

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING AUGUST 3, 2026**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Gary Steffen, and Chris Snader 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 July 13, 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.

C. Presentation of July 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 & Comments:

A. Councilman Steffen made a motion to appoint Ralph (Larry) Lindenberg to fill the vacant Town Council seat as Administrative Commissioner for the remainder of the term, ending in March 2028. The motion was seconded by Councilman Snader and carried by all. Following the appointment, Town Administrator Long administered the oath of office to Councilmember Lindenberg. Mayor Duncan also appointed Councilmember Lindenberg to serve on the Planning and Zoning Commission, filling the vacant position for the remainder of the unexpired term ending March 13, 2029.

B. RESOLUTION AUTHORIZING SUBMISSION OF AN OUTDOOR RECREATION, PARKS AND TRAILS (ORPT) GRANT PROGRAM APPLICATION TO THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, THROUGH ITS DIVISION OF PARKS AND RECREATION; IDENTIFYING A PROJECT MANAGER FOR THE TOWN PROJECT TO BE FUNDED BY ANY GRANT ASSISTANCE AWARDED; IDENTIFYING AND APPROVING THE TOWN'S FINANCIAL INVESTMENTS FOR THE TOWN PROJECT TO BE FUNDED BY ANY GRANT ASSISTANCE AWARDED; AND CONFIRMING THE TOWN'S COMMITMENT TO MAINTAIN THE TOWN OF SELBYVILLE COMMUNITY PARK THAT IS THE SUBJECT OF THE GRANT APPLICATION AND THE TOWN PROJECT TO BE FUNDED BY ANY GRANT ASSISTANCE AWARDED.

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Councilman Steffen made a motion to adopt the resolution authorizing the submission of the Outdoor Recreation, Parks and Trails (ORPT) Grant Program application. The motion was seconded by Councilman Hudson and carried by all.

3. Reports:

A. Police Report – B. Wilson

He stated that the Police Department will conduct physical agility and written examinations for prospective officers in September. An additional police vehicle is currently being equipped for service. During the month of June, the Police Department responded to 392 calls for service, issued 170 traffic citations, and made seven criminal arrests.

B. Building and Code Enforcement – A. Merollini

See report for the month of July. Inspector Merollini reported they issued 44 building permits, conducted 144 building inspections, closed 13 open building permits, investigated 25 code violations, had 25 postings, and performed 11 rental inspections. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License. They did not receive any inquiries from Citizen Reporter.

Councilman Steffen stated that he had seen a resident's social media post expressing concerns about bushes and tree limbs overhanging sidewalks. He asked Inspector Merollini to address the issue.

Councilman Hudson inquired about the enforcement of the Town's short-term rental regulations and asked whether Inspector Merollini had contacted homeowners advertising properties on online rental platforms. Inspector Merollini confirmed that he had contacted the property owners and requested that the listings be removed.

C. Hazard Inspection Committee – C. Snader

Inspector Merollini reported that he and Inspector Ackerman met with the homeowner of 8 N. Main Street to discuss the condition of the property. Inspector Merollini stated that the homeowner plans to first remove the front porch due to extensive wood rot and the deteriorated foundation, followed by repairing or replacing the roof. The homeowner agreed to clean up the property and is currently in compliance. He also plans to provide Inspector Merollini with contractor estimates for the proposed work. Inspector Merollini informed the homeowner of possible grant opportunities that may assist with the cost of the improvements.

D. Water – G. Steffen

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See report for the month of July. Councilman Steffen reported that the water plant produced 18,905,671 gallons of water. He noted it was approximately 7,000,000-gallon increase compared to this time last year. The town continues to purchase water from Artesian to supplement the water pressure on the eastern side of town and continues 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. Councilman Steffen encouraged residents to conserve water. No concerns were noted.

E. Public Works – G. Steffen

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

F. Recreation – G. Steffen

Councilman Steffen reported that the Public Works Department has continued routine maintenance activities, including the cleaning and upkeep of the public restrooms. He also reported that work on Phase 5 of the Town Park Improvement Project is progressing, with installation of the ball field outfield fence scheduled for completion next week.

G. Sewer Report – C. Snader

See report for the month of July. Councilman Snader reported the plant had an average daily flow of 997,100 gallons and a peak flow of 1,117,000 gallons. The Sewer Department completed 60 miss utility locates for the month. The plant performed within all required permit parameters for the month.

The Wastewater Department received a quote for a new lawn mower to replace the existing mower, which is no longer operational. Baker's Hardware is currently offering a 60-inch mower at a sale price of \$16,499.00. Councilman Snader made a motion to accept the quote from Baker's Hardware. The motion was seconded by Councilman Steffen and carried by all.

The Wastewater Department's firewall, which secures the SCADA and operational technology network, is scheduled to expire in March 2027. However, the department is currently experiencing issues with the existing system. Based on the recommendation of Keystone Engineering Group, the department's engineering consultant, staff recommended replacing the firewall. The total cost of the equipment and installation is \$16,000.00. Councilman Snader made a motion to accept the quote. The motion was seconded by Councilman Steffen and carried by all.

