

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.

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- 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.

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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.

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- 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.

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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

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

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

Absent: Mr. T. Wilson

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

The monthly meeting of the Trustees was held on Tuesday, March 2, 2021. The meeting was held by phone due to the pandemic. Mr. Clayton called the meeting to order at 7 p.m. He declared a quorum present as required by the Modern Rules of Order.

President's Communication

None.

Monthly Calendar – Property Maintenance Committee – 4/2/21, 4 p.m.; Land Management Committee – 4/1/21, 5 p.m.; Outreach Committee – 3/15/21, 7 p.m.; Budget Meeting – 3/21/21, 4 p.m.*; TNCC Board Meeting – 4/6/21, 7 p.m.

*Budget materials will be in Trustee mailboxes by 3/15/21.

Minutes

2/2/21 TNCC Meeting Minutes – A correction was made. **Mr. Alfree made a motion to approve the 2/2/21 TNCC Meeting minutes as amended. Mr. Gallagher seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 2/28/21 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 2/28/21 as submitted. Mr. Episcopo seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Receivables – Mr. Marinelli informed he is working with two tenants who are behind in their rent to resolve their outstanding balances. Deferred rent agreements made with tenants due to the pandemic are on track.
- Tremont – Negotiations continue with the potential lessee.
- Garrison Apartment Complex – Representatives for the apartment complex contacted the Trust about land behind the Garrison (between Trust land and their building) that they would like to sell. Mr. Alfree said it is marshland. He contacted their representatives suggesting that Garrison donate the marshland to the Trust and we will give them a letter acknowledging their donation to a nonprofit. We are waiting for their response. Mr. Meek suggested acquiring the subject marshland for a small amount of money noting there could be some value to the Trust in protecting it.
- Getty Oil/Dunkin Donuts – The committee requested that Mr. Taylor coordinate a Zoom meeting soon with the Land Management Committee to sort through all the problems associated with the property. The lease expired on 2/28/21. The committee will keep the Board posted.

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- M&T Drive-thru – The lease expires August 2021. The committee has given them a final counter offer and is awaiting their decision.
- Avis (next to Burger King) – The lease has been completed. There is some land behind Avis that is owned by the State of Delaware. Mrs. Antonio will look into whether the State would like to dispose of the parcel and/or if the Trust would have access to the land if Avis leaves.
- Twin Spans (entrance to Twin Spans) – The lease is due March 2022.
- Airbase Carpet Mart – The CPI adjustment will go into effect on October 1, 2021.
- Family Foundation – The 5-year term of the lease expires in October 2021. It is due for a CPI increase. They are looking into selling the building; the Trust owns the land.

OUTREACH COMMITTEE REPORT – Mr. Alfree reporting.

Mr. Alfree said the committee has provided the Finance Committee with the committee's grant review and recommendations. That information will be part of the draft budget materials the Board will receive by 3/15/21. Mr. Castagno noted the Finance Committee did not edit the Outreach Committee's information. He said budget materials will show exactly what was requested, what is being recommended by the committee, and what the Board agrees to. Mr. Castagno added the outline of the requests from the Outreach Committee with notes will also be provided to the Board. Mr. Meek asked about possibly getting a summary of proposed grant requests by email before 3/15/21. Mr. Alfree said the materials are available for review in the Trust Office, but were not distributed due to the amount of materials involved.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Clayton reviewed the report.

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.

OTHER COMMITTEES

New Castle City Library – Mr. Clayton announced the appointment of Mrs. Antonio to the New Castle City Library Board filling the seat formerly held by Carlo Viola.

Battery Park Committee – Mr. Castagno reporting.

The park remains closed.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo would like to get together in April with the new officers to begin planning for the next election. He reported the results of the 2/6/21 Trustee election as follows:

Fred G. Gallagher, Jr. -- 230

Angelo J. Rispoli -- 25

Mr. Gallagher was sworn in as a Trustee.

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Mr. Episcopo thanked Ms. Mary Fontinha and Mr. Marinelli for their help with the election. He would like to discuss changing the location of the next election to another location other than the Trust Office.

Encroachment Committee

No report.

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

At the committee's 2/17/21 meeting two residents asked about the possibility of installing a pickleball court. The committee will look into possibly converting one of the tennis courts into a pickleball court. Concerning the two-inch water line, Mr. DeAscanis asked for confirmation that the Trust has an agreement with the Municipal Services Commission (MSC) where we only pay for materials, not labor. Mr. Clayton confirmed the agreement with the MSC.

Mr. DeAscanis reported they met with the New Castle Little League to discuss a couple of projects. A couple of dugouts in bad shape; Mr. DeAscanis has received two quotes and is waiting on a third quote.

Mr. DeAscanis said the committee talked about getting the entire complex surveyed for drainage. He said there is a possibility the survey has already been done and will look at Trustee files. Mr. Taylor stated there may have been a wetlands survey done; he will check his files.

Officer Election – Mr. Alfree reporting.

Only one person was listed on officer ballots for each position, except Treasurer. Therefore, it was not necessary to distribute ballots. Mr. Alfree announced officers for the year 2021-2022 as follows:

President – Peter J. Toner

Vice President – Thomas A. Episcopo

Secretary – Michael J. Alfree, Sr.

Assistant Secretary – Thomas L. Clayton, Sr.

Treasurer – vacant

Assistant Treasurer – Brenda W. Antonio

Mr. Alfree made a motion to approve Fred G. Gallagher, Jr. to be Treasurer for the next year. Mr. Toner seconded the motion. The motion was approved.

