

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 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. Presentation of the Minutes of the May 4, 2026, meeting by Mayor Duncan. Councilman Steffen 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 May 31, 2026, bills by Mayor Duncan. Councilman Kirsch inquired about a \$6,000 payment made to Old Line Holding Company, Inc. (DE & MD Railroad). Town Administrator Long explained that the payment is an annual easement fee for water lines located beneath the railroad property. Councilman Kirsch made a motion to pay all bills as presented. Motion seconded by Councilman Hudson and carried by all.

2. Public Hearing –

**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, 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 (THE “SUBJECT PROPERTY”);
AND
AN ORDINANCE AMENDING THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF SELBYVILLE TO INCLUDE THE SUBJECT PROPERTY IN THE R-4 RESIDENTIAL DISTRICT.**

Town Administrator Long explained that an oversight occurred in 2007 regarding the recording of an annexation and a deed. While the Office of State Planning properly recorded the annexation, the Town did not include two-acres when recording with the county Councilman Steffen made a motion to close the public hearing, which was seconded by Councilman Snader and carried by all.

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

Councilman Snader then made a motion to approve the annexation of the remaining two-acre parcel that had been omitted from the original annexation. The motion was seconded by Councilman Kirsch and carried by all.

**A. CONSIDERATION OF PARTICIPATING IN THE SUSSEX COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Tyesia DuPont-Palmer presented a letter from Sussex County regarding Community Development Block Grant (CDBG) funding opportunities. The letter outlined eligibility requirements for housing rehabilitation and infrastructure projects, available technical assistance, and the application process. Sussex County offered to prepare and administer grant applications on behalf of participating municipalities, with the Town's only financial obligation being the cost of advertising the required public hearing. Council reviewed the information and discussed potential participation in the program. Mayor Duncan states this is a great program. A motion was made by Councilman Steffen to close the public hearing, and the motion was seconded by Councilman Snader and carried by all. A motion was made to participate in the CDBG program with Sussex County by Councilman Kirsch and seconded by Councilman Snader and carried by all.

**B. CONSIDER THE REZONING OF REAL ESTATE PROPERTY OWNED BY
ROBERT BELMONT, LOCATED AT 63 HANDY LANE AND IDENTIFIED
AS SUSSEX COUNTY TAX MAP PARCEL NUMBER 533-16.00-96.00, FROM
R-1 RESIDENTIAL TO MR MULTIFAMILY RESIDENTIAL.**

Ms. Carter Belmont, daughter of Robert Belmont, thanked Mayor and Council for their consideration of the rezoning request. She presented a slideshow depicting the current condition of the property and outlined the family's proposal to develop four affordable housing units intended to serve veterans, individuals experiencing homelessness, and local service workers. Ms. Belmont noted that the project had previously received a favorable recommendation from the Planning and Zoning Commission. Pastor Henry of Zoar Church was present in support of the application. Town Administrator Long confirmed that all property owners within 100 feet of the subject property were properly notified of the public hearing, and no comments or objections were received. It was also noted that the property has access to existing Town water and sewer services. Councilman Steffen made a motion to close the public hearing, seconded by Councilman Kirsch and carried by all. Councilman Snader made a motion to approve the rezoning request, seconded by Councilman Steffen and carried by all.

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

3. Mayor's Report & Comments:

A. RESOLUTION AUTHORIZING AND SUPPORTING THE TOWN OF SELBYVILLE'S APPLICATION TO THE STATE OF DELAWARE FOR DOWNTOWN DEVELOPMENT DISTRICT DESIGNATION AND PLEDGING TO ADHERE TO THE DOWNTOWN DEVELOPMENT DISTRICTS PROGRAM AUTHORIZED BY THE DOWNTOWN DEVELOPMENT CORRIDORS AND DISTRICTS ACT.

Ms. Sharon Cruz of Davis, Bowen & Friedel, who was retained by the Town of Selbyville to assist with the Downtown Development District (DDD) designation application, provided an overview of the program. Ms. Cruz explained that the State of Delaware DDD Program is intended to encourage economic growth, redevelopment, and investment in designated downtown areas through various financial incentives and grant opportunities. Ms. Andrea Blevins, a Selbyville resident, asked whether the Town had specific vacant buildings or properties in mind for redevelopment. Ms. Cruz responded that the Town has identified several vacant properties that could potentially benefit from the designation and associated incentives. Ms. Cruz reported that the Town conducted public outreach through surveys posted on the Town's website, social media platforms, and distributed paper copies at Town Hall and local businesses. More than 300 survey responses were received within one week. She further noted that the Economic Development Committee has held numerous meetings to develop the Downtown Development District application and implementation plan. The proposed plan is consistent with the Town's Comprehensive Plan and includes various incentives and goals aimed at encouraging redevelopment and economic growth within the designated boundary area. The designation and associated incentives would be available to qualifying properties located within the approved district boundary. Mayor Duncan stated that the designation presents an excellent opportunity to encourage investment and attract new businesses to the Town. Councilman Kirsch made a motion to approve the Downtown Development District designation application, seconded by Councilman Steffen and carried by all.