H. Planning & Zoning – C. Snader

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Councilman Snader reported that the Planning and Zoning Commission did not meet in July. The next scheduled meeting is August 18, 2026.

I. Industrial Park Report – S. Long

No report for the month of July.

J. Annexation Report – C. Snader

No report for the month of July.

K. Economic Development Committee – S. Long

Town Administrator Long reported that she will attend the Office of State Planning Coordination meeting regarding the Town's Downtown Development District designation on August 10, 2026. She and the Town's engineer, who has assisted extensively with the application process, will attend the meeting in Dover, while the remaining committee members will participate via Zoom. The Town is hopeful of receiving a favorable decision regarding the designation.

L. Security Committee – M. Hudson

Town Administrator Long reported that she and the Human Resources Specialist have a meeting scheduled with Lexipol, the Town's employee handbook provider, to review safety policies and regulations. They will also be scheduling online training sessions for Town employees.

M. Administrative Report – S. Long

Town Administrator Long reported that the Town has received a \$60,000 grant from Senator Hocker and Representative Collins to be used for paving improvements on Williams Street and East Railroad Avenue.

She also reported receiving numerous complaints regarding soliciting within Town limits. Members of Council agreed that the issue should be addressed. Town Administrator Long stated that she will ask the Town Solicitor to prepare a proposed ordinance for Council's consideration at the next meeting. If adopted, the ordinance would be enforced by the Code Enforcement and Police Department.

Town Administrator Long reminded the public that the Planning and Zoning Commission meeting scheduled for August 18, 2026, will include consideration of several development applications, including the Preliminary Site Plan for Lighthouse Towne Center, the Final Site Plan for Woodwind Shores Phases 2 and 3, the Preliminary Site Plan for Hayden's Harbor, and the Conditional Use and Preliminary Site Plan for Hosier Street Self Storage. Due to the

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significant public interest in these projects, Ms. Long encouraged residents to attend the meeting to learn more about the proposals and participate in the public comment process if they wished.

1. New Business-

- A. Consideration of an amendment to the Retiree Health Reimbursement Arrangement (HRA) policy to increase the reimbursement amount in response to rising healthcare costs.

Town Administrator Long requested that the Town's annual contribution to the retirement healthcare plan be increased from \$8,100 to \$9,000. Councilman Steffen made a motion to approve the increase. The motion was seconded by Councilman Snader and carried by all.

2. Old Business – S. Long

- A. Deed of Dedication and Bill of Sale – Schooner Landing

Davis, Bowen & Friedel (DBF) submitted a letter of recommendation to release the \$620,061.88 warranty/maintenance bond for the Schooner Landing development. Town Administrator Long read an email from the Town Solicitor stating the following.

The dedication of the streets and utility infrastructure within the Schooner Landing subdivision to the Town is, legally, a completely separate matter from any concerns that the Homeowners Association might have regarding the common areas and amenities within the community. In this situation involving Schooner Landing, the streets and utilities have passed inspection and have been approved by the Town Engineer as ready for dedication. As part of this and any other dedication of streets and utilities, the Town requires that a bond be posted by the developer in case repairs need to be made after the dedication. The bond is very specific and can only be used for something related to the streets and utilities and absolutely nothing else. The bond cannot be used to repair or to force the repair of any common area open spaces or amenities (like a pool, clubhouse, sports court, etc.). None of those improvements get dedicated to the Town and the Town is not responsible for their initial construction and is not a guarantor of the developer's work. If the Town were to either use the bond or later refuse to release the bond in order to force the developer to repair common area open spaces or amenities, that would be an unlawful use of the Town's municipal authority and an unlawful misuse of the posted bond. Similarly, it would also be an unlawful use of the Town's municipal authority and an unlawful use of taxpayer dollars if the Town were to pursue any kind of legal action against the developer to force it to fix whatever might be wrong with the pool, clubhouse, or any other common area or amenity in Schooner Landing. Again, those are not public improvements that are owned or maintained by the Town. Any construction defect or failure to fulfill a promise that the developer might have

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made to the Homeowners Association is a private matter and not a public Town matter. The Town has no legal ability (or standing) to become involved. Any complaints that the Homeowners Association has must be directed to the developer and any legal dispute about those complaints is solely between the Homeowners Association and the developer. Councilman Snader made a motion to approve the deed of dedication and bill of sale and seconded by Councilman Hudson and carried by all.

Visitors in Attendance:

Artie Teeter, a resident of Schooner Landing, thanked the Town staff and Mayor and Council for their efforts in communicating with Lennar regarding outstanding issues within the development. He stated that he had attempted to schedule meetings with Lennar on his own without success and appreciated the Town's assistance in facilitating communication. Mr. Teeter expressed continued frustration over several unresolved concerns, including dead trees that have not been replaced despite repeated complaints. He also noted that grass seed had been planted in bare areas; however, it was not properly secured, resulting in poor establishment. In addition, he stated that residents were originally told the stormwater ponds would include fountains or another form of water circulation, but the ponds remain stagnant, contributing to algae growth. Mr. Teeter also requested access to the development's punch list, stating that residents would like to review the remaining items and verify what has been completed. Mayor Duncan reiterated that the Town cannot intervene in matters between the homeowners' association and the developer. He encouraged residents to continue working directly with Lennar to resolve the outstanding issues.