Mr. Gallagher will serve as Treasurer for the 2021-2022 fiscal year.

Mr. Alfree made a motion to appoint Christopher J. Castagno to the vacant position on the Finance Committee. Mrs. Antonio seconded the motion. The motion was approved.

COMMUNICATIONS – Mr. Alfree reporting.

- Each Trustee has an annual report from the Good Will Fire Company in the Trust Office.
- Richard Staat has contributed \$2,500 for work the Trust will be doing at Ferry Cut-Off. We will clarify with Mr. Staat exactly what he wants the monies to be used for. Funds will be placed in a separate account until the work is done.

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. Episcopo made a motion to adjourn the meeting. Mr. Gallagher seconded the motion. The meeting was adjourned at 7:45 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Budget Meeting Minutes
March 28, 2020

Present: Messrs. T. Clayton (*Acting President*), M. Alfree (*Secretary*), T. Episcopo (*Asst. Secretary*), C. Castagno (*Treasurer*), C. DeAscanis, F. Gallagher, P. Toner, T. Wilson and Mrs. B. Antonio

Absent: J. Meek, G. Yacucci (*Asst. Treasurer*)

Also present: D. Turner, Stenographer

The purpose of the meeting is to review and discuss the operating budget for the 2021-2022 fiscal year (4/1/2021-3/31/2022). The meeting was held by phone on Sunday, March 28, 2021, due to the State of Emergency caused by the corona virus pandemic. Mr. Clayton called the meeting to order at 4 p.m. A quorum is present.

Mr. Clayton asked Mr. Castagno to review the proposed operating budget. (*Copies of the operating budget for fiscal year 4/1/2021 to 3/21/2022 were provided to the Board prior to the meeting.*)

Revenue Forecast – Total: \$1,732,000 *\$1,663,000

Mr. Castagno noted a 5% increase in operating expenses for the next fiscal year.

***total adjusted to reflect items discussed during meeting; results in a 4% increase in operating expenses for the next fiscal year.**

Personnel – Total: \$100,800

Mr. Castagno said this is an increase of 11% from last year.

Mr. Castagno made a motion to approve the Personnel operating budget for 2021-2022 as submitted. Mr. Gallagher seconded the motion. The motion was approved.

Administration – Total: \$272,000

Mr. Castagno reported this is a 5% decrease over last year's budget.

Mr. Castagno made a motion to approve the Administration operating budget for 2021-2022 as submitted. Mr. Gallagher seconded the motion. The motion was approved.

Debt Service – Total: \$192,000

Mr. Castagno said this is a 35% increase versus last year's budget.

Mr. Castagno made a motion to approve the Debt Service operating budget for 2021-2022 as presented. Mr. DeAscanis seconded the motion. The motion was approved.

Community Grant Contributions – Total: \$348,000

(*The Outreach Committee has reviewed grant requests.*) (*Supporting documentation [invoices, receipts] is required for reimbursement.*) Mr. Castagno invited Mr. Wilson, Chair of the Outreach Committee, to review each line item.

- Arasapha Garden Club – They requested \$1,500 for holiday wreaths and roping for businesses in the City. The Outreach Committee recommends \$1,500. **Mr. Wilson made a motion to approve \$1,500 to Arasapha Garden Club. Mr. Gallagher seconded the motion. Motion was approved.**
- Beautification Committee – They requested \$3,900 for the purchase of flowers to be planted and maintained through the City. The Outreach Committee recommends \$3,900.

Mr. Wilson made a motion to approve \$3,900 for the Beautification Committee.

Mr. DeAscanis seconded the motion. The floor was opened for discussion. Mr. Castagno said that last year we discussed the possibility of moving this to our landscaping budget. He suggested moving the requested \$3,900 to the Property Maintenance Committee.

Mr. Gallagher made a motion to decline this grant request and roll \$3,900 into the Maintenance budget to support this activity. Mr. Alfree seconded the motion. The motion was approved to decline the grant request.

- Friends of Bellanca – The request is partly to keep displays in good condition, for some minor upkeep on the property, and to assist with Covid requirements to keep the museum open. The Outreach Committee recommends \$2,000. **Mr. Wilson made a motion to approve \$2,000 to the Friends of Bellanca. Mrs. Antonio seconded the motion. The motion was approved.**
- Buttonwood School – This is the school's first grant request. They requested \$50,000 for two programs: an after-school program and a community garden. The Outreach Committee is not in favor of supporting either program; however, the building needs maintenance and the committee recommended \$10,000 to repair damage to the building and new gutters. **Mr. Wilson made a motion to approve \$10,000 to Buttonwood School for building maintenance only. Mrs. Antonio seconded the motion.** The floor was opened for discussion. Mr. Wilson favors the funding saying he believes the Trust may have an opportunity to own this building in the future and he would like to keep it maintained. Messrs. Episcopo and Gallagher are not in favor of supporting buildings the Trust does not own. Further, Mr. Episcopo noted the Outreach Committee's request for a financial report from Buttonwood School has gone unanswered. Discussion followed about the long-term vision of the school potentially becoming a Trust property.

Roll call vote taken.

Mr. Episcopo – no

Mr. Wilson – yes

Mr. Clayton – no

Mr. Castagno – no, with the proviso that we do have a conversation about the future of the asset.

Mr. DeAscanis – no

Mr. Toner – no

Mrs. Antonio – yes

Mr. Gallagher – no

Mr. Alfree – no

The motion failed by a vote on 2 in favor, 7 against, 2 absent.

