

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING SEPTEMBER 14, 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.

I. Opening of Meeting –

A. Mayor Duncan led in the Pledge of Allegiance.

B. A motion was made to hire Lisa Michaels as the Secretary/Treasurer by Councilman Lindenberger. The motion was seconded by Councilman Steffen and carried by all. Another motion was made by Councilman Hudson to hire Mackenzie Culley as the Assistant Secretary/Treasurer. The motion was seconded by Councilman Steffen and carried by all.

C. Presentation of the Minutes of August 3, 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 Snader and carried by all.

D. Presentation of August 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.

Visitors in Attendance:

Jenna Bradley, a resident of Lighthouse Road, expressed concern for her children's safety while boarding and exiting the school bus. She stated that drivers frequently pass the bus while its stop sign is extended and asked about lowering the speed limit on Lighthouse Road. Town Administrator Long explained that DelDOT has approved the speed limit reduction, but the signs have not yet been changed. The Town is not permitted to install the new signs due to it being a state-maintained street. Town Administrator Long reported that she followed up with DelDOT last week and was informed that the speed limit signs would be installed this week.

Stephanie Venables, a Lighthouse Road resident, asked when the water tower would be built and expressed concern about additional development given the Town's current water infrastructure capacity. Mayor Duncan stated that the project was nearing construction and was awaiting soil conservation approval. Ms. Venables expressed frustration with the time it has taken to move forward. Daniel Bunting, representing R54 Development, explained that the process is complex and takes time.

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Diane Shmidt, representing the Selbyville Community Club, stated that the Town would receive a letter regarding the art program. She also asked whether a “Coats and Sweats for Vets” collection box could be placed in Town Hall. The Community Club would collect donated heavy clothing daily for veterans in need. The collection would run from mid-October through the end of November. Mayor and Council expressed support for the program and agreed to place a collection box in Town Hall.

Dale White of Mountaire reported that 75 odor checks had been conducted. Three checks identified issues, all of which have been corrected. He encouraged residents to call and report any odors.

Dawn Lekites of the Historical Society announced an upcoming meeting at the Townsend House. David Maull will present a program about Selbyville’s schools.

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.

Charles McMillion, a resident of Atlantic Lakes, asked about lowering speed limits within residential communities. Town Administrator Long stated that DelDOT requires a traffic engineering study to change a speed limit.

I. Mayor’s Report & Comments:

Mayor Duncan reported that he attended the ribbon-cutting ceremony for the Cypress Shores development and commented that the homes are beautiful.

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 LOGAN RODRIGUEZ AND MADALYN SCHNADER LOCATED AT 28758 CYPRESS ROAD AND IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARECEL NO. 533-16.00-3.01, CONTAINING 1.03 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 appointed Councilmen Lindenberger, Snader, and Steffen to investigate the potential annexation.

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2. Reports:

A. Police Report – B. Wilson

During August, the Police Department responded to 354 calls for service, issued 104 traffic citations, and made 10 criminal arrests. Chief Wilson reported that the Department had been approved for multiple state grants to install cameras and radios in police vehicles. He also reported that one cruiser has engine problems and that the cost of repairs does not justify keeping it in service. The cruiser will be decommissioned, and the Department expects to receive two additional vehicles in the near future.

B. Building and Code Enforcement – A. Merollini

See report for the month of August. Inspector Merollini reported they issued 44 building permits, conducted 148 building inspections, closed 0 open building permits, investigated 75 code violations, had 12 postings, and performed 9 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

Inspector Merollini reported that the porch at 8 North Main Street has been removed and that the homeowner is beginning work on the north side of the house.

D. Water – G. Steffen

See report for the month of August. Councilman Steffen reported that the water plant produced 16,120,141 gallons of water. He noted it was approximately 2,500,000-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. Town Administrator Long reported that a property on Hosier Street Extended may be suitable for a test well to explore an additional water source. The Town has received a \$50,000 grant for the test well, which it may lose if the funds are not used. Mayor Duncan authorized staff to contact the property owner about the possibility of installing a test well.

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

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Councilman Steffen reported that the Public Works Department continues to perform routine maintenance, including cleaning and maintaining the public restrooms. He also reported that Phase 5 of the Town Park Improvement Project is nearly complete. Installation of the exercise equipment is expected this month.

Mayor and Council considered an agreement allowing Old Tymer's Softball League, Inc. to use the Town's softball field for tournaments and games from September 18 through October 31. Under the agreement, the league is responsible for trash removal, providing a first aid kit, and submitting a certificate of insurance. Councilman Steffen moved to approve the agreement. Councilman Snader seconded the motion and was carried by all.

G. Sewer Report – C. Snader

See report for the month of August. Councilman Snader reported the plant had an average daily flow of 135,700 gallons and a peak flow of 1,085,000 gallons. The Sewer Department completed 150 miss utility locates for the month. Based on the data received to date, the plant did not meet all required permit limits because of high temperatures and an aeration system failure. DNREC was notified. Jason Loar, the Town's engineer from Davis, Bowen & Friedel met with the wastewater operators and manager to tour the facility and review drawings of the plant and pump stations for future projects. Hills installed the electric aerator motor for Digester No. 2 on August 18, and A.E.T. completed the electrical work at Site A. M2 Construction removed the Oxidation Ditch No. 1 blowers and sent them to Motor Technology to be rebuilt. Oxidation Ditch #1 blowers were removed by M2 construction and sent to motor technology to be rebuilt.

