

Trustees of the New Castle Common
Meeting Minutes
January 5, 2021

Present: Messrs. F. Gallagher (*President*), T. Clayton (*Vice President*), M. Alfree (*Secretary*), T. Episcopo (*Asst. Secretary*), C. Castagno (*Treasurer*), G. Yacucci (*Asst. Treasurer*), B. Antonio, C. DeAscanis, J. Meek, P. Toner, T. Wilson, and A. Taylor, Esq.

Also present: M. Marinelli, Property Manager, D. Turner, Stenographer

The monthly meeting of the Trustees was held on Tuesday, January 5, 2021. The meeting was held by phone. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher declared a quorum present as required by Modern Rules of Order. Mr. Gallagher reported that no correspondence was submitted last month.

Mr. Gallagher's term expires this month. He said it has been an honor to serve and be a part of the Trust. Further, he said the Trust has done a lot of good for the citizens of New Castle. He is running for another term as Trustee in the upcoming election.

Monthly Calendar – Property Maintenance Committee – 1/29/21, 5 p.m.; Land Management Committee – 1/28/21, 5 p.m.; Outreach Committee – 1/18/21, 7 p.m.; Finance Committee (Invested Capital Call) – 1/20/20, 4 p.m.; Sports Complex Planning Committee -- 1/13/20, 5 p.m.; TNCC Board Meeting – 2/2/21, 7 p.m.; Trustee Voting -- 1/25/21 to 2/6/21 (various times); Trustee Election – 2/6/21, 8 a.m. to noon

Minutes

12/1/20 TNCC Meeting Minutes – Mr. Alfree **made a motion to approve the 12/1/20 TNCC Meeting minutes as distributed. Mr. Clayton seconded the motion. The motion was approved by unanimous vote.** Messrs. Alfree and Gallagher acknowledged Mrs. Turner's work preparing the minutes for Board meetings conducted via conference calls.

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 12/31/20 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 12/31/20 as submitted. Mr. Clayton seconded the motion. The motion was approved by unanimous vote. Mr. Castagno noted he is optimistic that all outstanding rent monies deferred due to the pandemic will be received.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Dunkin Donuts/Valero – Close to finalizing lease.
- M&T Drive-Thru – Counter offer sent to them; current lease expires 8/2021. The committee is waiting to hear from them.
- Tremont -- We have a letter of intent to lease the property. Messrs. Alfree and Marinelli will be meeting with the potential lessee soon and report back to the Board.
- Avis – The committee proposes accepting the 3-year lease they requested.
- Bees – The Board-approved finalized lease was sent to Tom Lunt for his review and signature.

Trustees of the New Castle Common
Minutes of January 5, 2021

- Lunt Encroachment -- Mr. Taylor's research of a parcel of land on the Lunt property is delayed because of backups in State of Delaware offices caused by the pandemic.
- Twin Spans CPI adjustment for the rent is effective 2/1/21. Airbase Carpet CPI adjustment for rent is effective 10/1/21.
- Mr. Marinelli was asked to report on Receivables. He continues working with some tenants who are behind in their rent. *(Separate from pandemic- deferred payments.)*
- Surveys – Mr. Alfree reported that surveys are being set up to place three (3) monuments along the property line of Penn Farm; specifically, the front two (2) corners of the property and one (1) at the farm stand along Route 273. He noted it is important to place monuments to ensure we know the property line between the farm stand and the State of Delaware right of way. Mr. Marinelli is coordinating placement with the surveyors. Mr. Alfree noted a monument may be placed at the Bull Hill Meadow if the budget allows.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson said the grant application deadline has passed. The committee will be reviewing grant applications at their 1/18/20 meeting. The committee will formulate a list of recommendations after that meeting.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Clayton reviewed the report. Mr. Gallagher asked that potential repairs to the tennis courts be added to the Update.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

The operating budget, capital budget, and revenue sheets were distributed to the Board.