- *New Castle Crier* – The Outreach Committee recommends \$1,800. **Mr. Wilson made a motion to recommend \$1,800 for the *New Castle Crier* that will be handled by the City. Mrs. Antonio seconded the motion.** The floor was opened for discussion. It is Mr. Wilson's opinion that the *Crier* is the best way to communicate with City residents and he believes if we do not approve funding it will fold. Mr. Castagno agrees the *Crier* is a good tool for communication, but said the Trust can handle sending any notices to residents using funds from the Administration budget. Further, Mr. Castagno reminded the Board we approved funding for six (6) months last year with phasing out thereafter. Mr. Gallagher agreed and said approving this funding request will send mixed messages to the City.

Roll call vote taken.

Mr. Episcopo – no

Mr. Wilson – yes

Mr. Clayton – no

Mr. Castagno – no, citing his previous statement

Mr. DeAscanis – no, agrees with Mr. Castagno's statement

Mr. Toner – no

Mrs. Antonio – yes

Mr. Gallagher – no

Mr. Alfree – no

The motion failed by a vote of 7 against, 2 in favor, 2 absent.

- Separation Day – The event is canceled this year.
- Good Will Fire Company – They are requesting \$180,000, an increase of \$40,000 over last year. The Outreach Committee recommends \$180,000. **Mr. Wilson made a motion to recommend \$180,000 to the Good Will Fire Company. Mr. Toner seconded the motion.** The floor was opened for discussion. Mr. Castagno asked what the \$40,000 will be used for, noting we typically do not pay for all of their staffing for paid personnel. Mrs. Antonio said the fire company listed ten items, including staffing (shown on worksheet) separate from their \$140,000 request to fund fire company operations. When asked if the extra funding request is a one-year request, Mr. Wilson said he anticipates this being the standard moving forward. Mr. Episcopo noted the fire company's dependency on the Trust for funding. He thinks we should meet with them and get a 5-year plan from them. He added that other fire companies have fundraisers to help support their operations. Lastly, the fire company should have submitted incremental increases rather than one lump sum. Mr. Clayton informed he was not consulted on the grant request. He agrees that smaller increases annually would be better, adding the fire company does have some fundraisers and receives County and State appropriations annually. Mr. Alfree suggested giving the fire company \$150,000 for staffing and directed the Outreach Committee to have multiple in-person conversations with the fire company to determine how we can best help them. **Mr. Wilson withdrew his motion. Mr. Alfree made a motion to approve \$150,000 to support fire company staffing only with the proviso the Outreach Committee will have multiple meetings with Good Will Fire Company as it relates to other needs (apparatus, firefighting gear, boat ramp). Mr. Gallagher seconded the motion. The motion was approved.**
- New Castle Library – The library requested \$60,000. The Outreach Committee recommends \$50,000. **Mr. Wilson made a motion to approve \$50,000 for the New Castle Public Library. Mr. Gallagher seconded the motion. The motion was approved.**
- A Day In Old New Castle – The event is canceled.
- Concerts – The request is for \$2,000. The Outreach Committee recommends \$2,000. **Mr. Wilson made a motion to approve \$2,000 for concerts. Mr. Gallagher seconded the motion. The motion was approved.**
- New Castle Belgium Beer Festival – The request is for \$5,000. The Outreach Committee thinks the event is a good idea and recommends \$1,000. **Mr. Wilson made a motion to donate \$1,000 to the New Castle Belgium Beer Festival. Mr. Gallagher seconded the motion. The motion was approved.**

New Castle Historical Society (NCHS):

- Old Library Exhibits – NCHS requested \$2,500. The Outreach Committee recommends \$2,500 for library exhibits.
- Christmas/Dickens – No funding was requested. * The Outreach Committee recommends \$1,000. *Mr. Wilson said the NCHS president mistakenly neglected to include their request.
- Garden Support (*formerly provided free by Arasapha Club*) – The request is for \$7,500. The Outreach Committee recommends \$5,000.
- Visitors Center – The request for \$9,000 is for assistance with offsetting a portion of non-staffing related costs involved to operate The Arsenal (store, Visitors Center). The Outreach Committee recommends \$9,000. Mr. Gallagher noted the Trust previously approved start-up funding, but not for staffing going forward. Mr. Alfree confirmed the Trust's 2017 agreement with the NCHS allotted start-up funding, but no monies for staffing after the first year. Mr. Alfree will reiterate in the Trust's letter to the NCHS that no funds are to be used for staff.

Mr. Wilson made a motion to approve the Outreach Committee's recommendations for the Old Library Exhibits, Christmas/Dickens, Garden Support, and Visitors Center as outlined. The motion was seconded. The motion was approved.

- New Castle Little League (NCLL) – The NCLL did not submit an application; rather they submitted a list of projects. The Outreach Committee recommended \$50,000, but had difficulty deciding what items should be handled by the Board and what qualifies as a grant responsibility. **Mr. Wilson made a motion to designate \$50,000 to be used via a grant or by the Property Maintenance Committee for the upkeep and maintenance of the NCLL, a Trustee-owned property.** It is Mr. DeAscanis' position that the Property Maintenance Committee will be addressing larger items like the water line, dugouts and drainage. **Mr. Wilson withdrew his motion.**
- New Castle Police Department/Good Will Fire Co. – They collectively requested \$2,000. The Outreach Committee recommends \$2,000. **Mr. Wilson made a motion to approve \$2,000 to the New Castle Police Department/Good Will Fire Co. Mr. Gallagher seconded the motion. The motion was approved.**
- New Castle Senior Center – They requested \$15,000. The Outreach Committee recommends \$15,000. **Mr. Wilson made a motion to approve \$15,000 for transportation provided by the Center. Mr. Gallagher seconded the motion. The motion was approved.**
- St. Anthony's Society – They requested \$2,000 for community-based events. The Outreach Committee recommends \$2,000. **Mr. Wilson made a motion to approve \$2,000 for community-based events. Mr. DeAscanis seconded the motion. The motion was approved.**
- New Castle Italian Heritage Foundation – The group requested \$5,000. Mr. Wilson talked with the group about the Outreach Committee recommending \$2,500 provided they match those funds through community involvement. St. Anthony's Club and St. Gabriel's Club have committed to providing \$2,500. **Mr. Wilson made a motion to approve \$2,500 for matching funds for a security camera for the Italian monument. Mr. Episcopo seconded the motion.** The floor opened for discussion. Mr. Wilson said the Trust previously approved