H. Planning & Zoning – C. Snader

Mr. Palmer presented the revised conditional-use application and preliminary site plan for contractor storage, shop spaces, and a warehouse parking area following expiration of the previous conditional-use approval. Discussions included water and sewer connections, stormwater management, and screening along Strawberry Lane. Mr. Palmer stated that landscaping would be provided within the emergent wetland areas in accordance with Sussex Conservation District requirements. Town Administrator Long confirmed that the Town Engineer has reviewed the project and recommends approval. Councilman Snader made a motion to recommend approval of the conditional-use application and preliminary site plan. Councilman Steffen seconded the motion and was carried by all.

Mr. Bunting and Bob Palmer of Beacon Engineering presented the final site plan for Hayden's Harbor, confirming that the plan remained unchanged, although the proposed builder had changed. The development includes 26 homes, a swimming pool, and a pool house. Discussions addressed removal of the abandoned house, a 30-foot landscaped buffer, proposed home sizes, and drainage improvements benefiting the Mill Pond community. Mr. Palmer stated that approvals from all applicable agencies had been submitted.

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Councilman Steffen made a motion to approve the final site plan for Hayden's Harbor. Councilman Snader seconded the motion and was carried by all

There was no one present to present the Lighthouse Towne Center project. Councilman Steffen made a motion to table this item to until the next meeting. The motion was seconded by Councilman Snader and carried by all.

Daniel Bunting presented the final site plans for Woodwind Shores phases two and three. Mr. Bunting stated that no changes had been made to the previously presented plans. The development was originally part of Coastal Villages before Phases 2 through 4 were renamed Woodwind Shores Phases 1 through 3 in May 2026. Phase 1 was previously approved for 254 single-family lots. Phases 2 and 3 have received all necessary approvals and permits and will contain 123 and 45 lots, respectively, for a total of 422 lots.

Mr. Bunting explained that Woodwind Shores will have a separate HOA, pool, clubhouse, and entrance from Hudson Road. Amenities will not be shared between Woodwind Shores and Coastal Villages. An open lot will provide separation, although the connecting roads will become public once dedicated to and accepted by the Town and therefore cannot be restricted. A "No Construction Trucks" sign will be placed at the Coastal Villages entrance.

Mr. Bunting stated that the name change resulted from a contractual matter. Construction is estimated to take seven to ten years. Site work is anticipated to begin in the fall and take approximately one year, with approximately 50 homes constructed annually. Homes will be built before being offered for sale.

With no further questions, Councilman Lindenberger made a motion to approve the final site plans for Woodwind Shores Phases 2 & 3. Councilman Snader seconded the motion and was carried by all.

I. Industrial Park Report – S. Long

No report for the month of August.

J. Annexation Report – C. Snader

No report for the month of August.

K. Economic Development Committee – S. Long

Town Administrator Long reported that the Town did not receive a Downtown Development District designation. She said the Town would still like to offer incentives in the downtown area and will schedule an Economic Development Committee meeting soon.

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L. Security Committee – M. Hudson

Town Administrator Long stated that she and HR Specialist Rose are working with LocalGovU to learn how to access and use the training programs, which includes security training.

M. Administrative Report – S. Long

Town Administrator Long reported that she attended the Cypress Shores model home ribbon-cutting ceremony and participated in a virtual meeting with the Office of State Planning Coordination to learn which three communities received Downtown Development District designations. She prepared and submitted a \$50,000 grant application to DNREC's Community Environmental Project Fund for Green Walking Trail Park improvements. The proposed project would enhance the existing walking loop at Selbyville Town Park, making it a more accessible, attractive, and environmentally beneficial community wellness trail. She also submitted a \$97,500 application for the 2026 Outdoor Recreation, Parks and Trails Grant through DNREC. The proposed improvements include six swings, one of which would be ADA-compliant; two benches near the playground; and poured-in-place rubber surfacing to provide a durable, accessible connection to the existing playground improvements. Town Administrator Long reported that a new business application was reviewed for Trinity's Too, a nail salon and spa renting a unit in the Strawberry Center. DelDOT advised that the speed limit change on Lighthouse Road would be implemented in the coming days with the installation of new 40 mph signs.

N. Administrative Report – R. Lindenberger

Councilman Lindenberger announced that an employee had resigned from the Wastewater Department. He also congratulated Mackenzie Culley and Lisa Michaels on their advancements.

1. New Business-

A. Review and consideration of lease agreement with Salem church for the municipal parking lot.

Following review by the Town Solicitor, Councilman Hudson made a motion to renew the five-year lease between the Town and Salem Church. Councilman Steffen seconded the motion, which carried by all.

B. Request from Dr. Horton to remove a sidewalk between lots 9 & 10 that connects to the DelDOT walking path

DR Horton is requesting to remove the sidewalk between lots 9 and 10 due to it running closely between the lots. The Town's engineer, Davis, Bowen & Friedel, recommended approval of the request, more specifically because town utilities are located under the

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proposed sidewalk and any future maintenance of these utilities would result in removal and replacement of the sidewalk. Councilman Lindenberger made a motion to authorize removal of the sidewalk. Councilman Hudson seconded the motion and was carried by all.

2. Old Business – S. Long

No old business was discussed.

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 Cufley

Assistant Secretary/Treasurer

EXECUTIVE SESSION