MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING OCTOBER 5, 2026

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Gary Steffen, Ralph Lindenberger, 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 September 14, 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 Hudson and carried by all.

   C. Presentation of September 30, 2026, bills by Mayor Duncan. Councilman Snader inquired about the $19,115.05 payment to UnivarUSA. Town Administrator Long explained that it was the monthly payment for chemicals used at the water plant. Councilman Steffen inquired about the $1,800 and $800 payment to Godwin Land Services. Code Enforcement/Building Official Merollini explained that the $1,800 payment was for tree removal at 69 W. Church Street and that the homeowner is reimbursing the Town through monthly payments. Town Administrator Long explained that the $800 payment was for Rite Aid property maintenance and the Town will collect reimbursements at settlement. Councilman Snader made a motion to pay all bills as presented. Motion seconded by Councilman Steffen and carried by all.

Visitors in Attendance:

Ruth Munoz of Mountaire Farms announced that the Thanksgiving for Thousands event will take place on November 21, beginning at 7:00 a.m. Volunteers will pack 15,000 boxes. She gave additional information on the event that can be found on Mountaire's website www.mountaire.com.

Dale White of Mountaire reported that 78 odor checks had been conducted. Five checks identified issues, all of which have been corrected. He encouraged residents to call and report any odors. Dale also mentions Mountaire is 75% done with their concrete project.

Charles McMillon, a resident of Atlantic Lakes, asked why the Selbyville Volunteer Fire Company does not provide monthly reports at Town meetings, noting that residents

would be interested in receiving updates. Mayor Duncan stated that the Town could contact the Fire Company to determine its interest in providing reports.

1. Mayor's Report & Comments:

A. REVISED 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.

Town Administrator Long explained that the revised resolution authorizes an application for $65,000 in Outdoor Recreation, Parks and Trails (ORPT) grant funding, covering 50% of the $130,000 Park Street community park improvement project. The Town's $65,000 match will be funded through collected transfer tax revenues. The revision reflects a reduction in grant eligibility from 75% to 50% due to updated Census Tract vulnerability status. Improvements include ADA accessible swings, benches, rubber playground surfacing, cornhole sets, sensory panels, and related site work. Councilman Steffen made a motion to adopt the revised resolution, seconded by Councilman Snader, and was carried by all.

Reports:

A. Police Report – B. Wilson

During the month of September, the Police Department responded to 416 calls for service, issued 151 traffic citations, and made 8 criminal arrests. Chief Wilson reported that the Police Department will participate in the sixth annual Trunk or Treat event at the Selbyville Volunteer Fire Company. He also provided an update on concerns raised at the September meeting regarding drivers failing to stop for school buses. Officers conducted 12 patrols on Lighthouse Road during morning and afternoon hours, issuing one speeding citation and one citation for passing a stopped school bus.

Town Administrator Long added that she contacted DelDOT to request a temporary electronic message board on Lighthouse Road reminding motorists to stop for school buses, following resident concerns about vehicles passing stopped buses. DelDOT indicated that message boards were unavailable due to existing commitments but offered to place one at the location for one to two weeks once equipment becomes available. DelDOT requested that Town Administrator Long follow up during the week of October 21 to coordinate the permit application and deployment.

B. Building and Code Enforcement – A. Merollini

See report for the month of August. Inspector Merollini reported they issued 32 building permits, conducted 120 building inspections, closed 0 open building permits, investigated 21 code violations, had 30 postings, and performed 2 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.

C. Hazard Inspection Committee – C. Snader

Councilman Snader reported the committee did not meet in September. Inspector Merollini reported that the porch at 8 North Main Street is still continuing the work as directed.

D. Water – G. Steffen

See report for the month of September. Councilman Steffen reported that the water plant produced 12,072,593 gallons of water. He noted it was approximately 553,825-thousand-gallon decrease 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.

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 continues to perform routine maintenance, including cleaning and maintaining the public restrooms. He also reported that the exercise equipment for Phase 5 of the Town Park Improvement Project has been installed. The

phase will be completed once the rubber surfacing is installed. The park restrooms are scheduled to be winterized during the first week of November.