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funding for the Italian monument, which is being vandalized, and providing funding for a security camera is an investment in our investment. Mr. Castagno reminded the Board we previously approved a grant request of \$5,000 for security cameras, but agrees with protecting the monument.

Roll call vote taken.

Mr. Clayton – yes

Mr. DeAscanis – yes

Mr. Castagno – yes

Mr. Toner – yes

Mrs. Antonio – yes

Mr. Gallagher – yes

Mr. Episcopo – yes

Mr. Wilson – yes

Mr. Alfree – no

The motion was approved by a vote of 8 in favor, 1 against, and 2 absent. Mr. Alfree will include in their letter they are approved up to \$2,500 subject to matching funds.

- Community Tree Planting – The Tree Commission/Advisory group requested \$5,000. The Outreach Committee recommends \$2,500. Mr. Wilson explained the planting involves about 20 trees that will be a species suitable for planting near sidewalks. The trees will replace some trees that have been removed plus additional trees. This is a one-time request. He added that volunteers will handle planting. **Mr. Wilson made a motion to approve \$2,500 for the Community Tree planting. Mr. Alfree seconded the motion.** Mr. Castagno said the Tree Commission is now in an advisory capacity; therefore, the grant request should come from the City.

Roll call vote taken.

Mr. Clayton – yes

Mr. Castagno – no, this is the City's responsibility.

Mr. DeAscanis – yes

Mr. Toner – yes

Mrs. Antonio – yes

Mr. Gallagher – yes, the actual purpose is appropriate; the Trust funding individual projects of the City is not a good precedent.

Mr. Episcopo—no

Mr. Wilson – yes

Mr. Alfree – no

The motion was approved by a vote of 6 in favor, 3 against, and 2 absent. Mr. Gallagher reiterated his concern with the Trust funding City committees. He stressed the need to maintain separation.

- College Tuition Support and College Scholarship Bonus – Operating the same as in the past. **Mr. Wilson made a motion to approve \$80,000 for College Tuition Support and \$20,000 for College Scholarship Bonus. Mr. Gallagher seconded the motion. The motion was approved.**

Government Grants – Total: \$265,000

Third Street to Wharf – Delaware Street – Paving project. The Trust has an agreement with the City for funding on this project. \$225,000 is budgeted.

Senior Home Maintenance Program – There was no activity last year largely due to the pandemic. The request is for a new program intended to help senior citizens in the City who need help maintaining their sidewalks and roofs. The program would be funded by the Trust and administered by the City. The Outreach Committee recommends \$40,000.

Mr. Castagno made a motion to approve \$40,000 to continue the program in 2021-2022. Mr. Gallagher seconded the motion. The motion was approved.

Property Maintenance – Total: \$485,200

Mr. Castagno reported the Property Maintenance Committee is forecasting an 18% increase over last year. He called on Mr. Clayton to review each line item.

- Sports Complex/Little League – The Outreach Committee recommends \$36,000. Mr. Wilson asked about adding \$14,000 to address items like repair/replace fences, replace garage doors, replace bleachers in outfield, replace senior netting, and add batting cages. Mr. DeAscanis said the Little League can address some of the smaller items over time. He does not agree with adding \$14,000. The Property Maintenance Committee will be attending a Little League meeting when it is scheduled.
- Tremont Property – The Outreach Committee recommends \$8,200. Mr. Episcopo said the Trust has been alerted to violations from New Castle County stemming from water draining onto homes behind the Penn Mart Shopping Center. Mr. Marinelli is working on the issue. Mr. Clayton thinks we may need to add money for engineering. Mr. Castagno suggested the Property Maintenance Committee can make a capital request, which will include engineering, when the Board knows more about the issue. Some Board members think that engineering is needed to assist with a capital request. He asked the Property Maintenance Committee to submit a capital request at the April Board meeting for this issue.
- City Flowers – Adding \$3,900 for City flowers from the Community Grant-Beautification Committee.

Mr. Castagno made a motion to approve the Property Maintenance operating budget for 2021-2022 as submitted. Mr. Gallagher seconded the motion. The motion was approved.

There was brief discussion as to when to return to in-person Board meetings. It was agreed the Board will meet by phone through June and reassess over the summer.

With no further business, Mr. Alfree made a motion to adjourn the meeting. Mr. DeAscanis seconded the motion. The motion was approved. The meeting was adjourned at 5:50 p.m.

Trustees of the New Castle Common
Meeting Minutes
April 6, 2021

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

Absent: Messrs. Castagno and Yacucci

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

The monthly meeting of the Trustees was held on Tuesday, April 6, 2021, in the New Castle City Police Department Conference Room. Mr. Toner called the meeting to order at 7 p.m. A moment of silence was called. A quorum is present as required by the Modern Rules of Order.