Mr. Castagno reviewed the documents. He informed that the committee is discussing reapportionment of part of the PNC invested capital.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

The park remains closed.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo gave an update on the upcoming Trustee election. Voting will take place from 1/25/21 to 2/6/21 in the Trust Office. Dates and times appear on the calendar. Volunteers are needed to assist the staff. Mr. Episcopo said voters will be asked to produce a driver's license and a MSC bill to confirm residency. Copies will be kept on record.

Candidates on the ballot are Fred Gallagher and Angelo Rispoli.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – Mr. Wilson is looking at ways to get more help to address the problems in Dobbinsville. He plans to involve the Property Maintenance Committee for assistance.

Trustees of the New Castle Common
Minutes of January 5, 2021

Sports Complex Planning Committee – Mr. DeAscanis said the committee will meet on 1/13/21, 5 p.m. The committee is charged with developing a plan for the Board to review. The plan would include ideas of what the sports complex would look like and scope of work. Mr. Wilson added the committee is aware of Bellanca Corp.'s 50-year lease and have requested Mr. Taylor to provide the committee with a copy of the lease to ensure they do not interfere with Bellanca.

Next Meeting – Due to concerns with the pandemic, Mr. Clayton announced the February meeting will take place by phone.

COMMUNICATIONS – Mr. Alfree reporting.

- Letter of interest forms for officers for next year have been mailed to the Board. Forms are to be returned to the Trust Office. Mr. Alfree will report back at the February meeting.
- Mr. Alfree said a 'thank you' card was received from Joanne Gambacorta Episcopo for the Trustee's donation to St. Peter's Church in the name of her sister, Theresa. On behalf of the Trust, Mr. Alfree offered apologies to the family on the belated acknowledgement.

Mail Delivery – Due to issues with mail delivery Mr. Wilson announced he has requested Ms. Fontinha to obtain approval to open an account with UPS to handle Trust-related mail service.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Homeowner-Occupied Housing – (12/3/19) Outreach Committee asking the Executive Committee to determine what they think is a suitable way to address the problem of helping the City to update substandard housing in the City.

Mr. Gallagher made a motion to adjourn the meeting. The motion was seconded and approved by unanimous vote. The meeting was adjourned at 7:40 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
February 2, 2021

Present: Messrs. M. Alfree (*Secretary*), T. Episcopo (*Asst. Secretary*), C. Castagno (*Treasurer*), G. Yacucci (*Asst. Treasurer*), C. DeAscanis, J. Meek, P. Toner, T. Wilson, Mrs. B. Antonio, and A. Taylor, Esq.

Absent: T. Clayton (*Acting President*)

Also present: M. Marinelli, Property Manager, D. Turner, Stenographer

The monthly meeting of the Trustees was held on Tuesday, February 2, 2021. The meeting was held by phone due to the pandemic. Mr. Alfree called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

None.

Monthly Calendar – Property Maintenance Committee – 2/26/21, 5 p.m.; Land Management Committee – 2/25/21, 5 p.m.; Outreach Committee – 2/15/21, 7 p.m.; TNCC Board Meeting – 3/2/21, 7 p.m.; Trustee Voting – 2/1/21 to 2/5/21 (various times); Trustee Election – 2/6/21, 8 a.m. to noon

Minutes

1/5/21 TNCC Meeting Minutes – **Mr. Castagno made a motion to approve the 1/5/21 TNCC Meeting minutes as distributed. Mr. DeAscanis seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 1/31/21 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 1/31/21 as submitted. Mr. Episcopo seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Mr. Alfree said Mr. Marinelli continues to work with some tenants who are behind in their rent to resolve the issue. Deferred rent (from the pandemic) is up to date.
- Tremont – The committee and Mr. Marinelli are working on a letter of agreement to lease the property. They are working through a number of issues and plan to send a counter letter to the lessee addressing the lessee's request for certain items. The committee will keep the Board informed.
- Dunkin Donuts/Valero – The lease will be issued for approval soon.
- M&T Drive-thru – The lease expires August 2021. The committee has been working through several offers and counteroffers. The committee will be giving them a final counter offer soon.
- Avis (next to Burger King) -- The tenant is asking for some concessions. The committee will counter those concessions.
- Twin Spans (entrance to Twin Spans) – The lease is due and requires an appraisal. However, the cost of an appraisal is higher than rental income. In accordance with the lease the committee will give them an offer based on the CPI and forego an appraisal.
- Airbase Carpet Mart – The CPI adjustment is October 1, 2021.