G. Sewer Report – C. Snader

See report for the month of September. Councilman Snader reported the plant had an average daily flow of 1,039,500 gallons and a peak flow of 1,089,000 gallons. The Sewer Department completed 150 miss utility locates for the month. The plant met all required permit limits.

A workshop was held on September 29, 2026 to discuss the Woodwind Shores Regional Pump station. Mr. Daniel Bunting, developer of Woodwind Shores, presented a cost-sharing proposal for the regional pump station designed to accommodate current and future development east of Town. The pump station will have a capacity of 2,250 Equivalent Dwelling Units (EDUs), with 573 EDUs allocated to Woodwind Shores and the Hickman Downey project, leaving 1,677 EDUs available for future development.
The estimated construction cost of the pump station and force main is $1,771,541.88, with the Town's proposed cost share totaling approximately $1,320,890. Rather than requiring the Town to pay this amount upfront, Mr. Bunting proposed an interest-free reimbursement arrangement through development impact fees. Town Administrator Long explained that the Town would collect the full impact fees during the building permit process, set aside $2,304.34 per applicable EDU, and reimburse Mr. Bunting annually.
Based on the current impact fee of $4,500 per EDU, the additional capacity could potentially generate $7.5 million in future impact fee revenue for the Town, subject to future development.
Mr. Bunting reported that installation of the force main through Coastal Villages Phase 1 was scheduled to begin the following week, with any disturbed landscaping to be restored. Construction of the regional pump station is anticipated to begin in November, with completion expected in approximately one year.
Town Administrator Long emphasized that the regional pump station would provide significant long-term benefits by increasing sewer capacity, reducing demand on existing pump stations, and eliminating the potential need for multiple smaller pump stations that the Town would otherwise be responsible for maintaining. She expressed support for the proposal, noting its benefits for future development and the Town's infrastructure.
Councilman Snader made a motion to accept the proposed cost sharing proposal. The motion was seconded by Councilman Steffen and the motion was carried by all.

H. Planning & Zoning – C. Snader

Doug Clark requested preliminary site plan approval from Mayor and Council for Lighthouse Towne Centre, located at Lighthouse Road and Lynch Road, tax map parcel #533-17.00-156.07. The proposed development includes a main building of approximately 24,000 square feet, two accessory buildings of approximately 2,000 square feet each, and approximately 95 to 100 parking spaces. The center is intended to accommodate businesses such as coffee shops, professional offices, and medical offices, with landscaping and lighting designed to complement

the surrounding area. Mr. Clark stated that a welcome sign identifying Lighthouse Towne Centre is planned along Lighthouse Road, with individual business signage mounted on the buildings. Mr. Clark is coordinating water and sewer details with the Town Engineer and also requested a waiver of the 25-foot landscaping requirement.

Mayor Duncan asked about the proposed building's distance from the street. Mr. Clark stated that it would be 47.2 feet from the street. Mayor Duncan also asked whether a restaurant was planned for the development. Mr. Clark explained that a restaurant could occupy the center, but no specific tenant had been identified. A letter of recommended approval from the Town's engineer has been submitted.

Town Administrator Long read 3 letters into the record regarding this proposed project. They are attached to these minutes.

Jeff Collins, a resident of Lynch Road, expressed concern that the proposed development could worsen existing traffic and speeding issues. He also raised concerns about Mr. Clark's plans for the ditch, noting that it affects his property and carries water downstream, and questioned the potential for flooding along Lynch Road during rainfall.

Brian Rowe, a resident of Lynch Road, asked about the types of stormwater management facilities proposed for the property. Mr. Clark stated that the plans include a submerged gravel bioswale and a dry pond, with details still being coordinated with DelDOT. Mr. Rowe asked why a shared-use path was proposed instead of a five-foot sidewalk, which could allow additional space for a landscaped buffer. Mr. Clark explained that DelDOT recommended the shared-use path. Mr. Rowe suggested requesting a five-foot sidewalk instead, noting the existing shared-use path across the street in Coastal Villages and that the project is in its second round of DelDOT review. Mr. Rowe also recommended requesting a speed limit reduction on Lynch Road, stating that the road has no posted speed limit signs and that DelDOT considers unsigned roads to have a 50-mph speed limit. Mr. and Mrs. Clark and Council expressed support for requesting a speed limit reduction.