President's Communication

Mr. Toner thanked the Property Maintenance, Finance, and Outreach Committees for their work on the 2021-2022 budget. He thanked Mr. Castagno and the Finance Committee for their thoroughness of accounting for Trust monies and their work on the 2021-2022 budget. He thanked Mr. Wilson and the Outreach Committee for their handling of all requests for financial assistance during the grant process. Lastly, Mr. Toner thanked Mr. Clayton and the Property Maintenance Committee for visiting each Trust property to determine a budget to maintain Trust properties in the coming year.

Mr. Toner informed the Board that City Administrator Bill Barthel has requested a meeting with the Board to discuss expanding the Senior Home Maintenance Program. Messrs. Toner and Gallagher will meet with Mr. Barthel after the 4/10/21 City election when a new City Council President is seated.

Mr. Toner announced that Mr. Gallagher will fill his seat on the Land Management Committee. There are three vacancies on the Outreach, Finance and Ad Hoc Sports Committees. Mr. Toner asked Board members to let him know if any of them wants to fill a vacancy.

Monthly Calendar – Property Maintenance Committee – 4/28/21, 4 p.m.; Land Management Committee – 4/29/21, 5 p.m.; Outreach Committee – 4/19/21, 7 p.m.; TNCC Board Meeting – 5/4/21, 7 p.m.

Minutes

3/2/21 TNCC Meeting Minutes – **Mr. Clayton made a motion to approve the 3/2/21 TNCC Meeting minutes as distributed. Mr. Wilson seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Gallagher reporting.

Treasurer's Report for 3/31/21 was sent out prior to the meeting.

Mr. Clayton made a motion to approve the Treasurer's Report dated 3/31/21 as distributed. Mr. Wilson seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- ◆ Avis (next to Burger King) – They have satisfied outstanding rent and taxes. There is a small parcel of land behind Avis that is owned by the State of Delaware. Mrs. Antonio is looking

Trustees of the New Castle Common
Minutes of April 6, 2021

into the Trust acquiring the parcel if the State disposes of it and/or if the Trust would have access to the land if Avis leaves.

- M&T Drive-thru – The lease is now complete.
- Getty Oil/Dunkin Donuts – Tanks are to be removed by end of the month. The proposed lease has been sent to the tenant's attorney.
- Tremont – Negotiations continue with the potential lessee.
- Family Foundation – They have been notified a CPI is pending.
- Airbase Carpet Mart – The CPI adjustment will go into effect on October 1, 2021. Mr. Marinelli is handling.
- Wheely's – Mr. Marinelli will contact Wheely's to address questions pertaining to getting started. He will tell them that no signs are to be placed on the Colonial-style fence. All signs need to be approved by the Board.
- Milex – To be discussed in executive session.
- Garrison Apartment Complex (marshland behind complex) – Mr. Alfree has been in contact with representatives for the apartment complex several times. The committee is concerned about taking on potential problems (maintenance and liability) associated with the property. The committee would like to give them a definitive answer and asked the Board for their input. Discussion included taking the property provided it is free with indemnification from the owners, protecting the area, potential contamination issues from a former steel factory and gas factory in the area, if the subject property is classified as wetlands there are limits to what work can be done with it, and concerns about an access easement on the property. Mr. Taylor informed that taking ownership of the marshland would make the Trust responsible for maintenance of the area and be the subject of neighbors' concerns. In addition, Mr. Taylor said the plan shows the wetlands area has an access easement within the wetlands area (40' wide from the apartment complex to the wetlands and 20' wide going down to other land owned by the Trustees towards the river). If the Trust takes ownership it comes with the easement on it and the possible expectation from the public that there would be a boardwalk area installed.

Mr. Clayton made a motion to accept the Land Management Committee's suggestion of not accepting the property. Mr. DeAscanis seconded the motion. The motion was approved.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson clarified his report on grant requests during the recent Budget Meeting. The New Castle Little League did submit a grant request along with a 'wish list'. Mr. Wilson told the Little League that we would separate what would be considered a grant and what would be considered Property Maintenance.

Mr. Wilson told the Board the committee appreciates the time and effort they put in during the grant process. Mr. Alfree is working on letters to be sent to grant recipients.

Mr. Wilson said two (2) people came to the committee's last meeting expressing interest in having pickle ball courts. The committee will look into court regulations and the cost of pickle ball courts.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.
(*Property Maintenance Update provided to the Board.*)

Mr. Clayton reviewed items on the report.

- Hermitage Nature Area (Nature Area) – Mr. Meek said there is damage to some stones that are part of a former barn in the Nature Area. He is concerned the dislodged stones could be a safety hazard. Mr. Episcopo will look at the damage and determine a path forward.
- New Castle Little League – Mr. Alfree asked for clarification on what items are being included in their grant recipient letter. Mr. DeAscanis will provide a list of items.
- Meadows – Mr. Wilson said that he and John Antonio would be meeting next week to plan the opening of the meadows.
- Penn Farm House Update – To be discussed in executive session.
- Tremont (drainage problems) – Cirillo Bros. are working up a price to address drainage problems behind Penn Mart. Drainage is going into a residential area (Penn Acres); the Trust has been cited by the County. Mr. Marinelli is working on the issue. Mr. Gallagher asked if funding needs to be approved to address the problem. Mr. Episcopo noted the committee should have a better idea soon of costs involved and the Board can vote by email. Mr. Taylor advised that Delaware corporate law allows for votes by email if the vote is unanimous. If it is not unanimous or needs discussion then a conference call or meeting is needed.