B. A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, JULY 13, 2026, AT 6:00PM, AT THE SELBYVILLE TOWN HALL, 1 WEST CHURCH STREET, SELBYVILLE, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF SELBYVILLE, CHAPTER 200, ZONING ("ZONING CODE"), § 200-124. DETERMINATION OF STATUS, BY CHANGING THE PROCESS FOR DETERMINING THE EXISTENCE OF A NONCONFORMING USE.

MINUTES OF THE TOWN OF SELBYVILLE TOWN COUNCIL MEETING JUNE 8, 2026

The purpose of the amendment is to simplify the review process by allowing certain determinations to be made administratively, rather than requiring applicants to go through the Board of Adjustment process. It was noted that a public hearing will be required before any changes to the zoning code can be adopted. Councilman Hudson made a motion to set a public hearing for July 13, 2026. The motion was seconded by Councilman Kirsch and carried by all.

Mayor Duncan announced that Councilman Kirsch will be relocating and, as a result, will no longer serve on the Town Council. Mayor Duncan expressed his appreciation for Councilman Kirsch's service and stated that it had been an honor working with him. He extended his best wishes and noted that an appointment will need to be made to fill in the district 4 Council seat. Mayor Duncan encouraged any interested District 4 residents to contact Town Hall regarding the vacancy. Mayor Duncan also appointed Daniel Bunting of Bunting Development, Matt Leimbach of Matt the Carpet Guy, and Jim Ehler of Holly Kia to the Town of Selbyville's Economic Development Committee and thanked them for their willingness to serve the community.

4. Reports

A. Police Report – B. Wilson

Chief Wilson reported that the Police Department recently hired Delaware-certified police officer Nicholas Snead, who is currently completing field training. For the month of May, the Police Department responded to 298 calls for service, issued 124 traffic citations, and made 8 criminal arrests. Chief Wilson also reported that new security cameras have been installed on the Main Street side of the Police Department building and in the front parking lot. Additionally, the Department has received notification from DelDOT regarding a planned speed limit reduction along Route 54 from the Lighthouse Crossing development to Hudson Road. New 40 mph speed limit signs are expected to be installed; however, no implementation date has been announced at this time. Chief Wilson noted that the Police Department is continuing its recruitment efforts and encouraged interested individuals to apply. Chief Wilson reported that he and Captain Parsons met with an engineer from Davis, Bowen & Friedel to discuss potential development options for the Town-owned property on Clendaniel Avenue. As part of the proposal, the firm would provide site information, planning meetings, conceptual design options, 3D renderings, and development plans. Chief Wilson stated that the Town received a proposal in the amount of \$11,650 for these services. The cost would be funded through grant funds that must be expended prior to June 30. It was noted that the grant funding is subject to a use-it-or-lose-it requirement, and any unspent funds would need to be returned.

B. Building and Code Enforcement – A. Merollini

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

See report for the month of May. Inspector Merollini reported they issued 49 building permits, conducted 149 building inspections, closed 7 open building permits, investigated 18 code violations, had 45 postings, and performed 4 rental inspections. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License nor receive any inquiries on Citizen Reporter.

Inspector Merollini reported that he has been in contact with several property owners regarding properties that may require repairs, maintenance, or assistance in addressing code-related concerns. He stated that he will continue working with property owners to encourage property improvements and compliance with Town standards.

Hazard Inspection Committee – C. Snader

Councilman Snader reported that the committee did not meet in May.

C. Water – G. Steffen

See report for the month of May. Councilman Steffen reported that the water plant produced 15,618,138 gallons of water. He noted it was approximately 9,400,000-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, and we continue to meet all State and Federal testing requirements. The Water Department continues to mark water lines for Miss Utility locate requests and reading water meters. It was reported that the State of Delaware has issued a drought watch. At this time, the drought watch is not expected to have any significant impact on the Town's water system or operations, and no concerns were noted.

1. It was reported that the Town has received preliminary approval for the Backwash Recovery Project. As part of the next phase of the funding process, a full application must be submitted, including a vote from Mayor and Council authorizing the Town to apply for the grant funds. Councilman Steffen made a motion authorizing submission of the grant application for the Backwash Recovery Project. The motion was seconded by Councilman Snader and carried unanimously.
2. Mayor and Council reviewed quotes for the emergency replacement of the existing ¾-inch water main on South Williams Street. A quote was received from Elvin Schrock & Sons in the amount of \$31,545 to replace the water line. A second quote was received from Chesapeake Plumbing in the amount of \$31,500; however, the quote did not include the cost of fittings or connections. Due to the emergency nature of the project, no construction permit is required. Following discussion, Councilman Steffen made a motion to award the project to Elvin Schrock & Sons for \$31,545. The motion was seconded by Councilman Kirsch and carried by all.