Mr. Hudson, a resident of Lynch Road, stated that he has videos showing water from the ditch flowing downstream toward Bishopville. He also emphasized the need for a reduced speed limit on Lynch Road. Mr. Clark stated that he would prepare a letter for the Town to include in its submission to DelDOT requesting a speed limit reduction. Town Administrator Long advised that DelDOT's review process can be lengthy and that a reduction would not occur immediately. Councilman Snader made a motion to approve the preliminary site plan for Lighthouse Towne Centre with the landscaping waiver, seconded by Councilman Lindenberger and carried by all.

I. Industrial Park Report – S. Long

No report for the month of September.

J. Annexation Report – C. Snader

No report for the month of September. There is a meeting scheduled for October 13, 2026 at 4:00 p.m.

K. Economic Development Committee – S. Long

Town Administrator Long reported that the Economic Development Committee will meet on Wednesday, October 7, 2026, at 2:00 p.m. The full committee and Susan from the Coastal Point newspaper are expected to attend. Susan will attend to learn about the Town's plans following its unsuccessful application for Downtown Development District designation.

L. Security Committee – M. Hudson

No report for the month of September.

M. Administrative Report – S. Long

Town Administrator Long announced that the sixth annual Trunk or Treat at the Selbyville Volunteer Fire Company will be held from 10:00 a.m. to 1:00 p.m. She also reported that planning has begun for the 65th annual Selbyville Christmas Parade, scheduled for Friday, December 4, at 7:00 p.m. Town Administrator Long also reported that a new mental health counseling business operated by Shanon Moyer will open in Unit H of the Strawberry Center. Quarterly impact fees collected from all new homes have been distributed, with $70,000 issued to the Police Department, $11,000 to the Selbyville Volunteer Fire Company, and $3,000 to the Roxana Volunteer Fire Company.

N. Administrative Report – R. Lindenberger

Councilman Lindenberger announced that the employee handbook has been completed and will be reviewed this month, with a vote scheduled for the December Town Council meeting. He also announced that there will be no Council meeting in November and that meetings will resume in December.

1. New Business-

A. Selection of the Beneficiary for Proceeds from the 65th Annual Selbyville Christmas Parade Sponsorships and 50/50 Raffle

Town Administrator Long recommended selecting the Historical Society as the beneficiary of proceeds from sponsorships and the 50/50 raffle for the 65th Annual Selbyville Christmas Parade. She explained that the Historical Society was the designated beneficiary of last year's parade, which was canceled due to inclement weather, and that

retaining the same beneficiary following a cancellation is consistent with past Town practice.

B. Discussion: Potential Reduction of Speed Limits in Town Subdivisions Following Passage of HB 363.

Town Administrator Long discussed House Bill 363, as amended, which allows the agency owning a residential roadway to establish a speed limit of either 20 or 25 miles per hour and permits local speed limit adjustments based on an engineering or traffic investigation. Previously an engineering study was required, but this bill now makes it optional. A reduced residential speed limit cannot be enforced until updated signage is posted. The Town will gather traffic data using the speed trailer and will be responsible for the necessary signage. Council recommended that Town Administrator Long begin the process of evaluating reduced speed limits on Town-owned residential roads.

2. Old Business – S. Long

Councilman Steffen asked the Town Engineer for an update on the water tower project. Jason Loar of Davis, Bowen & Friedel stated that two or three permits are being revised and that approval from the Office of Drinking Water remains pending. Once the necessary permits are secured, the project can proceed to bid.

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

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,
Mackenzie Culley
Mackenzie Culley
Assistant Secretary/Treasurer

EXECUTIVE SESSION