Mr. Alfree made a motion to approve funding up to \$25,000 to allow work to begin if Cirillo Bros. can start the work. Mr. Gallagher seconded the motion.

A roll call vote was taken.

Mr. Clayton – yes

Mrs. Antonio – yes

Mr. Gallagher -- yes

Mr. Meek – yes

Mr. Episcopo – yes

Mr. Alfree – yes

Mr. Wilson -- yes

Mr. Toner – yes

Mr. DeAscanis – yes

The motion was unanimously approved.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.

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

Mr. Gallagher reviewed the documents as distributed. He said the committee will be meeting with the Trust's financial advisors this month.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

Mr. Clayton said the restrooms and playground are open. There are no major problems to report at this time. The basketball courts are not being opened at this time. Mr. Gallagher reported a tree is down behind the Marini property that may or may not belong to the Trust. The property was recently surveyed; Mr. Marinelli will look into the downed tree.

Trustees of the New Castle Common
Minutes of April 6, 2021

Mr. Alfree spoke about damage to the restrooms. He believes that people who use Battery Park and destroy property do not deserve the restrooms. He suggested porta-potties be put in and remove our staff from cleaning the restrooms. Further, he said the next time major damage is done to the restrooms causing a large expense to fix, he would make a motion to shut down the restrooms. He added the City encourages visitors and should take the responsibility of providing restroom facilities. Mr. Toner agreed saying the City invites visitors and promotes tourism and the National Park has a restroom that is closed.

Election Committee

Mr. Toner will report back next month.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville -- Mr. Wilson has tried different ways to get the area cleaned up and all have failed. He will make another attempt to get a company to clear the area of trash.

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

Mr. DeAscanis reported the garage doors at the Little League have been fixed and they hope to the dugout done soon. Mr. Gallagher reminded that the committee is an ad hoc committee to do work on planning for a sports complex. He was looking for the committee to discuss what the Board should do at the baseball complex and provide a plan for what the committee envisions for that property.

Mr. Toner would like to conduct the May Board meeting in the Trustee Board Room. The number of people in the room can be limited to accommodate social distancing. The meeting will be closed to the public. Mr. Toner deferred to the Executive Committee to determine the number of people allowed in the room.

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. Alfree made a motion to go into executive session at 8:09 p.m. to discuss matters of real estate. The motion was seconded and approved.

The Board returned to regular session at 8:14 p.m.

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A motion was made and seconded to immediately notify Milex ownership that if all funds owed to the Trust are not paid in full by June 30, 2021, the Trust will initiate termination of the lease. The motion was unanimously approved.

With no further business to address, the meeting was adjourned at 8:16 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
May 4, 2021

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

Absent: Mr. T. Clayton

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

The monthly meeting of the Trustees was held on Tuesday, May 4, 2021, in the Trustees Room of Old Town Hall. Mr. Toner called the meeting to order at 7:15 p.m. A moment of silence was called. A quorum is present as required by the Modern Rules of Order.

President's Communications

Mr. Toner announced a vacancy on the Board resulting from the retirement of Trustee Carlo Viola. Mr. Toner recognized Mr. Viola's 17 years of service to the Trust and the City. Mr. Viola had a passion for historic preservation and attention to detail on the many projects he worked on. Those projects include restoring light fixtures he found in the Presbyterian Church attic to use throughout Town Hall, Furness library, Bellanca Museum, New Castle Public Library, and Old Town Hall. He also led fundraising efforts for the Public Library Construction project.

Mr. Toner has appointed Mr. Episcopo to chair the Election Committee. Pertinent dates in the election process will be provided at the June Board meeting.

Mr. Toner informed the Board he and Mr. Gallagher met with City Council President Michael Platt and City Administrator Bill Barthel on 4/23/21 to discuss expanding the Senior Home Maintenance Program from sidewalks and roofs to all home exteriors. Eligibility for the program and Trust level of funding remains unchanged.

Mr. Toner toured the Hermitage Nature Area (Nature Area) with Mr. Meek. Mr. Toner recognized Mr. Meek's work and supervision to create the Nature Area. Mr. Meek will not seek reelection. Mr. Toner created an ex-officio committee charged with compiling an action plan of ongoing work to be done on a weekly, monthly and annual basis at the Nature Area and to find someone with Mr. Meek's passion to champion the cause as a volunteer or paid person. He asked Mr. Meek to chair the committee.

Mr. Toner reported the City is asking for permission to use an area of Penn Farm to shoot off fireworks for Separation Day, though Separation Day activities have been cancelled for 2021. The City cited social distancing as the reason for moving from Battery Park to Penn Farm. Spectator parking would be provided at Bellanca and William Penn High School. Input is needed from Toby Hagerott and Paul Lester. Discussion included debris from fireworks soiling leased farmland, hot embers, and safety issues created by spectators using major roads to view the fireworks. **Mr. Wilson made a motion not to allow the City to use Penn Farm for fireworks. Separation Day is cancelled and should include fireworks. Mr. DeAscanis seconded the motion. The motion was approved by a vote of 9 in favor and 1 against (Toner).**

Trustees of the New Castle Common
Minutes of May 4, 2021

Monthly Calendar – Property Maintenance Committee – 5/26/21, 4 p.m.; Land Management Committee – 5/27/21, 5 p.m.; Outreach Committee – 5/17/21, 7 p.m.; TNCC Board Meeting – 6/1/21, 7 p.m.