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

D. Public Works – G. Steffen

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

E. Recreation – G. Steffen

Councilman Steffen reported that the Public Works Department has continued its maintenance efforts, including the cleaning and upkeep of the public restrooms.

Councilman Steffen reported that work is continuing Phase 5 of the Town park improvement project. During discussion, Mayor Duncan inquired about the shoulder rotation exercise machine planned for installation at the park and expressed concerns regarding potential liability. Town Administrator Long explained that the Town maintains liability insurance coverage and that instructional signage with illustrations demonstrating proper use will be installed on the equipment. Mayor and Council reviewed proposals for Phase 5 of the playground project. Quotes were received from Commercial Recreation Products, LLC in the amount of \$66,775 and Cunningham Recreation in the amount of \$63,864.37. Following discussion, Councilman Steffen made a motion to award the project to Cunningham Recreation in the amount of \$63,864.37. The motion was seconded by Councilman Snader and carried by all.

Mayor and Council reviewed a proposal from Ruppert Fence for the installation of fencing at the Town park. The proposal included three options: a 48-inch fence for \$15,861.80, a 60-inch fence for \$18,956.00, and a 72-inch fence for \$20,659.00. Following discussion, Councilman Snader made a motion to approve the installation of the 72-inch fence in the amount of \$20,659.00. The motion was seconded by Councilman Steffen and carried by all.

F. Sewer Report – C. Snader

See report for the month of May. Councilman Snader reported the plant had an average daily flow of 1,567,000 gallons and a peak flow of 1,542,000 gallons. The plant performed within all required permit parameters for the month. It was reported that M2 Construction has been approved to perform the diffuser replacement project for Oxidation Ditch No. 1 and has begun work on the repairs and improvements to the utility water system. Utility staff, including the lead operators, assisted with cleaning Oxidation Ditch No. 1 in preparation for the replacement work. Additionally, utility operators completed approximately 60 Miss Utility locate requests during the reporting period.

G. Planning & Zoning – C. Snader

Councilman Snader reported that the Planning & Zoning Commission met on June 4, 2026. The Commission reviewed a lot line adjustment request for properties located at 65 Lighthouse Road,

MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026

owned by Howard Bunting. The proposed adjustment would increase the size of the parcel containing the residence and allow the remaining parcel to be marketed for sale. Staff confirmed that the proposal met all applicable Town requirements and recommended approval. Councilman Kirsch made a motion to approve the lot line adjustment. The motion was seconded by Councilman Hudson and carried by all.

The Commission reviewed a preliminary site plan for the Selbyville Store project located at the southeast corner of Dupont Boulevard and Cemetery Road. The proposal includes demolition of the existing Rite Aid building and construction of a new Wawa convenience store with fuel pumps, Delaware's first Wawa mobile-order fly-thru, and a separate 6,500-square-foot retail building. The project will utilize existing Town water and sewer infrastructure and includes stormwater management improvements, landscaping, buffering, and traffic enhancements coordinated with DelDOT. Representatives of the development team presented the project and addressed questions regarding site access, flooding, utilities, signage, and the anticipated construction timeline. Following discussion, Councilman Kirsch made a motion to approve the preliminary site plan and recommend forwarding the application to Mayor and Council for approval. The motion was seconded by Councilman Steffen and carried by all.

H. Industrial Park Report – S. Long

No report for the month of May.

I. Annexation Report – C. Snader

No report for the month of May.

J. Economic Development Committee – S. Long

Town Administrator Long reported that the Economic Development Committee has met approximately five times to discuss and develop the Town's Downtown Development District designation application. The committee has worked closely with Davis, Bowen & Friedel and Ms. Sharon Cruz to develop the application, identify goals and incentives, and ensure the proposed designation aligns with the Town's Comprehensive Plan, as outlined during the Mayor's report.

K. Security Committee – M. Hudson

Town Administrator Long reported that Town Hall has been fully secured. She also noted that the Town is currently awaiting quotes for the installation of additional security cameras within Town Hall.

L. Administrative Report – W. Kirsch

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

Councilman Kirsch reported that the Fiscal Year 2026 audit has been completed and was successful. He also noted that the Town's updated employee handbook is currently being finalized and is expected to be completed within approximately one month.