David Steele, Director of Land Development for Lennar, stated that the company remains committed to addressing the outstanding items within the Schooner Landing development. He commented that communication between himself and Mr. Teeter has been challenging, which he believes has made it more difficult to resolve certain issues. Mr. Steele stated that fountains or other water features for the stormwater ponds were never promised as part of the development. He noted that during the first homeowners' association meeting, when Mr. Steele served as HOA President, it was explained that fountains were neither required nor included in the approved plans. Mr. Steele further stated that Lennar has remained engaged with the homeowners' association and residents throughout the development process, providing updates and communicating project progress. He also reported that the Conservation District recently inspected the site and determined that the stormwater facilities and related improvements were in compliance with applicable standards.

William Cleveland, a resident of Schooner Landing, asked whether a drainage swale is considered part of the stormwater management system. Town Administrator Long explained that if the swale is located within a common area, it is intended to function as part of the stormwater system; however, its effectiveness depends on the establishment and maintenance of grass. Mr.

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Cleveland noted that there is currently no grass in the swale and stated that, in his opinion, the system is therefore incomplete. Mr. Cleveland also expressed concerns about standing water in his backyard, explaining that he has submitted multiple complaints to the developer regarding the issue. Long advised that concerns related to the stormwater system should be directed to the Sussex Conservation District, as it has oversight of those matters. Mr. Cleveland also asked whether the Davis, Bowen & Friedel (DBF) inspection report is available to the public and requested a copy of the report.

Ruth Munoz of Mountaire Farms reported that 75 odor checks were conducted during the reporting period. She stated that an odor issue was traced to a wastewater facility door that had not been properly secured and confirmed that the issue has since been corrected.

Ms. Munoz also announced that the annual Thanksgiving for Thousands event will be held on November 21.

John Altfather, a resident of Schooner Landing, expressed concerns that short-term rentals continue to operate within the community and asked what enforcement actions the Town is taking. Code Enforcement Officer Tony Merollini explained that many property owners purchase homes without realizing that short-term rentals are prohibited. When the Town receives information that a property may be operating as a short-term rental, the homeowner is first contacted and informed that the use is not permitted. If the property continues to be used as a short-term rental after the warning, the Town begins enforcement actions, including the issuance of fines in accordance with the Town Code.

Steve Middleton, a resident of the Lighthouse Lakes HOA, thanked Code Enforcement Official Tony Merollini for his assistance with numerous community issues, stating that he has been very helpful. Mr. Middleton also requested that the Mayor and Council include regular updates on the water tower project during their reports, noting that many residents are interested in its progress. Mayor Duncan provided an update, explaining that DelDOT has determined that an entrance permit is not required, which has eliminated a significant step in the process. He added that the final project specifications are being completed and that the project is expected to be advertised for bids soon. Mr. Middleton also expressed concerns that the walking path in Lighthouse Lakes is being damaged by contractors working in the Kingfisher development. Town Administrator Long stated that she would look into the matter to determine what actions the Town may be able to take.

Rick Semola, a resident of Atlantic Lakes, expressed concerns about black staining around his toilet bowl and stated that the water has an unpleasant taste. Mayor Duncan explained that the Atlantic Lakes development receives supplemental water from Artesian, whose water quality and mineral composition differ from the Town's water supply, resulting in a noticeable difference in taste. He recommended continuing to flush the water and explained that the planned water tower is intended to increase water pressure and storage capacity rather than improve water taste or quality.

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Mr. Semola also asked about the Town's Downtown Development District application, including the purpose of the designation and the application process. Town Administrator Long explained that the Economic Development Committee met numerous times to develop ideas and incentives for inclusion in the application, which was submitted to the Office of State Planning. She stated that obtaining the designation would help promote economic growth, encourage investment, and enhance the appearance of the downtown area through revitalization efforts.

David Beach, a resident of Saltwater Landing, expressed his support for the Town's efforts to address soliciting, stating that solicitors have become increasingly disruptive and persistent within his community. He noted that some solicitors look through residents' doors and windows and that many homeowners are frustrated by the frequency of these visits.

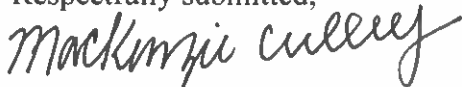
Mr. Beach also stated that he believes short-term rentals are operating within Saltwater Landing and that several properties are being advertised on online rental platforms. Town Administrator Long asked Mr. Beach to provide the Town with a list of the properties he suspects are being used as short-term rentals so code enforcement can investigate and contact the property owners as appropriate.

Susan Bunting, representing the Selbyville Historical Society, expressed her appreciation for being included in the Town's Downtown Development District initiative and the Economic Development Committee. She stated that the Historical Society is excited about the potential opportunities the designation could bring and looks forward to the results if the Town is awarded the designation.

There being no further business to discuss, Councilman Hudson made a motion to close the meeting and enter into Executive Session. Motion seconded by Councilman Snader and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,



Mackenzie Culley
Administrative Assistant

EXECUTIVE SESSION