Minutes

3/28/21 Budget Meeting Minutes – One correction noted. **Mr. Gallagher made a motion to approve the 3/28/21 Budget Meeting minutes as amended. Mr. DeAscanis seconded the motion. The motion was approved.**

4/6/21 TNCC Meeting Minutes – One correction noted. **Mr. Wilson made a motion to approve the 4/6/21 TNCC Meeting minutes as amended. Mr. Gallagher seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Gallagher reporting.

Treasurer's Report for 4/30/21 was sent out prior to the meeting.

Mr. Gallagher made a motion to approve the Treasurer's Report dated 4/30/21 as distributed. Mr. Wilson seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

Mr. Alfree asked for an Executive Session to discuss matters of real estate.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson said the committee will meet on 5/7/21 to discuss an opportunity related to the Rogers/Booth Mansion (located in Buttonwood). The owner wants to give it away. The New Castle Historical Society would like the Trust to take ownership and make needed repairs. 'Forever' access to the property is needed. The committee will report back to the Board.

PROPERTY MAINTENANCE COMMITTEE – Mr. Castagno reporting.

(Property Maintenance Update provided to the Board.)

Mr. Castagno reviewed items on the report.

- Bulkhead/Living Shoreline Plan – Permitting/construction to begin in late spring. Mr. Gallagher thinks that work should be expedited noting safety issues. Mr. Castagno has spoken with Department of Natural Resources & Environmental Control (DNREC) Secretary Shawn Garvin about expediting the work; it is in DNREC's hands.
- Tennis Courts – The Board has spent \$40,000 on tennis court maintenance since 2010. Miller Sports Construction provided the committee with a drawing showing needed repairs, coating, new nets, and stripping for a pickle ball court. Mr. Castagno said we budgeted \$10,000, but the cost to do all the work noted is \$55,000. He said it is time to give the tennis courts an overall facelift. **Mr. Castagno made a motion to add \$45,000 to the Property Maintenance Committee capital budget to cover costs in Battery Park. Mr. Wilson seconded the motion.** There was discussion about putting pickle ball lines on all three tennis courts and the impact on current tennis players. **The motion was approved.**
- Frenchtown Railroad Walking Trail – Mr. Castagno reminded that matching grant monies from DNREC were approved. Drew Hayes of Foresite Engineering submitted his plan to the

City to design the plan. Mr. Castagno noted the contract with the City has not yet been signed.

- Fort Casimir Parking Concept Plan (Second & Chestnut Streets) – Mr. Castagno stated it is a great opportunity to recognize the historical significance of the fort. The concept plan includes improving the current parking lot and plans to connect The Strand and potentially put in additional parking. The committee is working with Drew Hayes, Foresite Engineering. Mr. Castagno further explained details of the concept plan. Earlier Richard Stat donated \$2,500 for an infrastructure improvement project. Mr. Castagno said those monies could be applied against the \$5,500 capital monies budgeted. Mr. Stat will be informed how his monies will be spent.
- Tremont (drainage problems) – Cirillo Bros. provided a quote (\$35,000) to address drainage problems behind Penn Mart. Drainage is going into a residential area (Penn Acres); the Trust has been cited by the County. At the 4/6/21 Board Meeting the Board approved up to \$25,000 to begin work. **Mr. Castagno made a motion to increase the capital budget for Tremont by an additional \$10,000 for the drainage issue. Mr. Wilson seconded the motion. The motion was approved.**
- Hermitage Nature Area (Nature Area) – Mr. Meek is talking with David Salter about using people from his community group (halfway house for recovering addicts) as volunteers. He asked if the Board had any opposition to using these volunteers to help with work at the Nature Area. The hold-harmless form developed by Mr. Taylor allowing volunteers at the Nature Area will be used. No opposition was expressed.
Mr. Meek said he has been advised that in order to get publicity for the Nature Area we have been told we should be utilizing an existing Facebook page and Instagram. We would need to design an Instagram account. Mr. Meek asked for permission to use the Trustee logo on the Facebook page and Instagram for the Nature Area. **Mr. Toner made a motion to allow Mr. Meek to use the Trustee logo on the existing Facebook page and Instagram. The motion was seconded. The motion was approved.**
Mr. Meek is looking for suggestions/ideas on having a celebration for the launch of the Hermitage Nature Area in early June or fall. Mr. Alfree spoke of the deteriorating roadway leading from Delaware Street to the circle in the Nature Area. The Committee tried to work with the Colonial School District to address roadway conditions, but lack of funding from the school district resulted in the matter being dropped. The issue is in the Property Maintenance Committee's hands.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.

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

Mr. Gallagher reviewed the documents. He congratulated Mr. Castagno and the Finance Committee for their work. Mr. Alfree mentioned that Maintenance Labor exceeded the budget this year even with increasing the hours, but not the rate. The line item was increased for the 2021-2022 budget, but it is likely to exceed the budgeted amount again.

Mr. Gallagher reported the committee met with the Trust's financial advisors, Nicholson and PNC. Both advisors are satisfied with the current investment strategy and do not recommend any significant changes. The annual audit has started.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

Mr. Castagno said applications for the park are starting to come in.

Election Committee

No report.

Encroachment Committee – Mr. Wilson reporting.

No report.

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

Mr. DeAscanis reported the Committee is asking for bids for the drainage issue.

COMMUNICATIONS – Mr. Alfree reporting.

None.

Mr. Alfree asked for the Board's thoughts on selecting a date to reopen the Trust Office. Masks will be required in the office. Mr. Toner will officially open the Trust Office on Monday, 5/10/21.

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. Episcopo made a motion to go into executive session at 8:15 p.m. to discuss matters of real estate. The motion was seconded by Mr. Gallagher. Motion was approved.

