman Kirsch and carried by all.

Town Administrator Long reported that the first item on the agenda was the request for subdivision name revision to Woodwind Shores, for the project currently known as Coastal Villages Phases 2, 3, & 4. They submitted the name-change request to Sussex County, and the County has approved it. Chad Warren of Davis, Bowen, & Friedel, Inc. noted that if approved, Coastal Villages Phases 2, 3, & 4 would become Woodwind Shores Phases 1, 2 & 3. Councilman Snader made a motion to accept the request for subdivision name revision to Woodwind Shores, for the project currently known as Coastal Villages Phases 2, 3, & 4, as presented. Motion seconded by Councilman Kirsch and carried by all.

Town Administrator Long reported the final item on the agenda was the consideration of revised construction plans for Woodwind Shores – Section 1 subdivision to include updated water phasing, upsizing of water main, and two additional stubs in Phase 4B. Mr. Warren explained that these changes are intended to support the installation of a water tower. One stub will connect the 10-inch water main from Hudson Road to the proposed water tower site, and the second will extend to Tree Top Lane for a future connection. Town Administrator Long noted that this redesign will allow the system to be looped into the Owls Nest Development, eliminating the need for the automatic flushers. Mr. Warren added that the phasing is being revised because the project was originally planned to tie in from Coastal Villages but will now begin at Hudson Road instead. Councilman Steffen made a motion to accept the revised construction plans for Woodwind Shores – Section 1 subdivision to include updated water phasing, upsizing of water main, and two additional stubs in Phase 4B as presented. Motion seconded by Councilman Kirsch and carried by all.

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4. Visitors in Attendance:

Ruth Munoz of Mountaire Farms announced that Mountaire Farms partnered with The Quiet Resorts as a hub for the Coastal Community Clean Up on April 18, 2026. They cleaned up Bethany Road, Railroad Avenue, Clendaniel Avenue, Lighthouse Road, and Church Street. Members of the Selbyville Historical Society and Mountaire Farms employees and their families assisted with the cleanup efforts.

Mike Mercilllott, a resident of Victoria Forest, expressed appreciation for the smooth building permit process.

Doug Smith of Mountaire Farms reported that 80 odor checks have been conducted since the last meeting, with three instances of odor detected.

Luke Wingate, a resident of Owls Nest, shared that the automatic blowoff valve has not been working, which has led to complaints related to the water. He spoke with Public Works Manager Murray and requested weekly or bi-weekly manual blowoffs until they are looped in with the Woodwind Shores connection.

James Watts, a resident of Owls Nest, expressed concerns with the water pressure. The Town Engineer noted that 60 PSI is requested with the construction of the new water tower. Town Administrator Long noted that they recently increased the pressure with Artesian in the meantime.

Doug Staub, a resident of Sandy Branch, expressed concerns with properties and the timeline associated with violations.

Larry Lindenburger, a resident of Lighthouse Crossing, shared that all interactions he has had with the Town have been helpful and polite.

Charles McMillion, a resident of Atlantic Lakes, inquired about the possibility of posting no trespassing or no soliciting signs within the development. Town Administrator Long stated that they can be displayed on private property or common grounds with HOA approval. They cannot be posted on Town property, such as the entrance. Additionally, Mr. McMillion inquired about the status of the development speed limit discussion. Town Administrator Long noted that she, Chief Wilson, and Captain Parsons are looking into what can be done.

Town Administrator Long reported that around the end of June or beginning of July, paving work will begin at the front entrance of Victoria Forest. Mr. Mercilllott thanked her for a quick response.

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There being no further business to discuss, Councilman Kirsch made a motion to adjourn and go into Executive Session for preliminary discussions on site acquisition for any publicly funded capital improvements, or sales or leases of real property, as permitted by 29 Del. C. § 10004(b)(2). 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**