M. Administrative Report – S. Long

Town Administrator Long reiterated that Town Hall has been fully secured and that the Town is awaiting quotes for additional security cameras. She also echoed Councilman Kirsch's report that the updated employee handbook is nearing completion and is expected to be finalized within the next month.

3. New Business-

- A. Consideration of entering into a Shared Parking Use Agreement with Matt the Carpet Guy, LLC for the town municipal lot located on S. Main Street, TMP #533-16.16-120.00**

Town Administrator Long presented a proposed shared parking agreement between the Town and Matt the Carpet Guy for the municipal parking lot located adjacent to the property on South Main Street Tax Map Parcel No. 533-16.16-120.00. The agreement is related to the approval of A Moment Café, which was granted conditional approval at a previous meeting contingent upon the execution of a shared parking agreement. Town Administrator Long reported that the agreement was drafted by the applicant's engineer and reviewed by the Town Solicitor, who found it acceptable. Both parties expressed their willingness to execute the agreement upon approval by Mayor and Council. The agreement provides for the use of eight parking spaces within the municipal lot. Councilman Kirsch made a motion to approve the shared parking agreement. The motion was seconded by Councilman Snader and carried.

- B. Discussions on Town owned property located at the S/E corner of Main Street & Bethany Road, located at 26 S. Main Street**

Town Administrator Long discussed the Town-owned property located at 26 South Main Street, situated at the southeast corner of Main Street and Bethany Road. An appraisal of the property was obtained, which valued the parcel at \$142,000. It was reported that Bob McCallahan expressed interest in the property as a potential parking area for a nearby project that is currently deficient in parking. The parcel is presently an undeveloped grass lot and is not large enough to accommodate a building or other significant improvements. Following discussion, Mayor Duncan directed Town Administrator Long to obtain cost estimates for paving the lot and to explore the possibility of utilizing the property as shared parking.

MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026

The next Council Meeting will be held July 13th, 2026, in observance of Independence Day.

5. Visitors in Attendance:

Resident Doug Staub of the Sandy Branch community addressed Mayor and Council regarding code enforcement and consistency in the application of Town regulations. Mr. Staub expressed concern that businesses and property owners should be held to the same standards. He referenced a neighboring property operating a limousine business and questioned why their vehicle is permitted to be parked on a grass surface, while other businesses have been required to provide paved parking areas for customers. Mr. Staub encouraged the Town to ensure that regulations are enforced fairly and consistently throughout the community.

Doug Smith of Mountaire Farms introduced Dale White, who will serve as Mountaire's representative at future Mayor and Council meetings as Mr. Smith transitions to a different location within the company. Mr. White will be responsible for presenting Mountaire's monthly reports moving forward. Mr. Smith reported that 92 odor checks were conducted during the reporting period, with five odor-related issues identified primarily on the rear side of the facility. He stated that corrective actions are being taken to address those concerns. Mr. Smith expressed his appreciation to Mayor and Council, as well as Town Administrator Long, for their cooperation and support during his time working with the Town. Mayor Duncan thanked Mr. Smith for his service and welcomed Dale White as Mountaire's new representative to the Town of Selbyville.

Larry Lindenberger of Lighthouse Crossing expressed his appreciation for Councilman Kirsch's service on Town Council. Mr. Lindenberger thanked Councilman Kirsch for his dedication to the community and stated that he had enjoyed the conversations and interactions they shared during Mr. Kirsch's tenure on the Council.

Russell Shaw of the Lighthouse Lakes community inquired about the status of the proposed water tower project along Route 54. Town Administrator Long reported that the project is progressing and that the engineering plans have been completed. The Town is currently awaiting final permit approvals, with DelDOT being the primary source of delay. It was noted that if DelDOT does not respond to the engineer by the end of the week, additional follow-up will be made. Jason Loar representing Davis, Bowen and Fridel further explained that once DelDOT approvals are received, the plans will be submitted to the Office of Drinking Water for final review and approval. Overall, the project continues to move forward through the permitting process.

Susan Bunting, representing the Historical Society, expressed her appreciation for the efforts of the Economic Development Committee in pursuing the State of Delaware Downtown Development District designation. She thanked the committee members for their work and

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING JUNE 8, 2026**

support of initiatives aimed at encouraging investment and revitalization within the Town of Selbyville.

Jackie Slonin-Johnson introduced herself to Mayor and Council and stated that she is a former resident of Selbyville. Ms. Johnson announced her candidacy for the 41st District State Representative seat and noted that she had business cards available for anyone interested in learning more about her campaign.

David Beach of the Atlantic Lakes community expressed his appreciation for Councilman Kirsch's service on the Town Council and thanked him for his dedication and contributions to the Town of Selbyville.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mackenzie Culley".

Mackenzie Culley
Administrative Assistant