The Board returned to Regular Session at 8:31 p.m.

Mr. Alfree made a motion to approve a 40-year lease (ending April 30, 2061) to Jackson New Castle LLC for the property at 901 E. Basin Road. The initial rent will be set as agreed upon by the Board. Future rents will be adjusted every five years alternatively between appraisal and CPI with the first appraisal to be conducted in five years.

A roll-call vote was taken by the President. The ten (10) Trustees present voted to approve the motion.

With no further business to address, the meeting was adjourned at 8:33 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
June 1, 2021

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

Absent: Messrs. Castagno and Meek

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

The monthly meeting of the Trustees was held on Tuesday, June 1, 2021, in the Trustees Room of Old Town Hall. Mr. Toner called the meeting to order at 7 p.m. A moment of silence was called. A quorum is present as required by the Modern Rules of Order.

President's Communications

Mr. Toner had no communications.

Monthly Calendar – Property Maintenance Committee – 6/30/21, 4 p.m.; Separation Day Fireworks (Battery Park) -- 6/12/21, 9:30 p.m.; TNCC Board Meeting – 9/7/21, 7 p.m.

*Committee meetings during the summer will be communicated to the full Board.

Minutes

5/4/21 TNCC Meeting Minutes – Corrections noted. **Mr. Gallagher made a motion to approve the 5/4/21 TNCC Meeting minutes as amended. Mr. Clayton seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Gallagher reporting.

Treasurer's Report for 5/31/21 was sent out prior to the meeting.

Mr. Gallagher made a motion to approve the Treasurer's Report dated 5/31/21 as distributed. Mr. Clayton seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

Jackson New Castle – The lease was signed on 5/27/21.

Shell Station – The current lease expires on 1/21/22. It is due for an appraisal.

Mr. Alfree informed the Board the Trust's long-time appraiser, Gary Parker, has retired. Mr. Taylor will assist in securing another appraiser.

Milex – Mr. Marinelli has been in contact with the tenant. The Land Management Committee has given a deadline of 6/30/21 for the tenant to satisfy their outstanding balance.

Tremont – PUSAN is working with Penn Mart to reach an agreement. PUSAN will forward landscape plans to Penn Mart for review; a copy of the plans will be provided to the Trust.

Booth Mansion (located in Buttonwood) – The Trust has not received any official notice from Zenith informing of their wish to dispose of the land and/or house. The committee will have no further discussion on the topic until official notice is received.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson said the committee received a request for funding from the Community Collaboration of Delaware for a summer camp at St. Peter's School. The group then withdrew their request due to lack of additional funding from another source. Mr. Wilson alerted the group to the Trust's grant process for future funding requests.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Clayton reviewed items on the report.

- Hermitage Nature Area (Nature Area) – Mr. DeAscanis has received two (2) bids for work to be done on the driveway and Hermitage property. Colonial School District is not contributing to the work. Work includes fixing the apron (at Route 273), coat the driveway (not including parking lot) and 500-600 yards on the Hermitage property will be milled, repaved and widened to 12 feet. **Mr. Clayton made a motion to request funding from the capital budget not to exceed \$30,000 for capital improvements to the Hermitage lane and Hermitage property. Mr. Wilson seconded the motion. The motion was approved.**

Meadows – Mr. Wilson met with John Antonio. Mr. Wilson gave a status of meadows in Dobbinsville, Bull Hill, Ward Triangle, and Fort Casimir Park. He said that bee hives are doing well and the beekeeper has introduced bats (bats eat mosquitoes) in the Bull Hill meadow and at the Hermitage. This is all part of the conservation of the meadows.

Penn Farm House Project – Mr. Toner said the second reading for the Trust's request for an ordinance change is coming before City Council on 6/8/21. The City Council President asked that someone familiar with the project be at the meeting to address specifics of the project. (Messrs. Castagno and Taylor plan on attending.) Mr. Toner noted there is misinformation being spread about the project. Mr. Alfree said the Historic Area Commission will discuss the project at their 6/10/21 meeting. Mr. Taylor will be attending the meeting.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.

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

Mr. Gallagher reviewed the documents.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

Geese Problem – Mr. Episcopo said complaints are being received about geese at the park. Mr. Clayton said that Geese Chasers was getting too expensive and were not as effective any longer. The area will be sprayed soon. He added the committee is actively looking for solutions.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo informed the Trustee election will be held on 9/25/21 in the Trust Office to fill the vacancy created by the resignation of Mr. Viola. A list of pertinent dates and times was distributed to the Board for review. Mr. Toner asked about changing 'resignation' to

'retirement' as it relates to Mr. Viola. There was no opposition. The time for voting was changed on 9/25/21 to 8 a.m. to 12 p.m. The procedure will be provided to the *New Castle Weekly* and *New Castle Crier*.

Mr. Wilson made a motion to accept the procedure as amended (changing time on 9/25/21 to 8 a.m.-12 p.m. and changing wording for Mr. Viola to 'retirement' instead of 'resignation'). Mr. Gallagher seconded the motion. The motion was approved.

Encroachment Committee – Mr. Wilson reporting.
No report.

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

Mr. DeAscanis reported he met with two (2) engineering firms concerning a potential drainage problem at the Little League complex. He is waiting for their responses.

COMMUNICATIONS – Mr. Alfree reporting.

A 'thank you' letter was received from Anna Yacucci for scholarship monies she received from the Trust.

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.

With no further business to address, a motion was made and seconded to adjourn the meeting at 7:45 p.m.

Deborah P. Turner
Stenographer