Trustees of the New Castle Common
Minutes of February 2, 2021

- Family Foundation – The 5-year term of the lease expires in October 2021. It is due for a CPI increase.
- Property Markers – Vandemark & Lynch will install property markers when the weather permits.

Mr. Alfree stated the Land Management Committee will begin a process similar to one used by the Property Maintenance Committee that will allow committee members to have the opportunity to gain experience with leases.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson reported the committee has secured all grant applications for this year. They are still talking to three (3) organizations. They are on schedule to present to the Finance Committee in preparation for the Board's review of the budget.

PROPERTY MAINTENANCE COMMITTEE – Mr. Wilson reporting.

(Property Maintenance Update provided to the Board.)

Mr. Wilson reviewed the report. Mr. Meek inquired about the roadway between the school and the Hermitage. Mr. Alfree said there has been no activity with the Colonial School District; it has been removed from the list.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

The operating budget, capital budget, and revenue sheets were distributed to the Board.

Mr. Castagno reviewed the documents as distributed. The committee met with the Trust's two (2) investment managers for a year-end analysis to review the Trust's holdings. Mr. Castagno said that holdings of the Trust in invested capital are at an all-time historic high.

Reapportionment of invested capital -- Mr. Castagno reported that PNC now has all restricted investments and Nicholson has all unrestricted investments.

Mr. Castagno announced the Finance Committee will be reaching out to each committee in the next few weeks to develop next year's budget. A special budget meeting will take place in March.

Mr. Alfree said it has been a good year for the Trust. He thanked Messrs. Castagno and Marinelli for their efforts.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

The park remains closed.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo reported that due to inclement weather on 2/1/21 hours for voting will be extended on Thursday, 2/4/21, 6 p.m. to 8 p.m. Mr. Wilson volunteered to work the extended hours. Hours will be extended on Friday, 2/5/21, 10 a.m. to 8 p.m. Extended hours will be published in the *New Castle Weekly* and both candidates will be informed.

Trustees of the New Castle Common
Minutes of February 2, 2021

Candidates on the ballot: Fred Gallagher and Angelo Rispoli.
Mr. Alfree thanked everyone for their time helping with the election.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – Mr. Wilson thanked Mr. Castagno for securing stickers that will be used to mark debris being left on Trust properties. The marked debris will be scheduled for removal in the near future.

Sports Complex Planning Committee (Messrs. DeAscanis, Wilson, Toner, Mrs. Antonio) – Mr. DeAscanis reporting.

The committee met with some Board members of the New Castle Little League. The Little League has a 'wish list' of items they would like to have done at the facility, many of which could be done with grant funding. Mr. DeAscanis said the Little League is still interested in refurbishing a field, but no start date has been given.

Scholarships – Mr. Alfree reporting.

Fifteen (15) scholarships were issued for this period; six of those received a bonus. The committee denied two requests for funds, one for incomplete paperwork and the other GPA related.

Officer Election Ballots – Mr. Alfree said that ballots will be mailed by Thursday, 2/4/21. They are due back to the Trustee Office by 2/16/21.

Next Meeting – The Board was in agreement to conduct the March meeting by phone.

COMMUNICATIONS – Mr. Alfree reporting.
None.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Homeowner-Occupied Housing – (12/3/19) Outreach Committee asking the Executive Committee to determine what they think is a suitable way to address the problem of helping the City to update substandard housing in the City.

Mr. Wilson made a motion to adjourn the meeting. Mr. Episcopo seconded the motion. The meeting was adjourned at 7:37 p.m.

Deborah P. Turner
Stenographer